How to Export to Excel (from Note Wall)
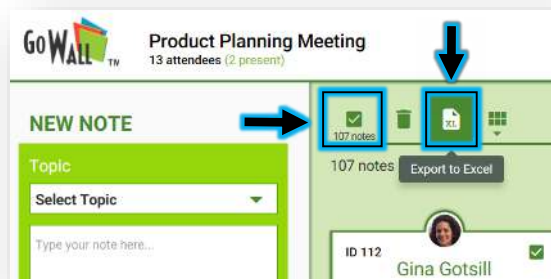
1.
Go to My Walls & select 'RUN'.
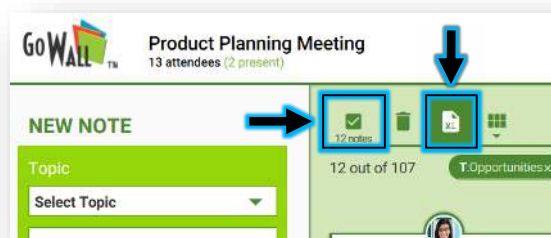
2.
EXPORT ALL NOTES
Check the upper left checkbox & select the 'Export to Excel' icon.
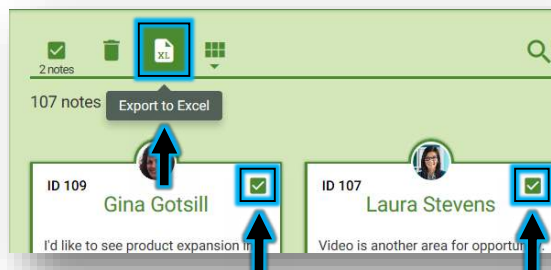
EXPORT SELECT NOTES
Apply filters and/or advanced search criteria, then check the upper left checkbox & select the 'Export to Excel' icon.

EXPORT INDIVIDUAL NOTES
Select one or more notes by checking the checkbox to the top right of each note, then select the 'Export to Excel' icon.

3.
The Excel Export will automatically format and download so it's ready for you to use.

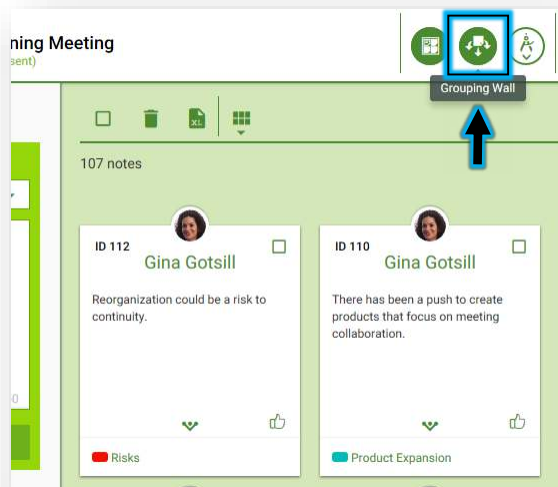# How to Export to Excel (from Grouping Wall)

1.
Go to My Walls & select 'RUN'.

2.
Go to the 'Grouping Wall'.

3.
Select the 'Export to Excel' icon. Use the checkbox to select which topic or topics you want to export. Then select 'EXPORT'.

4.
The Excel Export will automatically format & download so it's ready for you to use.
(Note: If you've grouped notes within a Topic, each group name will be highlighted.)