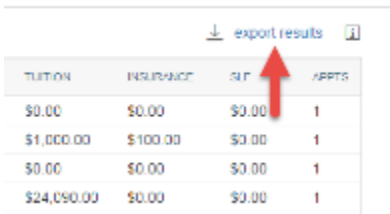


Exporting Reports or Search Results in GAP

Exporting Reports or Search Results in GAP

You can export reports as well as the results of any search, to be opened in a spreadsheet application. The method is the same for both.

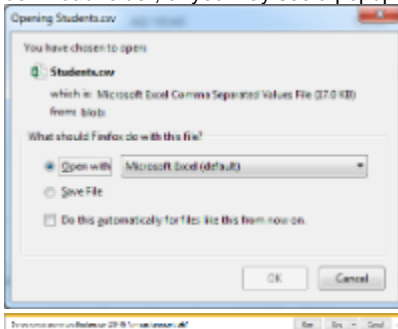
1. Click the **export results** link at the top right corner of the report/results grid.



The screenshot shows a web interface with a table of student data. Above the table is a link labeled 'export results' with a download icon. A red arrow points to the 'export results' link. The table has four columns: TUITION, INSURANCE, G.F., and APPTS. The data rows are as follows:

TUITION	INSURANCE	G.F.	APPTS
\$0.00	\$0.00	\$0.00	1
\$1,000.00	\$100.00	\$0.00	1
\$0.00	\$0.00	\$0.00	1
\$24,090.00	\$0.00	\$0.00	1

2. The way the export works will vary by browser.
- **Chrome/FF/IE:** Depending on your browser and personal settings, the file may either download automatically to your computer's default download folder, or you may see a popup similar to the ones shown here, offering you to open or save the file:



- **Safari:** The file will open in a separate browser window, and you will need to choose **File/Save As** to save as a CSV.



Remember to enable popup blockers and use the most recent version of your web browser.

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