

<u>Knowledgebase</u> > <u>Application management</u> > <u>Filhantering</u> > <u>Export files in Excel format</u>

Export files in Excel format

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You can export files in Excel format. This is a useful for creating spreadsheets for search or reporting purposes, for example.

To export a file in Excel format:

- Select the file you want to export in the file list, click File in the main menu and select Save as Excel file
- 2. Specify where to save the file, enter a name for the file and click ${\bf Save.}$