

# Export answer to one or multiple forms

*This feature allows you to export the answers provided by users to one or multiple tasks into an Excel file. To do this, you must have the superuser role.*

## STEP 1

To export responses from one or more controls, go to the **Reporting** menu then select **Export data**.

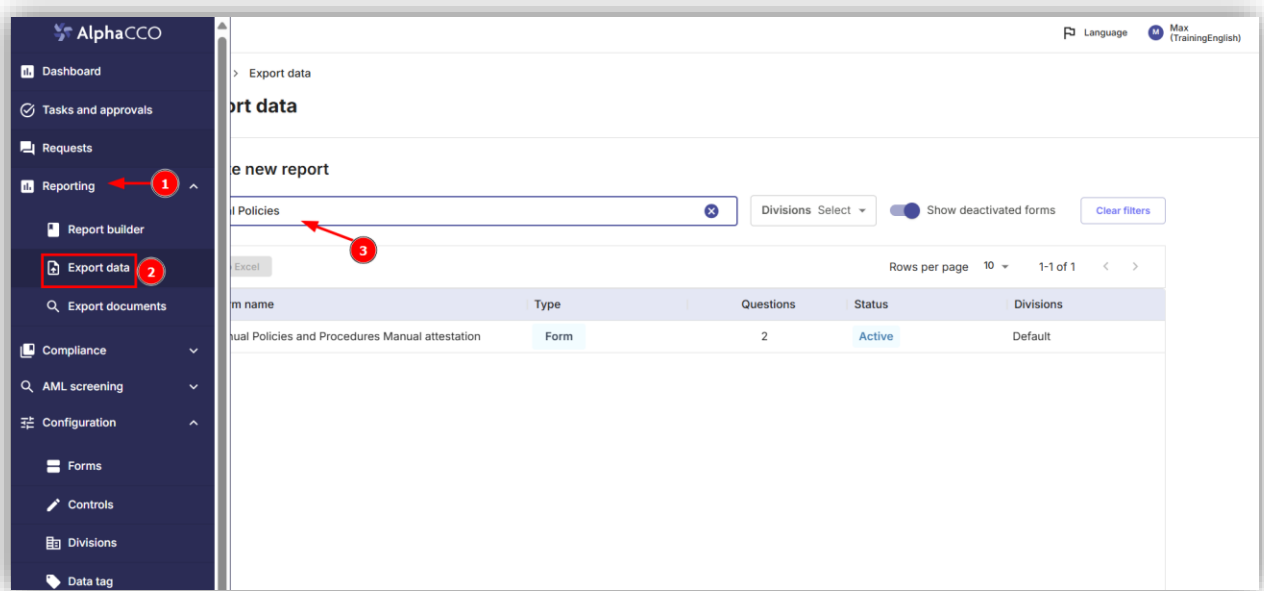


Figure 1: Export data menu page.

## STEP 2

In the **Search** field, search for the form, then select the name from the results. Finally, click on the **Export to Excel** button.

You can also export answers from several forms by selecting them simultaneously.

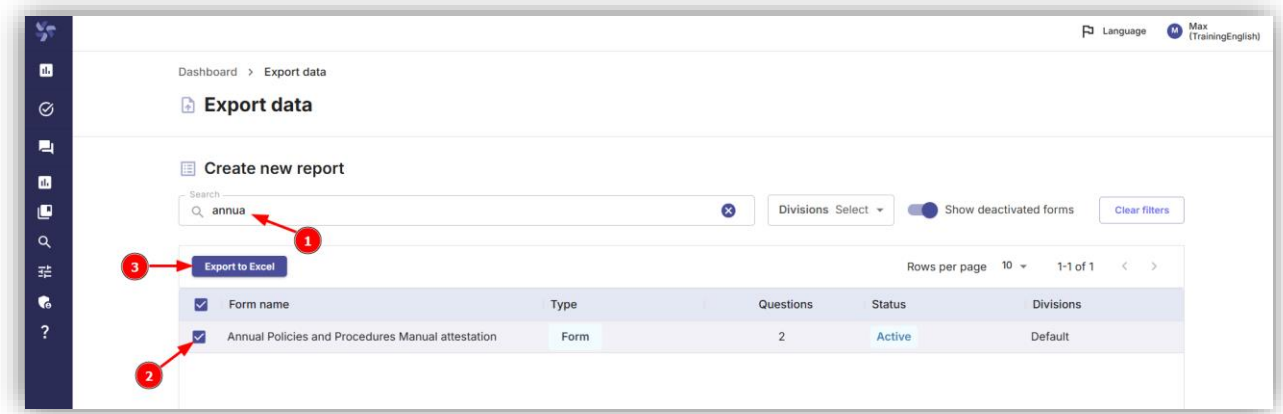


Figure 2: Export data search page

## STEP 3

There are two types of export:

- **Structure:** to export form questions only.
- **Answers:** to export answers submitted during form submission.

Select "**Responses**", then specify a **response date** or **due date** interval according to the desired result.

- **Response date:** The date on which the user submitted the form.
- **Due date:** The deadline for the task associated with the form.

Check "**Rotate option sheet**" to invert rows and columns in the Excel results display.

Check "**Include documents**" to include files attached by users as required.

Click on "**Export file**" to finalize the export. The exported file will be generated as a zipped file on your computer.

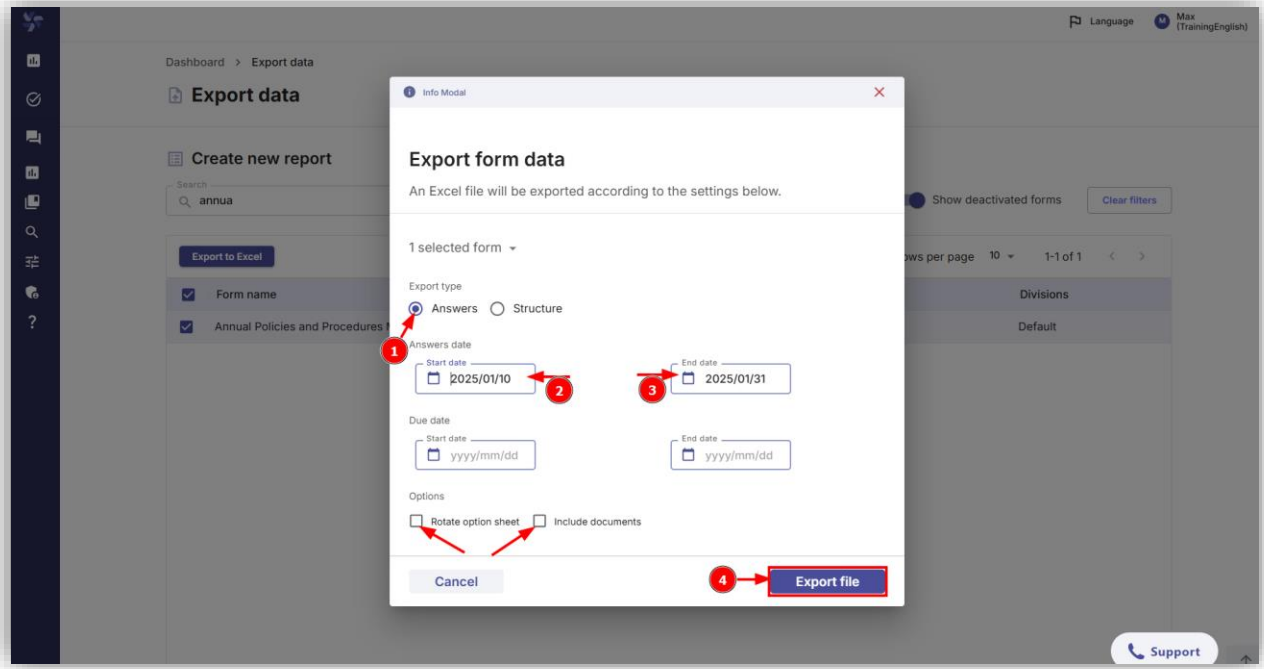


Figure 3: Export data filtering options

NOTES

Please note that this document is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at [support@alphacco.com](mailto:support@alphacco.com)