



Extracting Data from Pupil Files 5

1. Set your filter for Regular Students
 2. Click the Utilities button (the lightning bolt)
 3. Click 'Extract selected data to disk'
 4. Click 'Create new export design'
 5. Enter a Design title and a Design filename - (the Design filename can be no more than 8 characters with no spaces)
 6. Click 'Select a PF Field' then double click on the first field you need to export
 7. Repeat step 6 to add all the fields you need
 8. Click Save Changes
 9. On the main Data Export Utility Screen select CSV
 10. Tick 'Export Data headers'
 11. Select 'Current filter'
 12. In the 'Export filename field enter enter a drive and filename - (the filename can be no more than 8 characters with no spaces). eg. a:\moe If you don't enter a drive letter the file will be saved into the PF5\Exports folder
 13. Click 'Export data'
 14. Select the Export design you created in steps 5 - 8.
 15. Click Proceed
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