

ADDING EXPORTS TO YOUR COPY OF OPAS

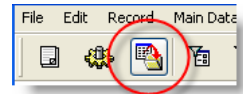
Data Exports send un-formatted information from OPAS to other programs in such formats as Excel, Text, HTML and even to your computer's clipboard. This guide shows how to add an Export Definition to your copy of OPAS.

Save the .DEF file

A Data Export will be sent or downloaded in a definition or "DEF" file – this file contains the instructions for the data export. Save the DEF file to any easily-found location on your computer (your Desktop or My Documents folder, for example).

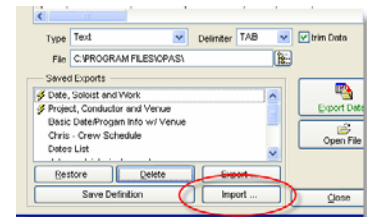
Open the applicable OPAS area & click the Export icon

Open the area of OPAS for which the Export was written and filter to any record or set of records. When importing a definition file, it doesn't matter what record(s) you are looking at. Then click the **Export** icon (third from the left, circled here):

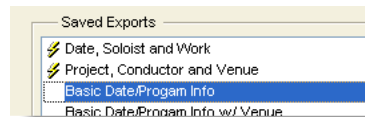


Click the Import button and locate the DEF file

When the Export area opens, click the **Import** button at the lower right of the screen and navigate to the location on your computer where the **DEF** file is stored.

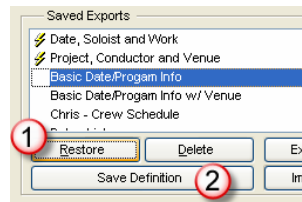


Select (click) the .DEF file and then click the **OK** button in the lower right-hand corner.



The Data Export will be added to your list of **Saved Exports** at the bottom of the screen.

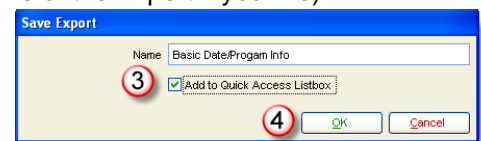
Add the Export to your Quick List



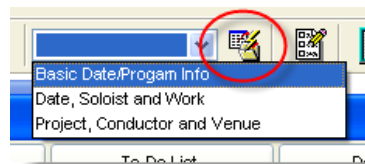
Finally, select the export and...

1. Click the **Restore** button – this loads the Data Export into the large grid at the top right of the screen
2. Click the **Save Definition** button
3. Click the **Add to Quick Access Listbox** option (and change the name of the Export if you like)

4. Click **OK** and then close the Export screen – the Close button is in the lower right-hand corner.



These actions will place the Export in the drop-down list at the top of your OPAS screen (this is linked to your OPAS user name and login; each OPAS user will have his/her own set of saved Exports).



In that OPAS area you can now filter to any set of records, click the Export drop-down, select the desired Export, and click the icon circled at left.

OPAS will perform the export and prompt you for the name/location of the file (the Excel or Text file) to be created and open the file once the export is finished.