## **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:

| Export Data  | Patient P | stal Panding            | X |
|--|-----------|-------------------------|---|
| Patient ID#<br>Patient Case ID#<br>Patient user defined sort key<br>Patient title<br>Patient first name<br>Patient middle initial<br>Patient middle name<br>Patient middle name<br>Patient nickname<br>Patient last name<br>Patient last name<br>Patient street address<br>Patient street address<br>Patient city, state, zip<br>Patient contact info (cell phone, email, etc.)<br>Patient date of birth<br>Patient date of birth<br>Patient last visit date<br>Patient next appointment date<br>Patient attorney information<br>File name for comma-delimited ASCII output<br>d:\mpn\ECLIPSE Export.csv |           | OK<br>Cancel<br>Filters |   |
|  |           |                         |   |

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.