

Export Data

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Overview

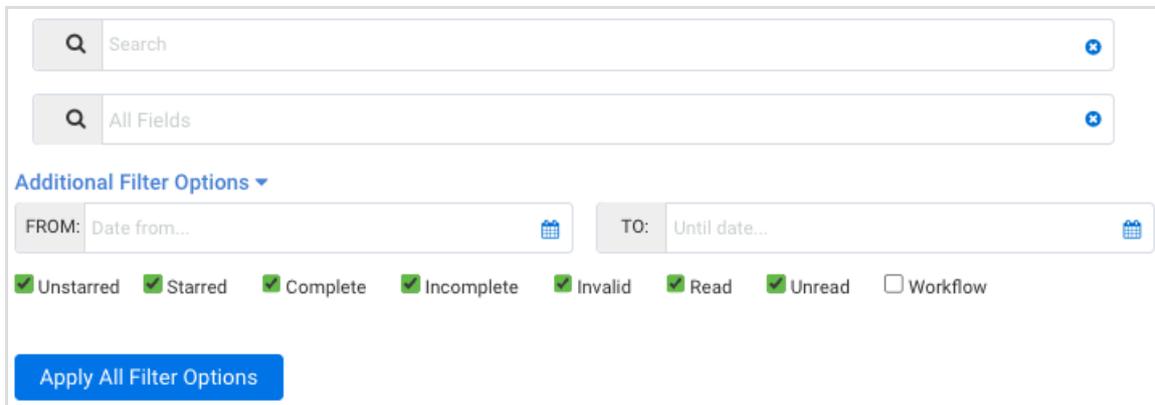
You can export your data anytime on the **Responses** page with the **Download as...** dropdown. Select the desired download file type to begin your export.



For information about exporting workflow responses, please [refer to this article](#).

Define what to Export

Choose which data to export in the report using Search queries and Filter Options.

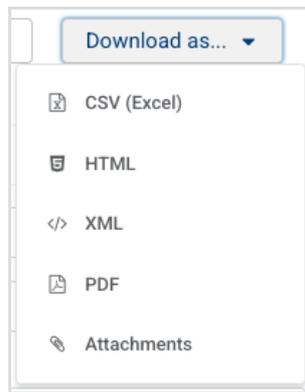


Read our article on reports for more information about these search and filter options .

Select **Apply All Filter Options** to submit your report query.

Export Formats

When your report is ready, hover over the **Download as...** menu and select the type of file you would like to export your report as.



Choose from the following file types:

- CSV (Excel)
- HTML
- XML
- PDF
- Attachments (Export only the attachments uploaded to your form responses)

CSV Export

CSV stands for Comma-Separated-Value. This plain text format is compatible with many desktop applications, including Microsoft Excel. The file contains one line per response and one question per column.

Note: This file type uses the Unicode (UTF-8) encoding. [If you have trouble opening the file in Excel, please check out our Export Troubleshooting article.](#)

Once you have selected CSV as the export type, click **Confirm** on the Export CSV prompt.

A screenshot of a confirmation dialog box titled 'Export CSV (Excel)'. The dialog contains the following text: 'You have chosen to export a CSV(s) file. You can view the progress of the file export, download the file and delete it from the responses page. The file will be available for download for 7 days after it has finished exporting.' Below this is a label 'ACCOUNT EMAIL' and a text input field containing 'lauren.johnson@formassembly.com'. At the bottom, there is a note: 'You will be sent an email notification when your file generation is complete and ready for download.' and two buttons: 'Cancel' and 'Confirm'.

The user who initiated the export will receive an email notification when the file generation is complete and the export is ready for download.

File Name	Status	Expiration	Actions
Mortgage Application (July 2023 Release) 2024-11-08-11-24-28 269.csv	<div style="width: 50%; background-color: #007bff; height: 10px;"></div> 50%	2024-11-15T21:24:28.000000Z	 

The export status for CSV files allows you to monitor the progress of your export. As the file is generated, the status will display either "Queued" or a progress bar with a completion percentage. You may click on the blue trash icon to cancel the export.

Note: Large response exports may appear to stall on 99% as the process completes the finalizing merge. Please, do **not** cancel the export when the status is 99%.

Once the CSV export is ready, the status will display as "Completed". The download icon will turn blue and allow you to access your files until the listed Expiration date. CSV export files expire after 7 days and must be exported again if access to the file is still needed.

File Name	Status	Expiration	Actions
Mortgage Application (July 2023 Release) 2024-11-08-11-24-28 269.csv	Completed	2024-11-15T21:25:04.000000Z	 

XML Export

This is a machine-readable format, most often used when custom development is needed to import the data in a third-party application.

PDF Export

If you have an **Essentials plan or above**, you can export one or more of your responses from the report table as PDFs.

Note: Only the form owner can export responses at this time. If a form has been shared with you through the [Collaboration feature](#), you will not be able to export the responses as PDFs.

When you select one response to export as a PDF, you will see the following pop-up appear:

Export PDFs

We'll generate a PDF(s) and email it to you so you can keep working while it processes.

Email To

Separate multiple email addresses with commas

Cancel
Export

You can enter a single email address or multiple emails separated by commas. The email address for the current

user will appear by default. If multiple responses are selected to be exported, you will also see this option appear:

Merge all responses into a single document

By checking this box, you can send all of the responses together, stacked into a single PDF. The merged PDFs will be ordered by Response ID. If you do not check this box, they will be sent as individual PDFs in a ZIP file attached to the email.

Note: If you're exporting a large number of responses and receive a "Your request failed" email, please try selecting fewer responses before trying again, or use the merge option to send more responses stacked into a single PDF.

- Due to email limitations, when exporting more than one response, merging the PDFs will allow more responses to export successfully.
- Use the merge functionality when selecting a large number of responses for the best results. On average, we recommend merging the PDFs if you're exporting more than 50 responses.
- If you choose to send a ZIP file of individual responses, you will be able to send less in a single export, depending on the quantity and complexity of the form responses.

Attachments Export

This format exports all the files that have been uploaded with your form, in one or more ZIP files.
