Exporting Search Results

After completing a search, follow these steps to export your results.

1. From your search results, select the boxes you want to export and click **Export**.

2. Select the fields you want to export in the *Available SRC Box Fields* column.

3. Use the **>** button to move each field into the *SRC Box Fields to Export* column.

4. Once all desired fields have been selected, click **Export Query** to export all of your search results or **Export Selected** to export just the boxes you selected on the previous screen.

5. After the data has been exported, click on **View File** to view the data in a new window. From there, you can import that data into a spreadsheet, using the instructions found in your choice of spreadsheet program (such as Microsoft Excel).

Tips

➢ An export template has been created with the most useful information. To use this template, click on **Saved Export Templates** + and select *SRC Box Information* from the *Existing Exports* dropdown menu.

➢ Note that exports from Infolinx are delimited using a pipe symbol (|) instead of a comma or tab.

➢ If there are too many search results, the export may cause Infolinx to time out. If this happens, you may need to export your search results in sections, either page by page, or by narrowing your search to yield fewer results.