## How to see the data you submitted in the past cycles and export your own hospital's data into excel

 Click "Data Exports, Reports, and Stats" under Applications section on the left and click "View Report".



2. This is how it looks within REDCap. You can scroll the bottom bar to the right to see more columns.

Data Exports, Reports, and Stats										v to use Data Expor	ts. Reports. 3	and Stats							
B- My Reports & Exports Cher Export Options Q View Report: All data (all records and fields)																			
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26-1 D C T	VAT Quarterly Data Collection Tool	1		January- March 2022 (5)			04-27- 2022	Yes (1)	116	Existing data from patient intake or financial records (1)		0	14	102	106	4	1	5	Yes (1)
26-2 D T	VAT Quarterly Data Collection Tool	1		April-June 2022 (6)			08-23- 2022	Yes (1)	112	Existing data from patient intake or financial records (1)		6	7	99	99	4	2	7	Yes (1)

3. Click "Export Data"

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4. That will take you to choose the file format you want to export in. We recommend choosing "CVS/Microsoft Excel (labels)". Then, click "Export Data".

![](_page_1_Picture_1.jpeg)

5. Click icon below to download.

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<b>E</b> • N	/ly Reports & Exports	C Other Export Option	•	
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My Re	Reports & Exports Report name A All data (all records	The data exp the right to d download thu below. Citation Ne Please cite language a	ort was successful, and your data is now ready to be downloaded. Click the do wonload your data file. If exporting to a specific statistical analysis package, yo e syntax file that is provided for that stats package. For more details, follow th solice the REDCap project when publishing manuscripts (citation information an e available here).	ownload icon(s) below on ou will additionally need to e instructions in the box ad template methods
			CSV / Microsoft Excel (labels) You may download the survey results in CSV (comma-separated) format, which can be opened in Excel. You have the choice of downloading the data either with the full headers and answer labels or just with the answer codes (.i.e. raw data). NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 25S columns when opened.	Click Icon(s) to download:

6. You can open the downloaded excel file now – it looks like the picture below.

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