

Exports—Move and modify data

May 10th, 2021

Miss Honey needs to enter each student's charges and fines into her school's student information system (SIS). That sounds like... a lot of work. But luckily, there's no need to do it manually! She can export that information.

Exports come in handy when you need to transfer data from Alexandria to another program. And since they come in a text file, exports have an extra perk: unlike reports, you can edit the information! So if Miss Honey only needed lost charges, she could sort through the data and delete what she doesn't need. This can be done in the text file itself, but it's much easier in a spreadsheet.

Run an Export

1. Go to **Tools > Export**.
2. Choose the export you want. Usually patron or circulation exports are the most beneficial. Miss Honey would use *Export Patrons Fines*.
3. On the **Selections** tab, choose the types of records you want included.
4. On the **Options** tab, choose how you would like the export sorted, which fields to include, and the header type.
5. Click **Run**.
6. In Operations Management, download the text file.

Edit the Export's Data in a Spreadsheet

Each spreadsheet program is a little different, but there should be an option to import files. Once you've imported the Export's text file, you can edit or arrange things as needed before saving it.



We've got an exciting new export coming your way in [20.12!](#) With the [Researcher Queries export](#), you can get a record of all searches your patrons have performed in the last 30 days. Throw this information into a spreadsheet to analyze what's trending.



You can also [export data in v6](#). Still on version 6? [Learn about switching to Alexandria 7!](#)

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