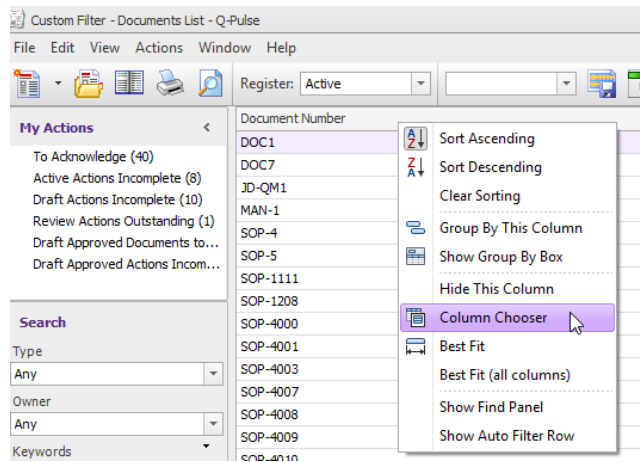


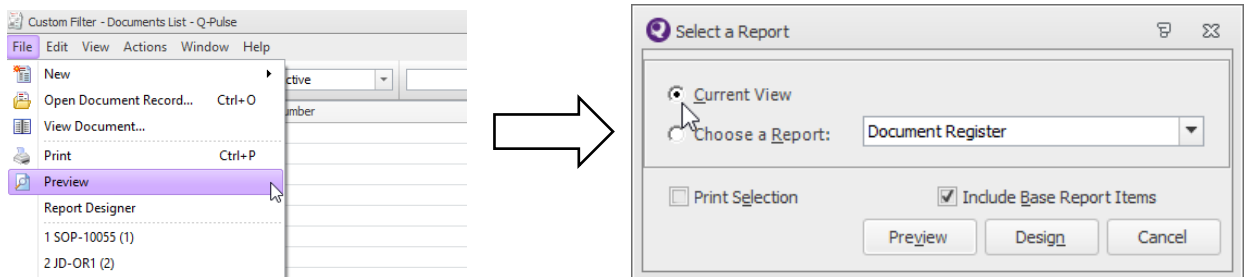
Quick Tip: Did you know you can export Q-Pulse Lists into Excel? Here's how:

Any Module “List View” can be changed so that the desired field information is displayed. With the right data presented, ad hoc reports can then be either printed, e-mailed or saved in several file formats.

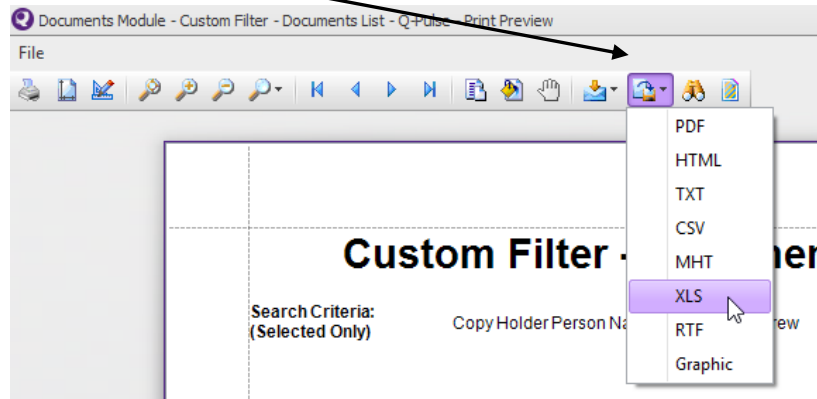
First, open the Module and perform a search for the desired Records. Use the Column Chooser to place the fields into the list that are of interest. To open the Column Chooser, right click in any column heading.



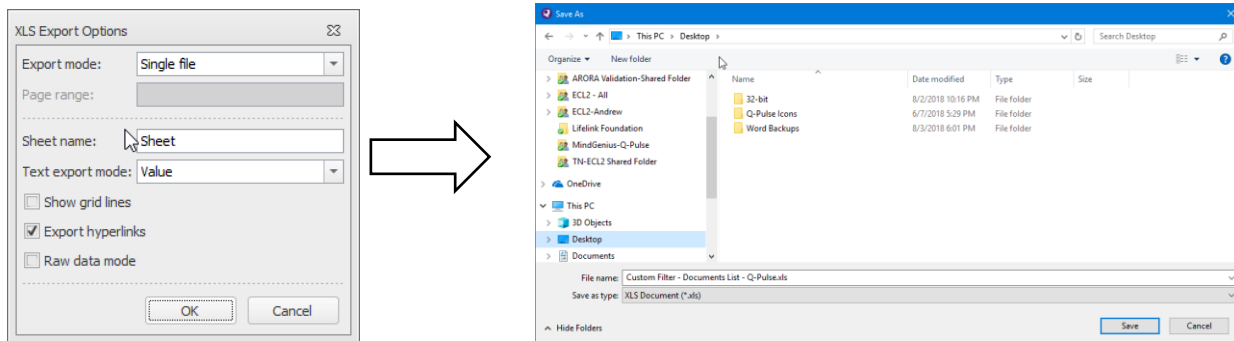
Once the columns and data are as desired, go to *File*, then *Preview*. This will present you with a window where you can choose “Current View” or choose from an existing custom report. Current View is the one that will print the list exactly as you have it displayed.



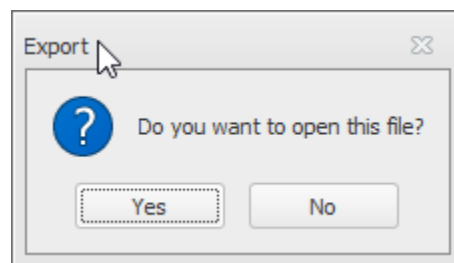
Click *Preview*. This will open the Print Preview window showing the chosen report and data. In the Preview window, there are quite a few icons across the top. Toward the right, there is one called *Export Document*.



The drop down will display the various file types the list can be exported to. Excel (XLS) will be one of them. Click it and the XLS Export Options window will be displayed, just click *OK* to display the Save As window



Name the file and choose the desired location. Once saved, Q-Pulse will ask if you want to view the file.



Say *Yes* to open the file in Excel, showing the data from the Q-Pulse List view.