

Reports – Export Data from Qlik Dashboards

[Purpose](#)

[Export Data from Case List](#)

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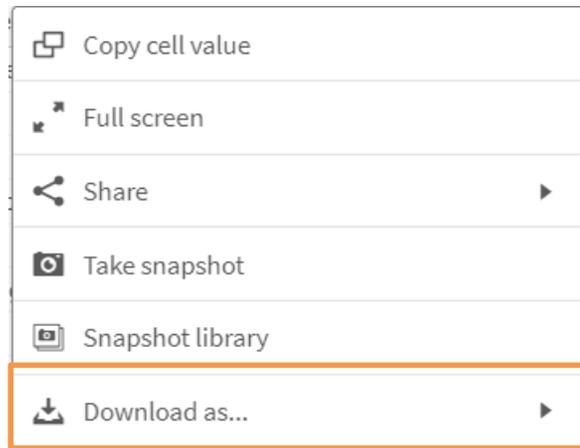
The purpose of this job aid is to provide the steps on how to export data from a Qlik Dashboard.

Export Data from Case List

1. From the Dashboard page, select the “Go to case list” button
 - a. Filters can be added to reduce the results in the case list

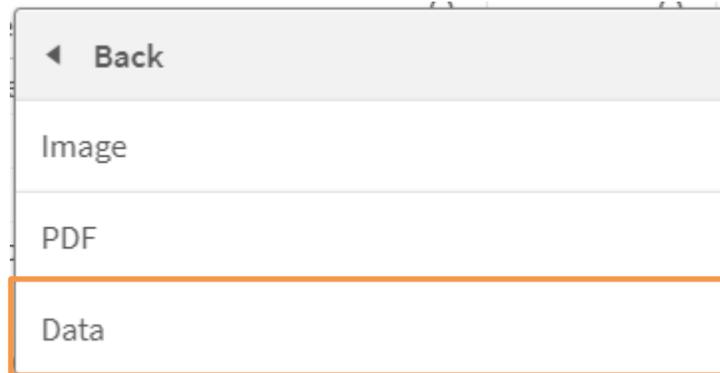


2. Once the case list displays, “right click” anywhere in the results list. A pop-up box will appear
3. Select “Download as...”



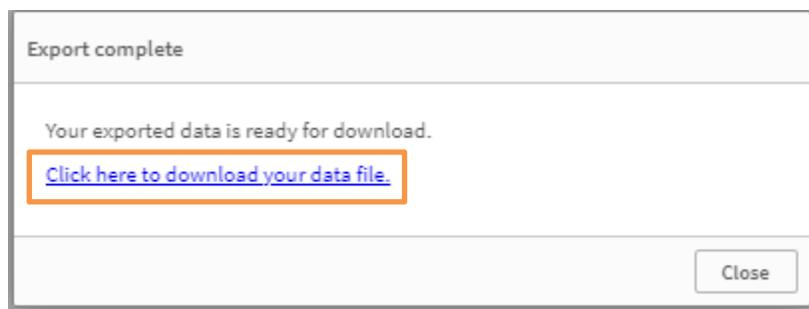
4. Select "Data"

- a. Note: Selecting data will allow the user to export the data to an excel document
- b. Note: Selecting "PDF" will allow the user to export the data to a PDF file

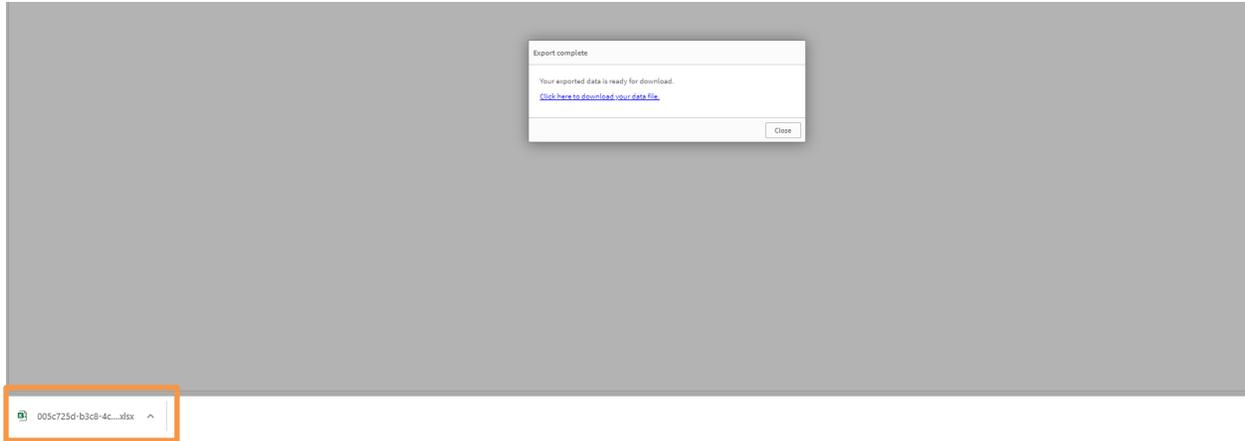


Note: Note: When downloading a report to a PDF format, only the visible part of the report will display.

5. Select "Click here to download your data file"



6. Click on the downloaded excel file in the bottom left corner of the screen
 - a. Depending on the browser, the downloaded file may appear in a different area



Note: