

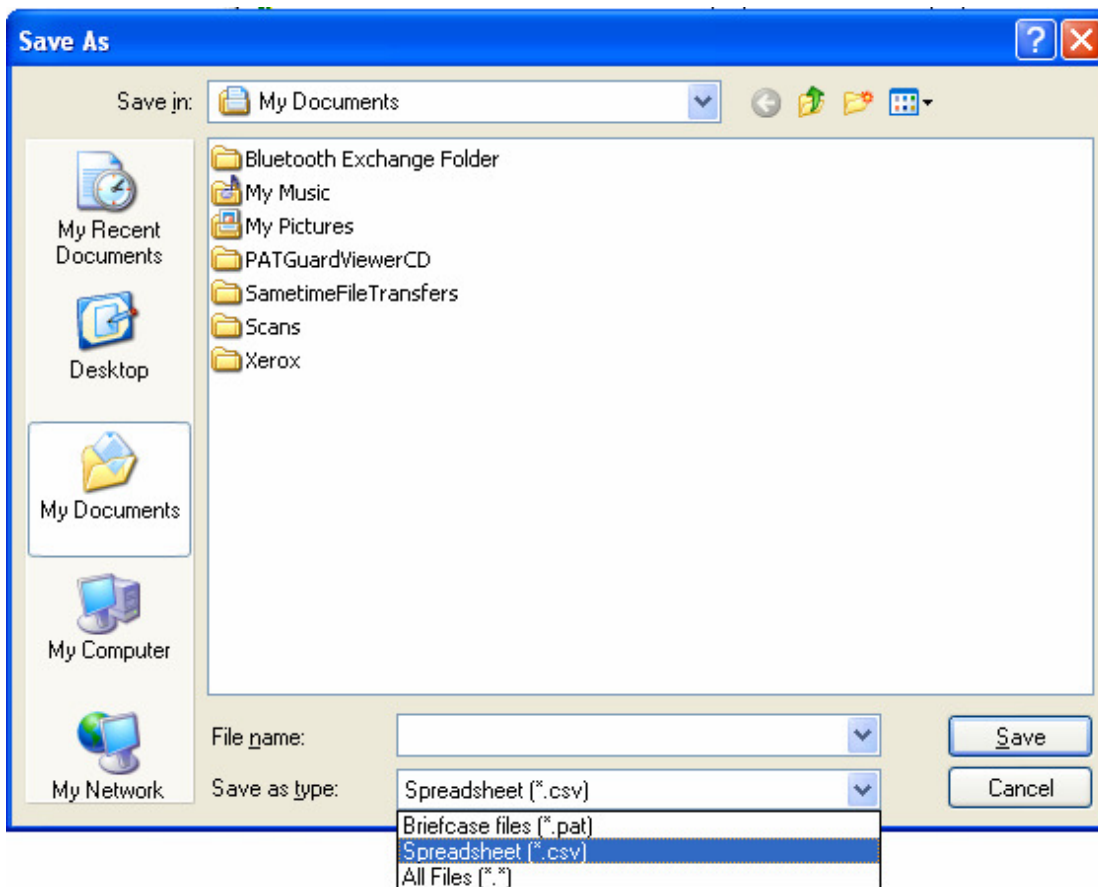
How do I export my database to an Excel spreadsheet?

To get the asset details into a file that can be opened in Excel.

Note:

This is not possible in PATGuard Lite.

- 1) In PATGuard Software, using the right mouse button click on the client/site/location level name, a drop down menu will appear.
- 2) In this menu you will find 'Send To' and at the right hand side of this line an arrow to indicate a further menu is available.
- 3) The additional menu will list 'File...' and 'Email..'.
4) Select 'File...' and a new box will appear:



- 5) Change the 'Save as type' using the drop down menu to 'Spreadsheet (*.csv)':
- 6) Enter a name and save the document.
- 7) This will save the document, which, when you use 'Windows Explorer' to find in 'My Documents' and clicked on will open into 'Excel'.
- 8) In the Excel Spreadsheet, click in the first cell.
- 9) Hold down the 'Shift' and 'Control' Keys then press the 'End' key.
- 10) This will highlight the whole database.
- 11) On the toolbar select the sort icon 'AZ' with the down arrow.
- 12) The database will be sorted numerically according to the 'Asset ID' in the first column.