

How-To: Downloading All Vena Data From Your Tenant or Environment



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Do you need access to all your Vena data in a downloadable format? Read on to learn more.

Why use this feature?

You may want to export and download your Vena data (intersection data and templates) in some scenarios. The following instructions will help you do so quickly and easily.

Before you begin

To follow the instructions in this article, you will need **Modeler**, **Manager** and **Admin** access. If Data Permissions are set up in your environment, you will also need the appropriate data and application permissions for the data you are working with.

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How to

Download all Vena templates or reports

All reports and templates must be manually downloaded from the **Manager** tab. To manually download all reports and templates:

1. Log in to vena.io.
2. Navigate to the **Manager** tab.
3. Select the appropriate **folder**.
4. Select the appropriate **process**.
5. Select **Files Library**.

6. Select the appropriate **folder**. You may want to create the same folder structure on your computer for easy tracking.
7. Select the **vertical ellipsis** for the report or template you want to download.
8. Select **Audit History**.

Title	Last Saved	Property	Size	Vena 365 Compatibility
5.1.1 Room Revenue.xlsx	12/16/2024 ...	Central	162kb	Compatible
COGS FY2025.xlsx	12/04/2024 ...	Hybrid	278kb	Compatible
Data Controls				Fully compatible
FY2025.pptx	02/13/2025 ...	Central	33kb	Not Applicable
Input Forms				Fully compatible
Qmetry_Test_Case_1 (1).xlsx	12/04/2024 ...	Central	33kb	Compatible
Reports				Fully compatible
Sales Dept Test.xlsx	02/19/2025 ...	Central	17kb	Compatible

9. Select **Template Save** for Save Type.

This will only show file audit entries where the template structure was changed and saved. This is not the same as **Data Save**.

File Name	File Type	Save Type	Updated By	Modified Time	Task
5.1.1 Room Revenue...	Process	Show All	Jaron Reeb	12/16/2024 3:57 PM	

10. Look for the most recent entry. This will be sorted by the latest modified date but you may change the sort order by selecting **Modified Time**.

11. Select the **blue download icon** (⬇️) on the most recent version of the template or report.

12. An offline copy of the template is downloaded to your computer's default download location.

13. Move the file into the appropriate folder or location on your local computer.

14. Repeat the same steps for all your other reports or templates.

Download all Data Model or Cube intersection data

You can leverage our ETL export tool to download your data model or cube intersection data.

1. Log in to vena.io.
2. Navigate to the **Modeler** tab.
3. [Visit this article on how to export intersection data.](#)
4. Open the downloaded file to confirm the data is accurate.

Note

When exporting data from your data model, break them into smaller chunks by checking the appropriate boxes for the dimension members you would like to export each time (e.g., you could break your data down by different years and/or periods). You could also use the Manual Query's export condition and MQL query. This will ensure the ETL export jobs run faster. [Visit this article to learn more about MQL.](#)

Notes & best practices

- Cube intersection data can be exported in multiple file formats (CSV, PSV, TDF, XLSX).
 - Only one user can download the CSV file and you can only download this file once. You must re-run an export if you need to download the file a second time.
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