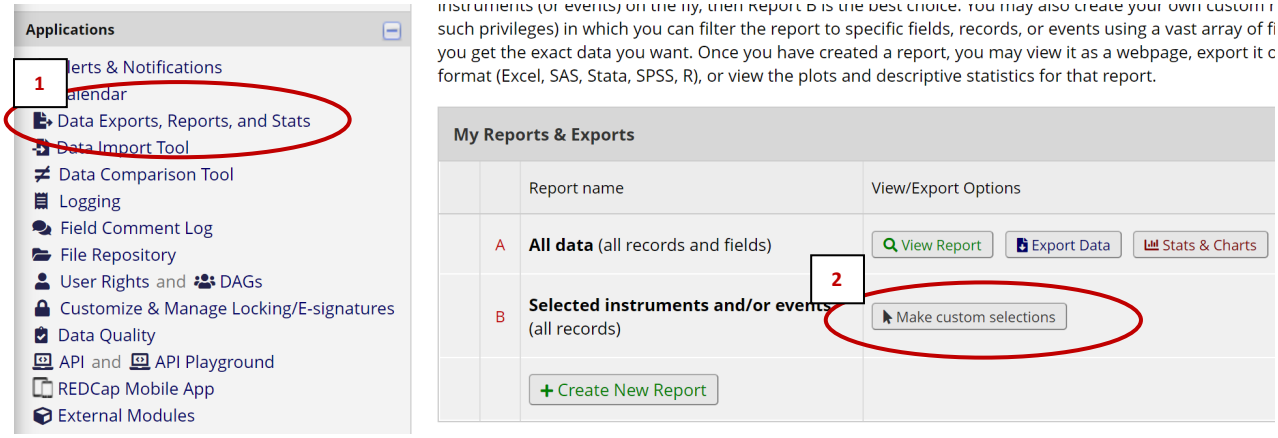
Frequently Asked Question (FAQ) Library

How do I export large datasets?

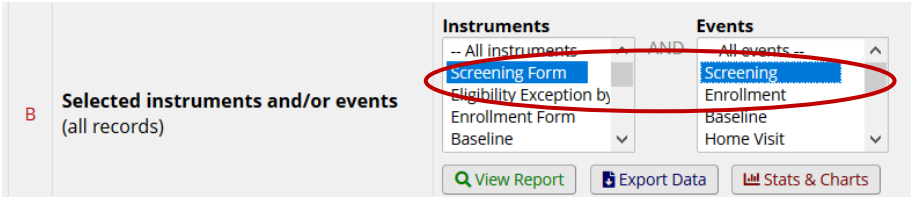
There is too much data in my project.

If your project has many events and many records, the size can be too large to export in one file. Instead, you will need to export your data by form and/or by event and then re-combine it using a statistical package or Excel.

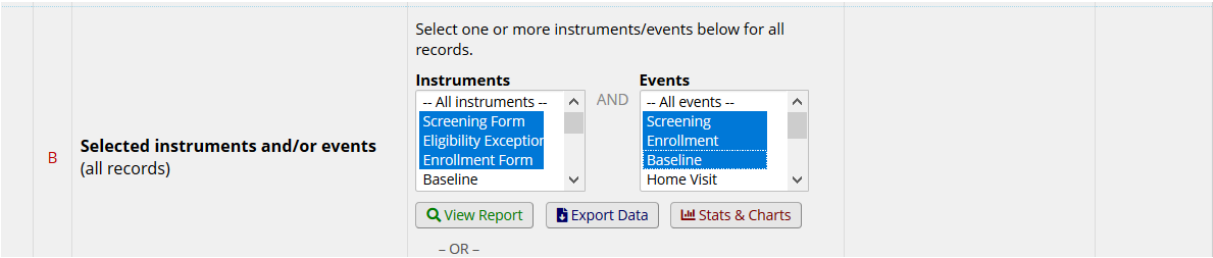
1. To export data by instrument and/or event, navigate to the report page by clicking the ***Data Exports, Reports, and Stats*** link found in the left-hand navigation menu in your project. Under report option B: **Selected instruments and/or events** select **Make custom selections** and choose the form or event to export.



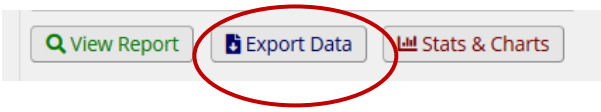
2. Select the form(s) or event(s) you wish to export.
   a. In the example below, the Screening *Form* and the Screening *Event* have been selected for inclusion in the report.



b. You can choose multiple forms or events by simply clicking the form names or the event names.



3. After you have finished choosing the instrument(s) and event(s), click ‘‘Export Data’.



4. Repeat Step 2 - 3 until you have acquired the target data.

5. Once completed, you can combine the exported data into one dataset using a statistical package or Excel.