

# Export Search Results

1. From the Student or Personnel Approval or Claim search screen, select the filters you'd like to use for the search.

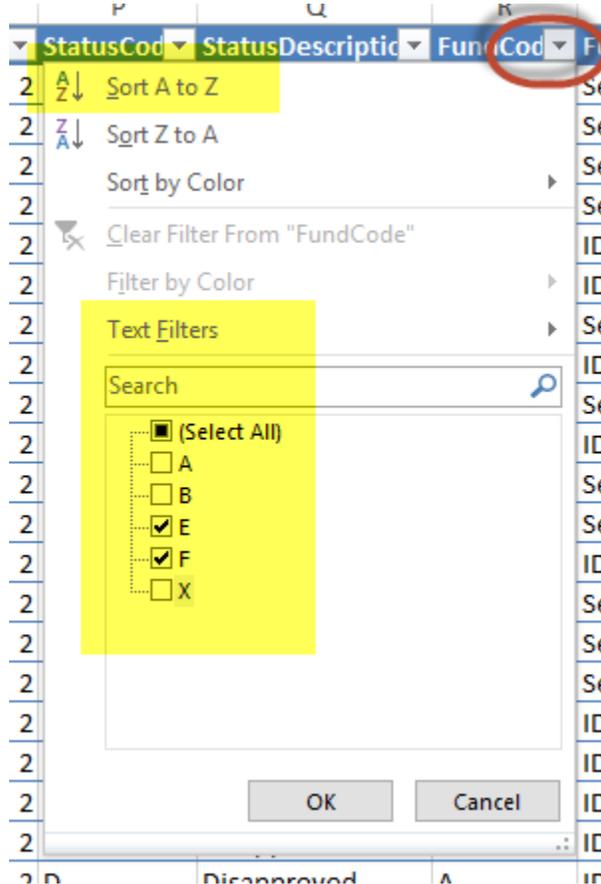
2. Click Export to Excel
3. Open the downloaded excel spreadsheet. (How this is done depends on the internet browser that you are using.)
4. Click "Enable Editing" at the top of the spreadsheet to sort or filter the data in the spreadsheet.

Row	Cour	StudentApprovals	Student	ResidentEntity	ResidentDescripti	ResidentRCDT	Fundcode	PrivateFacilityCod	ExitCode	BeginDate	EndDate	Ter
1	1	1	40	2843	4240 Harrisburg CUSD 3	20-083-0030-26	8		20	8/22/2016	11/27/2016	
2	1	1	40	2843	4240 Harrisburg CUSD 3	20-083-0030-26	8		20	8/22/2016	11/27/2016	
3	2	2	41	2843	4240 Harrisburg CUSD 3	20-083-0030-26	8		20	11/28/2016	1/9/2017	
4	3	3	42	2843	4240 Harrisburg CUSD 3	20-083-0030-26	8			1/10/2017		
5	4	4	48	2872	4240 Harrisburg CUSD 3	20-083-0030-26	1		20	9/30/2016	12/6/2016	
6	5	5	49	2872	4240 Harrisburg CUSD 3	20-083-0030-26	1			12/7/2016		
7	6	6	46	2870	4240 Harrisburg CUSD 3	20-083-0030-26	15			8/22/2016		
8	7	7	34	2861	4240 Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		
9	8	8	53	2876	4240 Harrisburg CUSD 3	20-083-0030-26	5	10068-T		8/1/2016		
10	9	9	36	2847	4240 Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		
11	10	10	52	2875	4240 Harrisburg CUSD 3	20-083-0030-26	15			8/22/2016		
12	11	11	51	2871	4240 Harrisburg CUSD 3	20-083-0030-26	5			8/1/2016		
13	12	12	47	2871	4240 Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		
14	13	13	56	2883	4240 Harrisburg CUSD 3	20-083-0030-26	9	10312-T		6/6/2017		
15	14	14	45	2869	4240 Harrisburg CUSD 3	20-083-0030-26	15			8/22/2016		
16	15	15	35	2857	4240 Harrisburg CUSD 3	20-083-0030-26	8			8/22/2016		
17	16	16	37	2866	4240 Harrisburg CUSD 3	20-083-0030-26	1		20	8/22/2016	2/6/2017	
18	17	17	38	2866	4240 Harrisburg CUSD 3	20-083-0030-26	1			2/7/2017		
19	18	18	43	2868	4240 Harrisburg CUSD 3	20-083-0030-26	1		20	8/22/2016	3/1/2017	
20	19	19	44	2868	4240 Harrisburg CUSD 3	20-083-0030-26	1			3/2/2017		
21	20	20	39	2867	4240 Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		

- Notice the arrows in the header row of your data. These can be clicked to filter your results even further. You can also sort from these arrows.

Example: Filter and sort by fund code.

- Sort alphabetically or create a custom sort.
- Uncheck or check the boxes in the filters section. Checked boxes will display in the spreadsheet.



- End result:

BeginDate	EndDate	Term	IncludeOnApprov	ApprovalStatus	StatusCod	StatusDescriptio	FundCode	FundDescription	EducationEnviron
8/22/2016	11/27/2016	1	TRUE	2 D	Disapproved	E	Section 14-7.03 (Orphanage Act-Individual Programs)	03	
8/22/2016	11/27/2016	1	TRUE	2 D	Disapproved	E	Section 14-7.03 (Orphanage Act-Individual Programs)	03	
11/28/2016	1/9/2017	1	TRUE	2 D	Disapproved	E	Section 14-7.03 (Orphanage Act-Individual Programs)	03	
1/10/2017		1	TRUE	2 D	Disapproved	E	Section 14-7.03 (Orphanage Act-Individual Programs)	02	
8/22/2016		1	TRUE	2 D	Disapproved	E	Section 14-7.03 (Orphanage Act-Individual Programs)	03	
6/6/2017		3	TRUE	2 D	Disapproved	F	Section 14-7.03 (Private Facilities/Orphanage Act)	08	

**This process can be done on the student approval or claim tab as well as the personnel approval or claim tab.**