Data Export To csv/text/excel

From the top menu, select **File** -> **Data Import/Export** -> **Export** -> **ASCII Comma Delimited**.

You will be presented with the screen below, where you can select one or more fields to export. In the example below, selected fields are highlighted in blue:
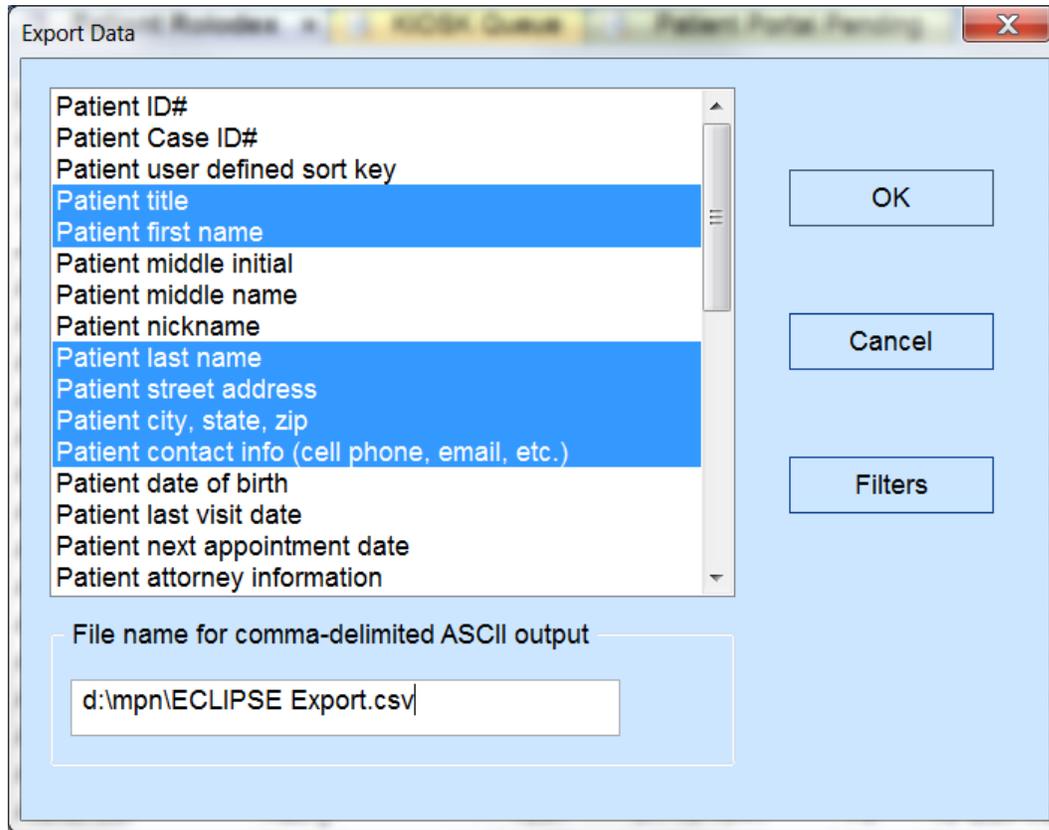
Select the information that you would like to include in the export.

The bottom field (labeled **File name for comma-delimited ASCII output**) displays a path and file name (which you can edit). The default file extension is **txt**. In the above example, data would be exported to a file named **export.csv** in the **d:\mpn** folder (for later import to Excel).

Use the **Filters** button to narrow down the patients you want to export. Otherwise, all patients will be exported.