



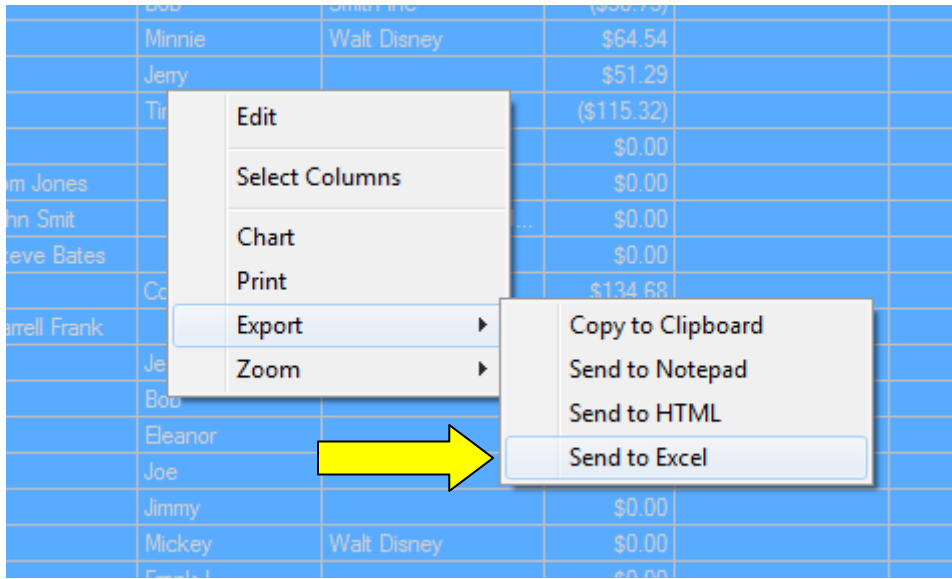
## Exporting Lists to Excel February, 2014 Retail Pro v8

All of the Lists that you view in RPro v8 have the ability to be exported Excel. Excel is the most common format most RPro users will export to.

1. There are 3 ways to select the Data.
  - a. To Select ALL the Data in your List, Select a Row, Right Click in the Selected Row and choose Select Columns. That will select ALL of the Data in your List.
  - b. To Select part of the Data, you can Drag and select the Data you want.
  - c. You can also Click in the First Cell you want to Select and then <Shift> Click in the Last Cell you want selected this will Select everything from the First Cell to the Last Cell.
  
2. Once you have Selected your list and it is on your screen, you are ready to Export the List you want to Excel.

Cust ID	Last	First	Company	Chrg Bal	Phone	Info	AR	Store Cr
1	Riggen	Brandon		\$0.00			No	\$0
10	Last	First	Company	\$0.00			Yes	\$0
1000001	Smith	Bob	Smith Inc	(\$30.73)			Yes	\$0
1000002	Mouse	Minnie	Walt Disney	\$64.54			Yes	\$0
1000003	Seinfeld	Jeny		\$51.29			Yes	\$0
1000004	Taylor	Tim		(\$115.32)			Yes	\$0
12	Acme Boots		Acme Boots	\$0.00			Yes	\$0
13	Acme Boots_C12:Tom Jones		Acme Boots	\$0.00			Yes	\$0
14	Acme Boots_C12:John Smit		Acme Boots_C12J...	\$0.00			Yes	\$0
15	Acme Boots_C12: Steve Bates		Acme Boots	\$0.00			Yes	\$0
16	Piley	Colt		\$134.68			Yes	\$0
17	Acme Boots_C12:Darrell Frank		Acme Boots	\$0.00			Yes	\$0
18	Brown	Jennifer		\$0.00			Yes	\$0
2	Dole	Bob		\$0.00			No	\$0
3	Roosevelt	Eleanor		\$0.00			No	\$0
4	Smith	Joe		\$0.00			Yes	\$0
5	Chu	Jimmy		\$0.00			No	\$0
6	Mouse	Mickey	Walt Disney	\$0.00			Yes	\$0
6	Waight	Frank L		\$0.00			No	\$0
7	Jones	Bob		\$200.00			Yes	\$0
8	Teach	Edward		\$0.00			Yes	\$0

- Right Click in the selected area, on the popup menu select Export, then Send to Excel. This will Export the Selected Data to Excel.



- **Send to Excel** – Exports selected data as a List/Spreadsheet – assumes there is no formatting needed.
- **Save your Excel File.**

**Helpful Hint:** If you are exporting a large list, give it plenty of time to export the data over. If you start manipulating the column widths, highlighting, etc., the export will stop and you may lose the last half of your data. You can also Add or Remove columns, from your List view before you Export.