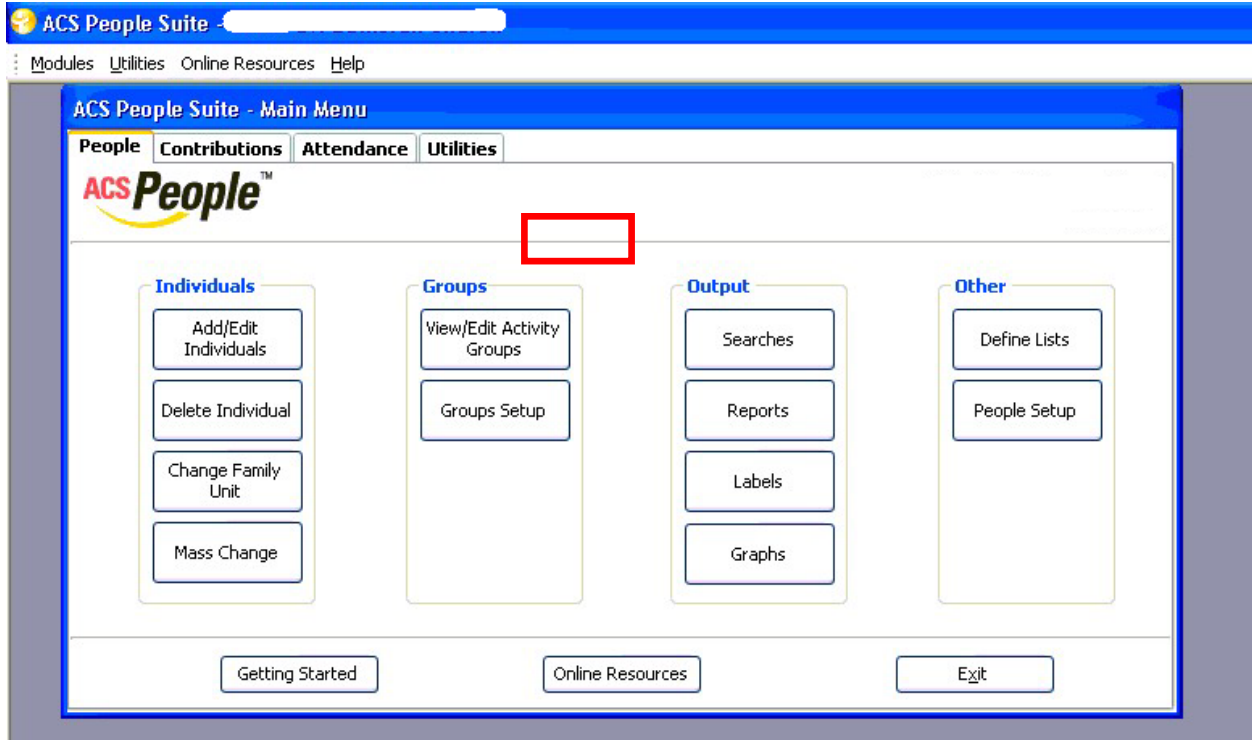


Exporting Data out of ACS

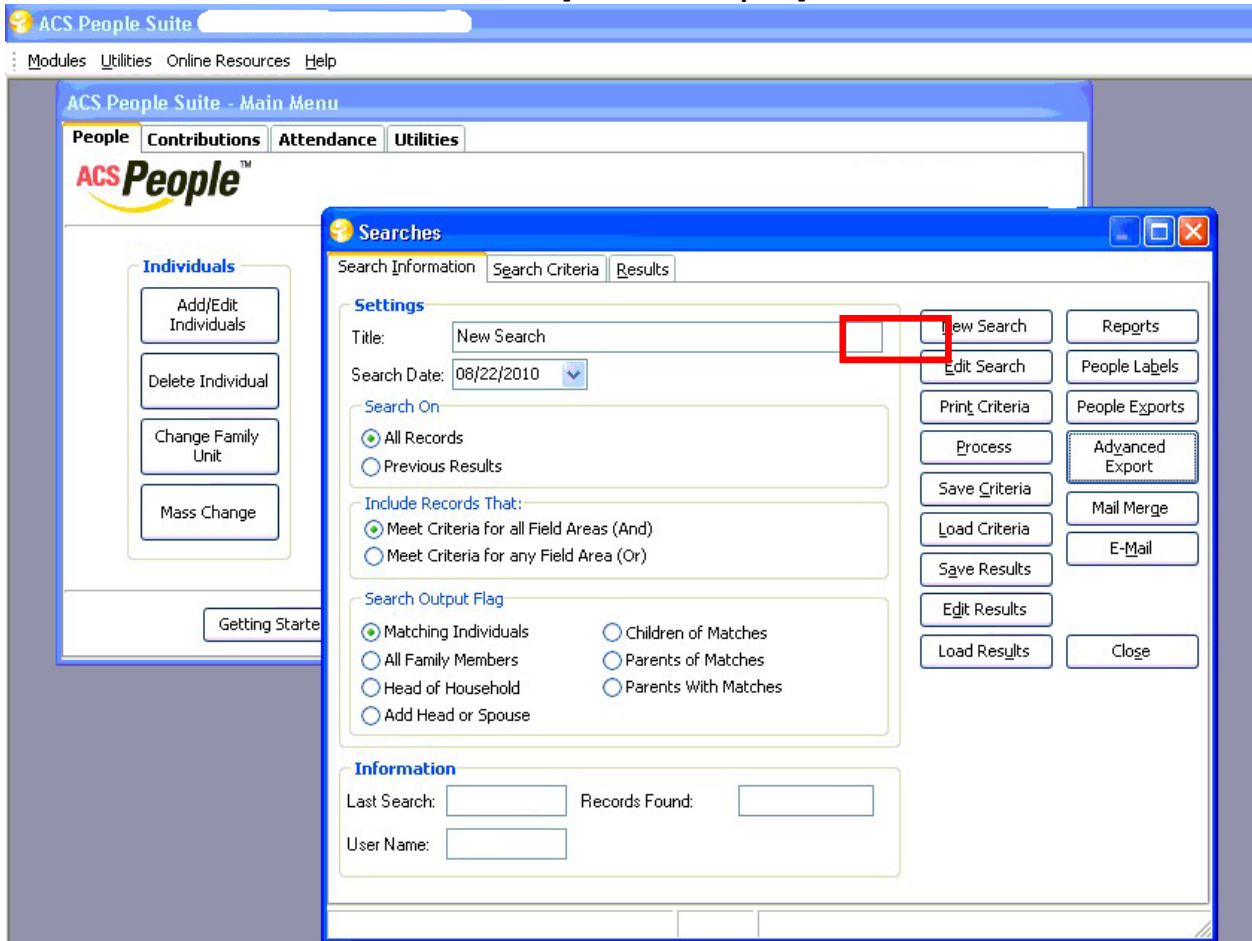
Step 1

Click on [Searches]



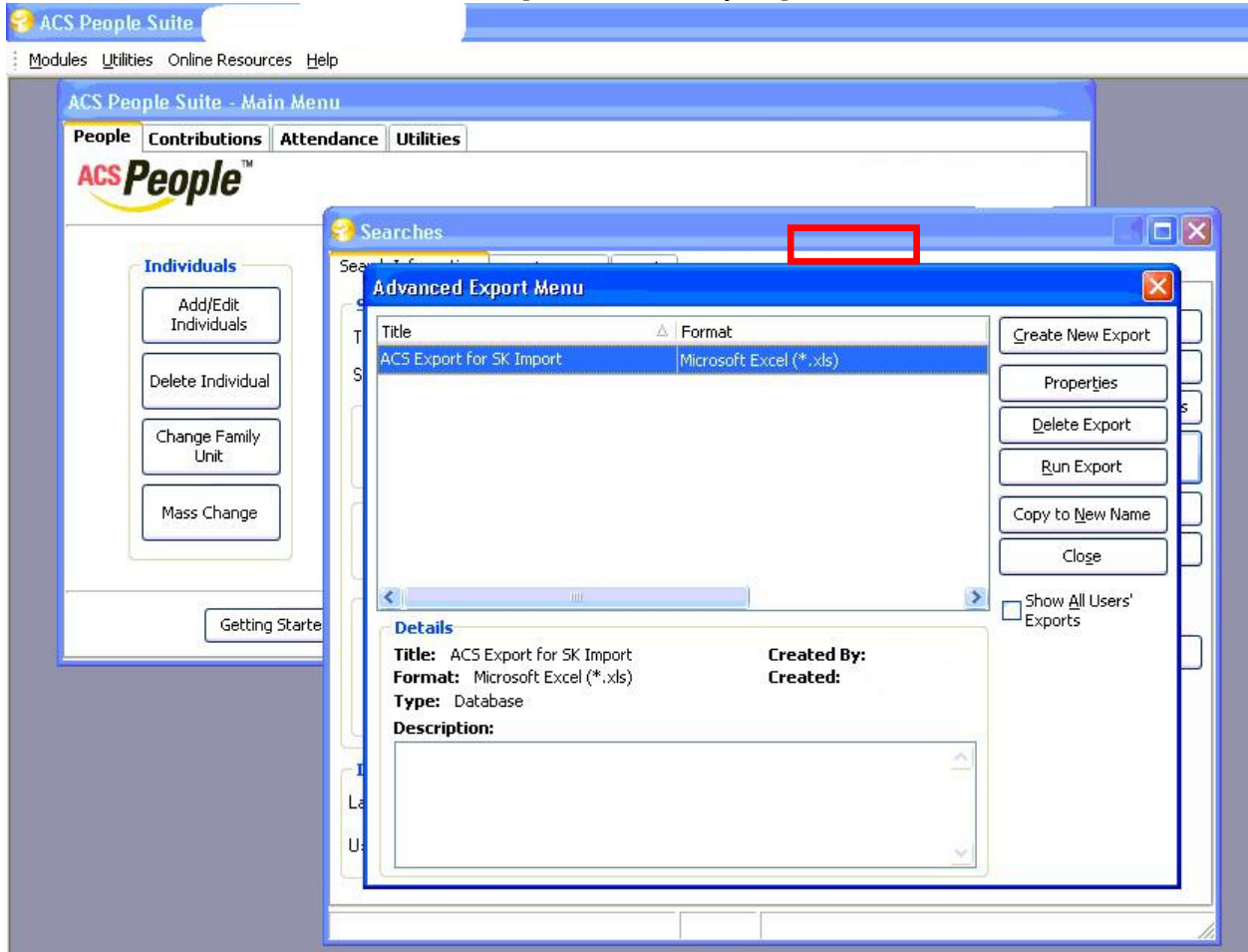
Step 2

Click on [Advanced Export]



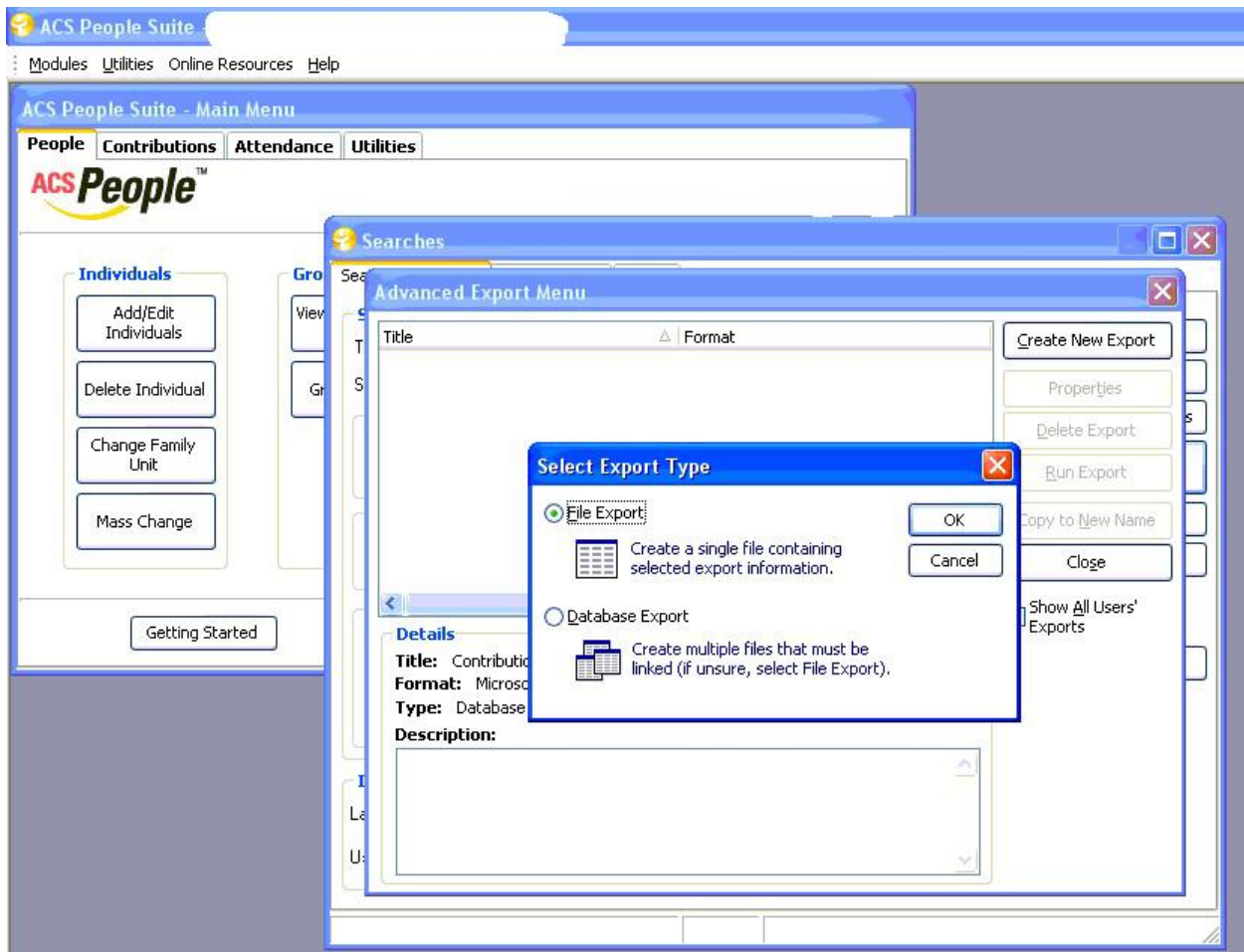
Step 3

Click on the [Create New Export] button.



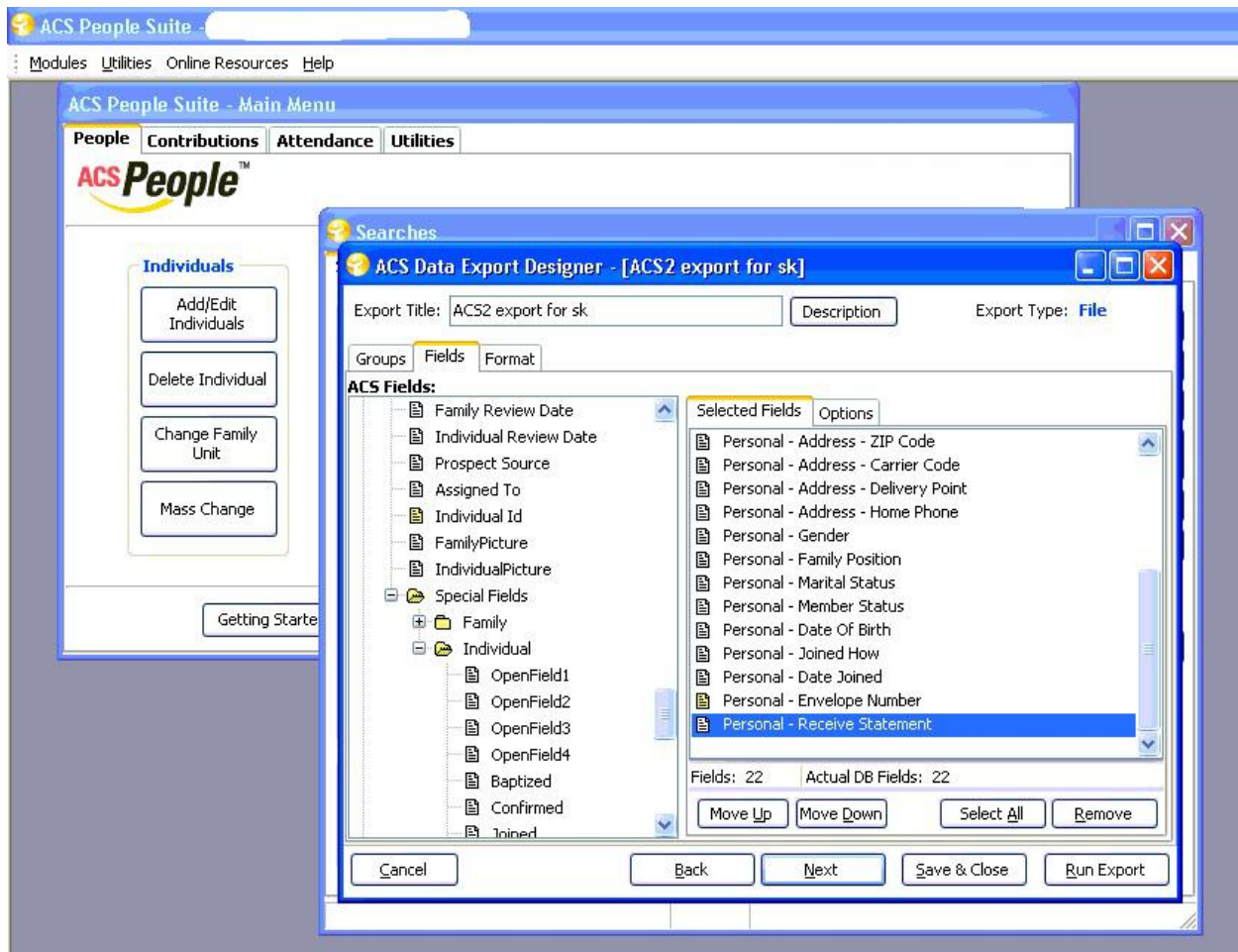
Step 4

Select File export and click [OK].



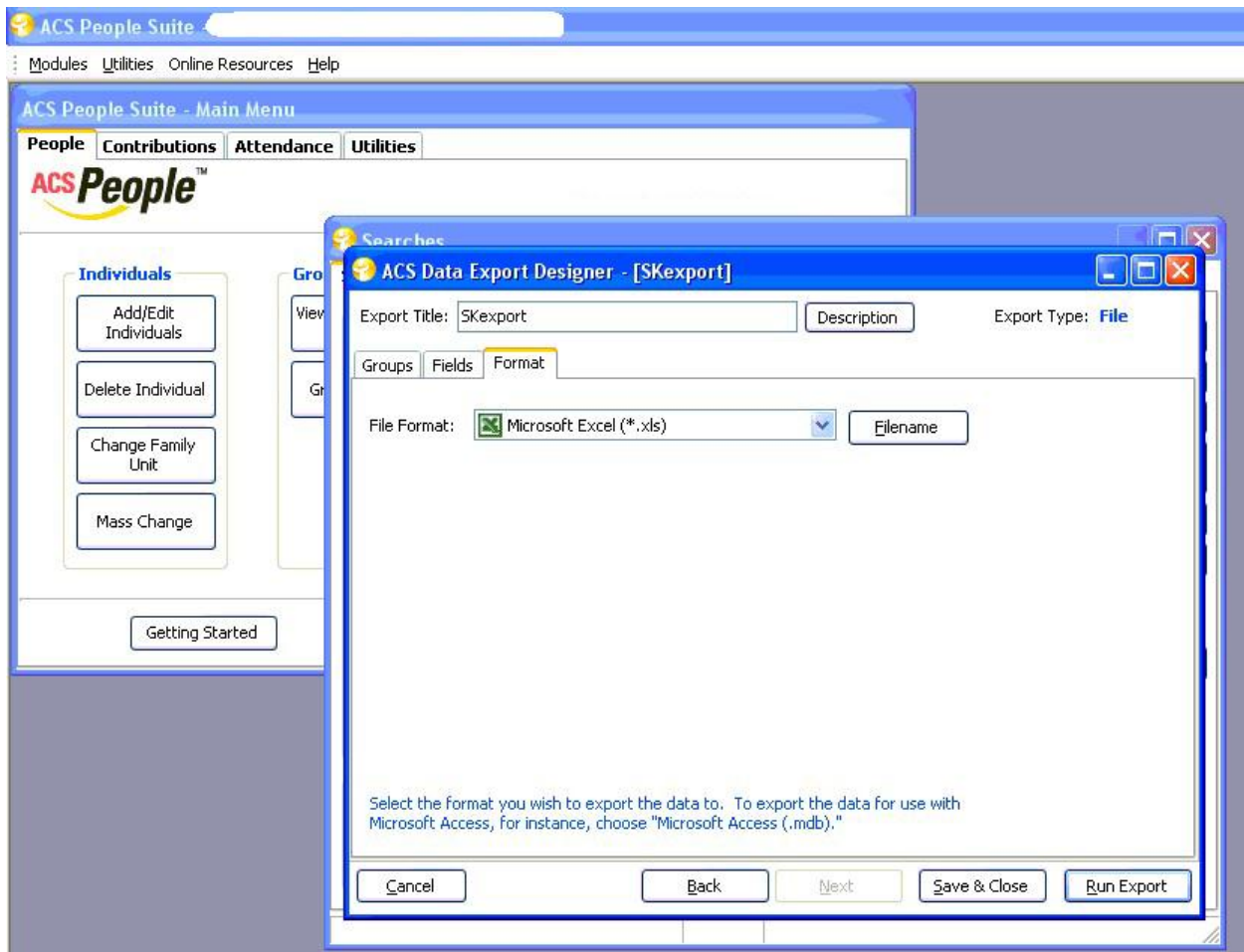
Step 5

Click on the **Fields Tab** and Select the fields you wish to export. Click **[Next]**
Refer to TIPS help sheet for help in selecting fields to export.



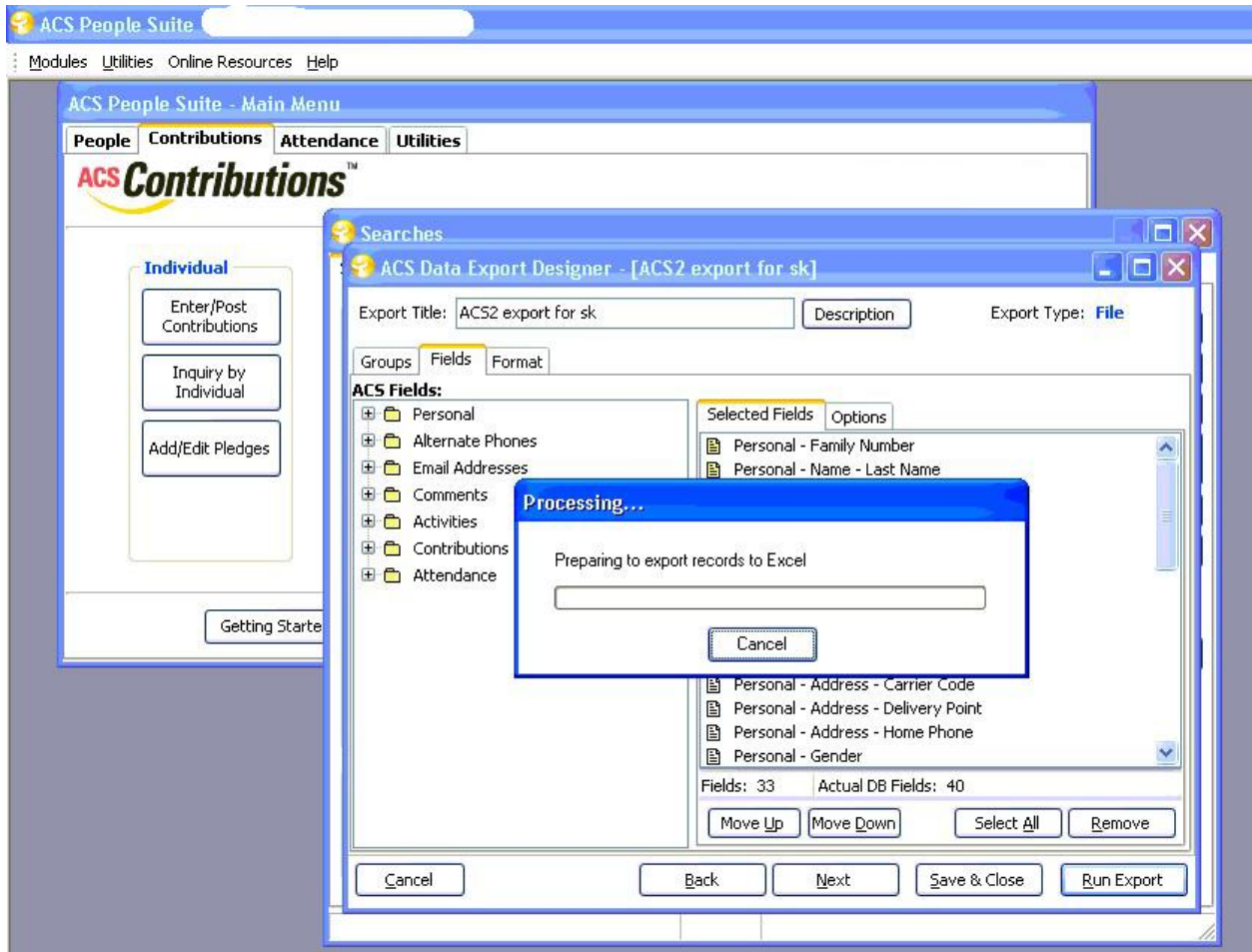
Step 6

Select the file format to export and click on the **[FileName]** button and choose where to save the file.



Step 7

Click on **[Run Export]** and save file to your computer.



Step 8

Proceed to Import Tool instructions.