
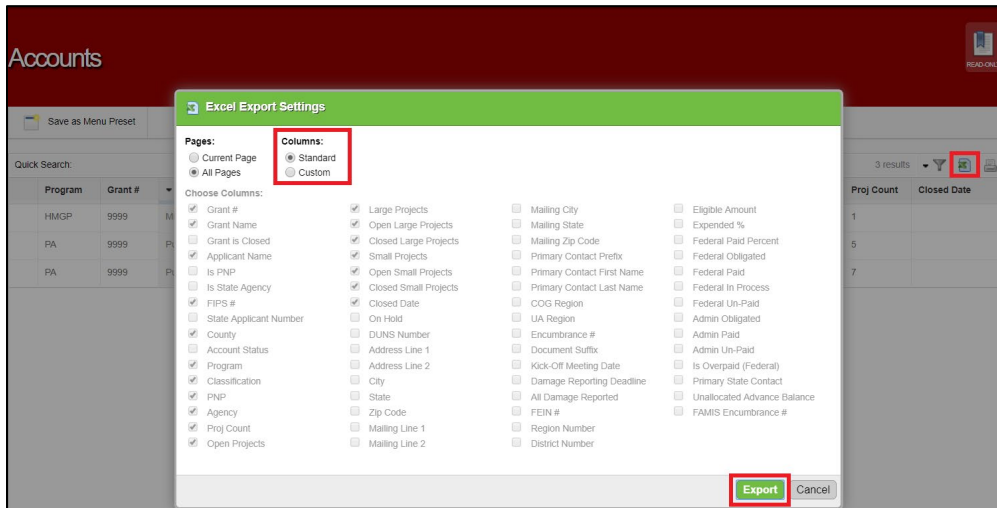


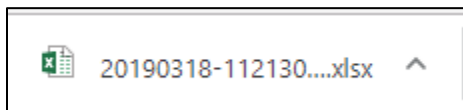
Export Lists to Excel

Every list in the system can be exported to Excel.

1. Click on the Excel icon  on the top right of the list. The user will have the option to export the default columns, **“Standard,”** or export a **“Custom”** set of columns. If **“Custom”** is selected, click to select or deselect the desired columns. Next, click the **“Export”** button.



2. A message will appear at the bottom of the screen. **“Open”** the exported file.



3. The list is now visible in Excel. The file can be saved to a desired location.

Grant #	Grant Name	Applicant Name	FIPS #	County	Program	Classification	PNP	Agency	Proj Count	Open Projects	Large Projects	Open Large Projects	Closed Large Projects	Small
1	9999	Mitigation Plan Tracking	Any Texas Town	000-TEST0-00	Sherman	HMG	City	N	N	1	0	1	0	0
2	9999	Public Assistance Test Grant	Any Texas County	111-TEST0-00	Sherman	PA	County	N	N	5	5	5	0	0
3	9999	Public Assistance Test Grant	Any Texas Town	000-TEST0-00	Sherman	PA	City	N	N	7	2	7	2	0