

Accessing Export Data Request

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Accessing Export Data Request Tool

To access the Export Data Request tool, users will go to the Reports portal and then select Export Data Request, found under the General section header. This will open the Export Data Request download tool where users can see exports that have been generated by their username. The export files will remain in the Export Data Request window for up to 3 days, at which point if not removed by the user there will be a nightly job that will clear the queue on their behalf. This will help maintain this list with only recent exports.

Report: Export Data Request

Export Data Requests

Export Data Requests is where you can export various data set requests from the system.
A Toast message will appear on the main console informing you that the data set is ready to download, clicking the message will take you to this screen.

Please note: **Each file will only be available for a short period of time - which varies by data set type, then it will be removed in a nightly cleanup process.**

ID	Type	Description	Expiration	Created	Message	Status	Action
2	Table Search	Claim Query	10/24/2024 12:09PM (EDT) in 02 d 23 h 50 m 39 s	10/21/2024 12:09PM (EDT)		Completed	Download Remove
3	Table Search	Appointment Search	10/24/2024 12:15PM (EDT) in 02 d 23 h 56 m 48 s	10/21/2024 12:15PM (EDT)		Completed	Download Remove

When exporting save file in download folder. [Refresh](#)

Display Fields;

- **ID:** unique identifier of the file generated for exporting.
- **Type:** window type where the file was generated from.
- **Description:** window name where the file was generated from.
- **Expiration:** date when the file will be removed from the Export Data Request list for your user.
- **Created:** date the file was generated.
- **Message:** error message if an error occurs while generating the file.
- **Status:** current status of the file being generated (Completed, In Progress, or Error).
- **Action:** actions available for the file (Download or Remove).

Footer options;

- **When exporting save file in download folder:** by default the download option will save files to the browser set folder for downloaded files. However if the browser is set to a different folder and the user chooses to send the file being downloaded to the download folder the user can select this option instead of updating the browser set download folder.
- **Refresh:** this will refresh the Export Data Request window including the file status.

