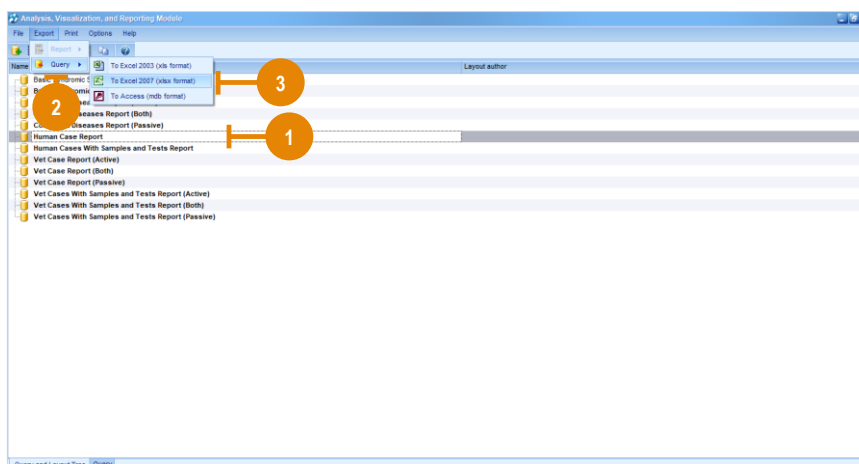


# Export a Query

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An EIDSS user with the appropriate permissions can export queries as spreadsheets or other document file formats from the Analysis, Visualization, and Reporting (AVR) application. This quick guide presents the steps to export a query.

1. From the AVR **Query and Layout Tree**, highlight the query you wish to export.
2. Choose **Query** from the **Export** drop-down menu. The format options appear.
3. Choose the desired file format. The **Save As** window appears.



4. Navigate to the location where you wish to save the query.
5. Enter the **File name**. **Note:** The **Save as type** field is auto-populated based on the chosen format.
6. Click **Save**. The query is exported to the chosen location.

