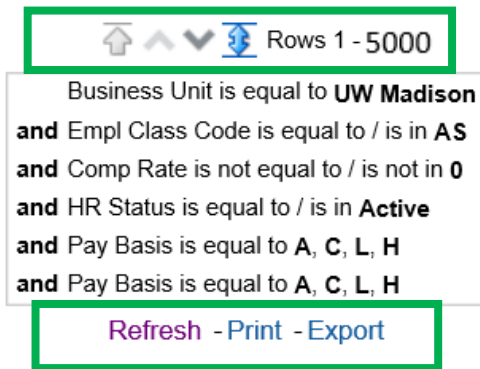


QUICK GUIDE: Viewing, Exporting, and Printing Large Amounts of Data

After you have signed into UWBI and drilled down the data prompts on a dashboard you'll scroll down to the bottom of the output to the following options for expanding, printing, and exporting:



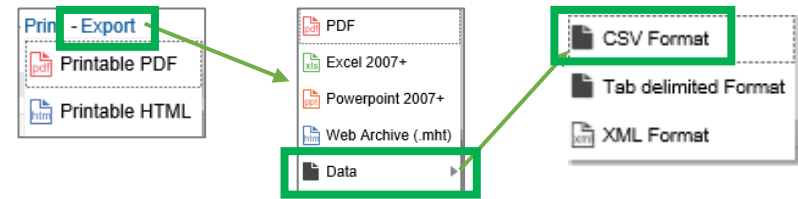
1. The Expand ALL Icon: will display **ALL** results. *This is NOT recommended for large amounts of data.*
2. Return to First Rows Icon:
3. Use the View Next Data Sets: For viewing/expanding **large amounts of data**, please use this Sections Expansion icon to quickly get results and not the Expand All icon shown in #1 above.
4. If you scroll down, you will have the option to Print – Export.

NOTE: By selecting the Print button, it will only print the rows displayed. To have ALL rows displayed use Export, then select the desired format (e.g., PDF, Excel, CSV) shown in #5 below

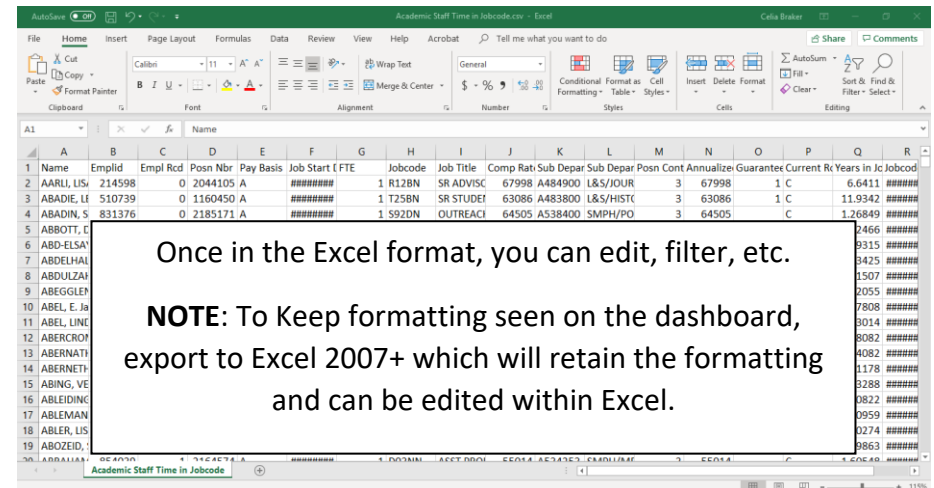
5. For large amounts of data, the recommendation is to export the data by following the navigation path of:

- a. Data, and then CSV Format, which will open the data in an excel sheet. **NOTE:** This format will not transfer dashboard formatting of columns color, layout, etc.

Large Data Export Diagram:



Exported Data>CSV Format opened using Excel Diagram:



Once in the Excel format, you can edit, filter, etc.
NOTE: To Keep formatting seen on the dashboard, export to Excel 2007+ which will retain the formatting and can be edited within Excel.

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