

## Export

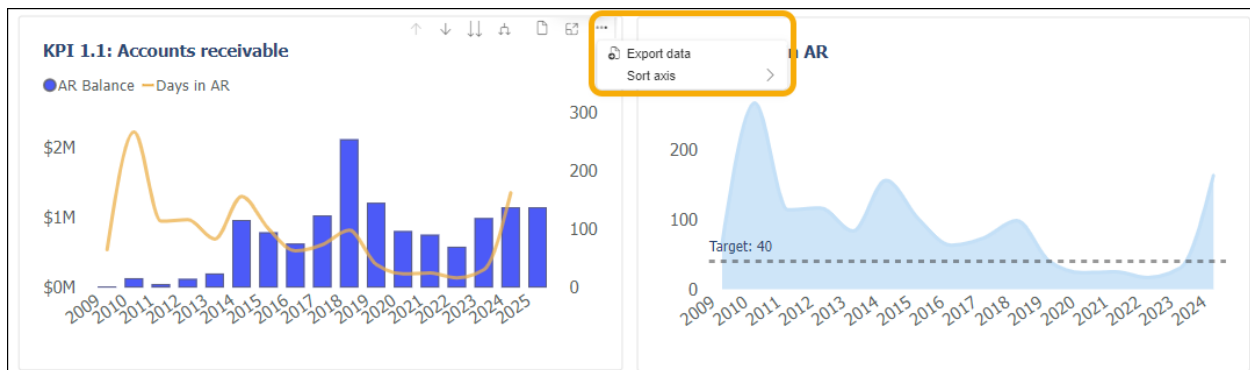
Users can export the data in a data visualization to Excel for further analysis. The More Options menu (three dots) allows users to export the data to Excel.

The Export feature provides a few data format options. For additional information regarding the export feature through PowerBi, refer to the following link: [Export data from a Power BI visualization - Power BI | Microsoft Learn](#).

- **Data with current layout:** This option is only available for table and matrix visualizations.
- **Summarized data:** This option exports the data used to create the visualization in a summary format, for example, sums, averages, and medians.
- **Underlying data:** This option exports the raw data used to calculate the data in your visual.

To use:


1. Navigate to any dashboard (Accounts Receivable, Payments, or Claims Analysis).
2. Locate the data visualization to export.
3. Click the **More Options menu** (three dots).



4. Click **Export data**.
5. Click the desired data format.


### Which data do you want to export? ✕

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)




#### Data with current layout

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.



#### Summarized data

Export the summarized data used to create your visual (for example, sums, averages, and medians).



#### Underlying data

Export the raw data used to calculate the data in your visual.

File format:

6. Click the **Export** button.

7. Review the Successful export message and follow your browser prompts to view or open in Excel.

✓ **Successful export** ✕

Your data was exported.