

# Reports – Export Data from Qlik On-Request Report

## [Purpose](#)

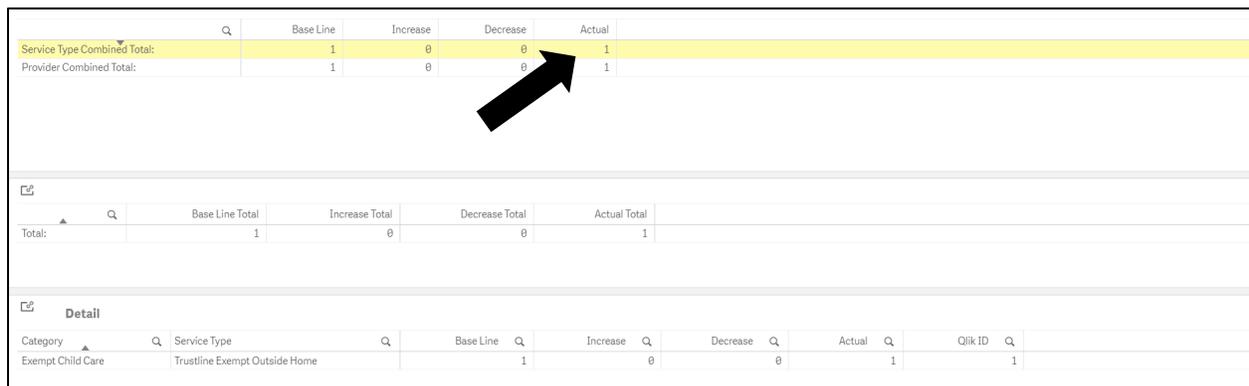
### [Export Data from Results List](#)

## Purpose

The purpose of this job aid is to provide steps on how to export data from an Qlik On-Request Report.

## Export Data from Results List

1. Once the On-Request Report has generated and the results are displaying, 'right click' anywhere in the list to open up the 'pop-up' box
  - a. Note: If the On-Request Report has multiple sections, 'right click' in the area of the data you want to export



The screenshot shows a Qlik report interface with three sections. The top section is a table with columns: Base Line, Increase, Decrease, and Actual. The first two rows are highlighted in yellow. A black arrow points to the 'Actual' column of the second row. The middle section is a summary table with columns: Base Line Total, Increase Total, Decrease Total, and Actual Total. The bottom section is a 'Detail' table with columns: Category, Service Type, Base Line, Increase, Decrease, Actual, and Qlik ID.

	Base Line	Increase	Decrease	Actual
Service Type Combined Total:	1	0	0	1
Provider Combined Total:	1	0	0	1

	Base Line Total	Increase Total	Decrease Total	Actual Total
Total:	1	0	0	1

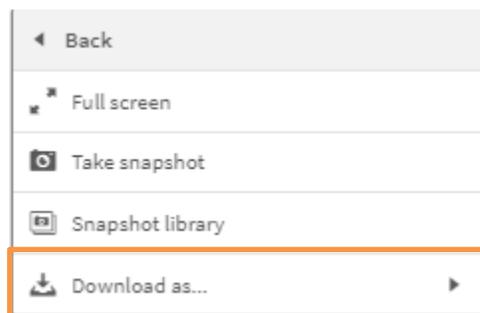
  

Category	Service Type	Base Line	Increase	Decrease	Actual	Qlik ID
Exempt Child Care	Trustline Exempt Outside Home	1	0	0	1	1

2. Once the 'pop-up' box has opened, select "Dynamic Chart"



3. Select "Download as..."



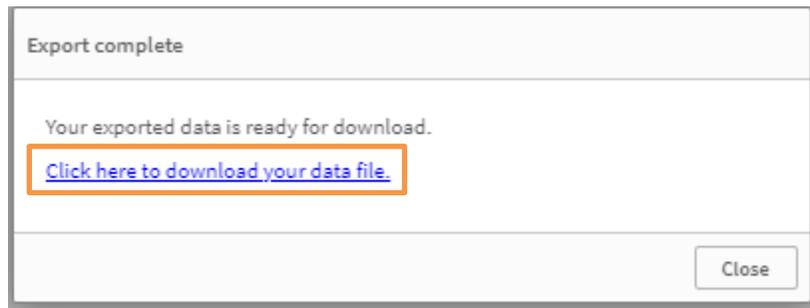
4. Select "Data"

- 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: 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

