



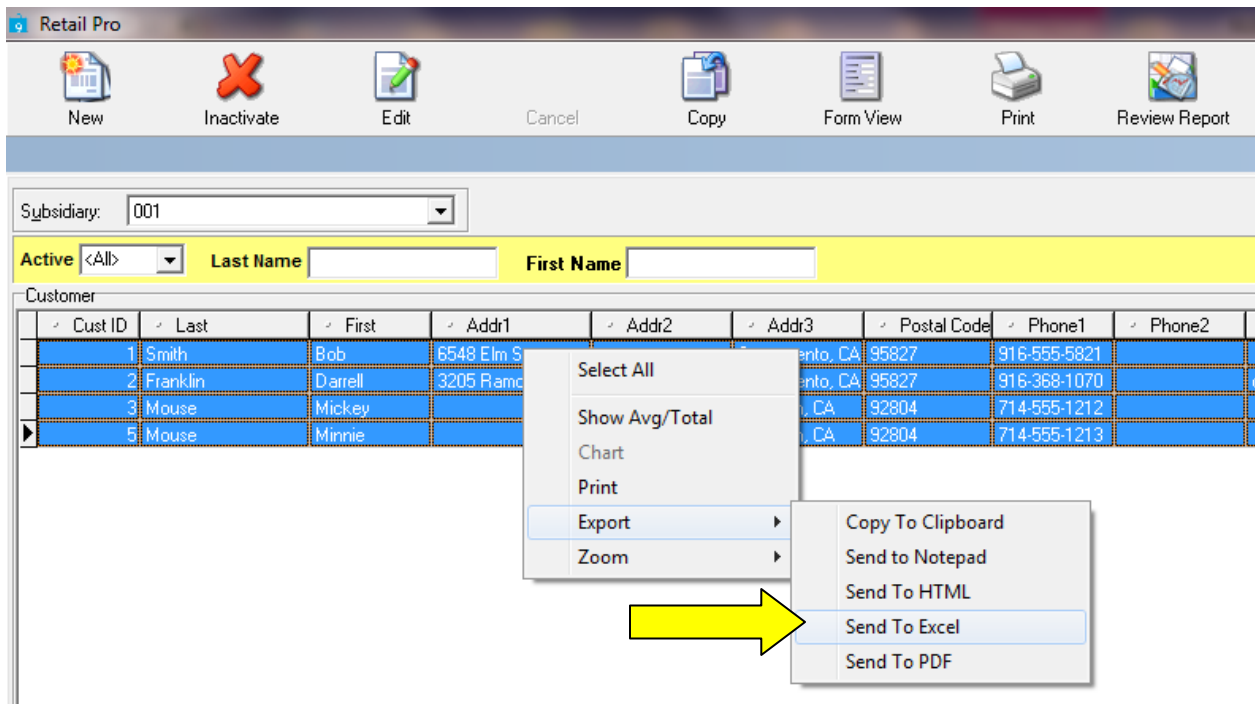
Exporting Lists to Excel February, 2014 Retail Pro v9

All of the Lists that you view in RPro v9 have the ability to be exported Excel. Excel is the most common format most RPro users will export to.

1. Once you have found your list and it is on your screen, you are ready to Select the List you want to Export.
2. There are 2 ways to Select the Data you want.
 - a. To Select All the List, you can Right Click on the List and choose Select All.
 - b. You can also Click into the first cell you want to select and <Shift> Click into the last cell you wish to select.

Cust ID	Last	First	Addr1	Addr2	Addr3	Postal Code	Phone1	Phone2	E-mail
1	Smith	Bob	6548 Elm St		Sacramento, CA	95827	916-555-5821		
2	Franklin	Darrell	3205 Ramos Cricke		Sacramento, CA	95827	916-368-1070		darrell@bighairydog.com
3	Mouse	Mickey			Anaheim, CA	92804	714-555-1212		
5	Mouse	Minnie			Anaheim, CA	92804	714-555-1213		

3. 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.