

# How to Export to Excel (from Note Wall)

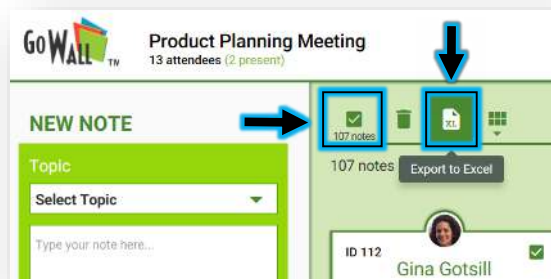
1.

Go to My Walls & select 'RUN'.



2.

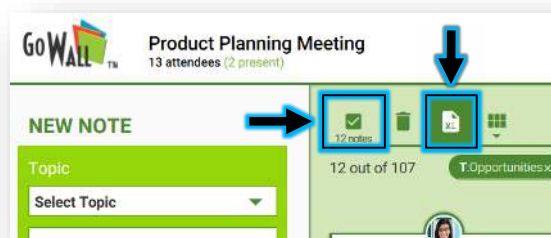
EXPORT ALL NOTES  
Check the upper left checkbox & select the 'Export to Excel' icon.



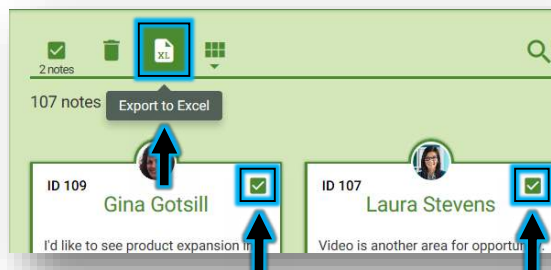
3.

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

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.



	A	B	C	D	E	F
1	ID	Note Content	Likes	Content	First Name	Last Name
2		My customers often ask me for a more variety of functionality, especially around keyboard choice	1	Required	Gina	Gotsill
3		There seems to be a groundswell for consumption-based pricing. Many of our competitors are offering this fee structure.	0	Required	Bill	Kern
4		Competitors have achieved security certifications because they've conducted extensive penetration testing. We need to do that to compete.	0	Required	Bill	Kern
5		We need to open our API for integration with other commonly used applications like Outlook and Google Calendar.	3	Required	Gina	Gotsill
6		Number of followers on our social media sites.	0	Required	Gina	Gotsill
7		Number of "shares" of our email marketing messages.	1	Required	Gina	Gotsill
8		During the summer months, we may need to bring in additional resources.	0	Required	Gina	Gotsill
9		Email marketing has worked very well for our competitors.	1	Required	Gina	Gotsill
10		We need to be aware that a few new competitors may impact our existing market-share and plans for growth.	1	Required	Dan	Mustaro
11		Customers have expressed a desire for more options - however, it would be helpful to identify the top two or three before we devote too many resources.	1	Required	Dan	Mustaro
12		I think we should consider more hands-on, high touch approaches - not only with new clients who have great potential, but also with existing clients who may be interested in additional product offerings.	1	Required	Dan	Mustaro
13		Employee retention is a very important metric!	0	Required	Gina	Gotsill
14		Product queries from tech reviewers could be a good metric.	0	Required	Laura	Stevens
15		I've noticed that we don't have a lot of accessibility to developers. This could be a risk when we start to develop content.	0	Required	Laura	Stevens
16		I hear a lot of requests for features that are more intuitive, less reliant on documentation.	1	Required	Laura	Stevens
17		We're considering having an open house to bring our regular customers in house. They can see the way the product is produced and ask questions.	0	Required	Gina	Gotsill
18		Customers want to work with us. They want to give us their ideas about our product.	0	Required	Paul	Warner
19		It's great that product development and training are so tightly integrated, but it could be a risk too because the groups are losing autonomy.	0	Required	Paul	Warner

# How to Export to Excel (from Grouping Wall)

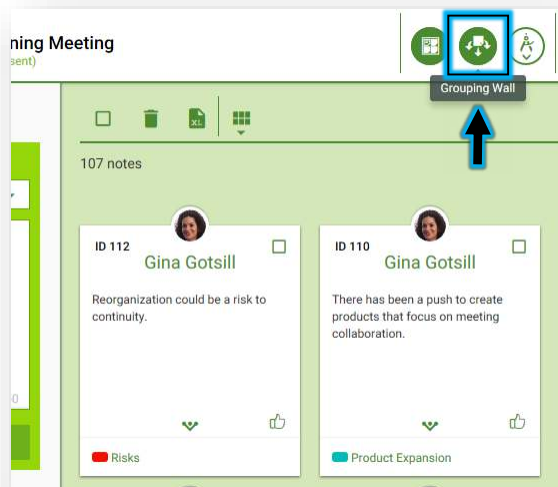
1.

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.)

