

# How to Create an Export Template

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If there is no template that you can use to perform the export or no template you can edit to meet your needs, you must create a new one.

1. On the start page, click **Special Functions** under Functions menu on the left hand side
2. Click **Importing and Exporting** from the list of Special Functions
3. Click **Templates for Exporting** from the list of Import and Export Options to display a list of all created Export templates.
4. Click **New**. The New Export Template page appears
5. Use the following table to enter information in the fields:

Field	Description
Name of this template	Enter a name for the template.
Export from this table	Choose the table that will be used in the export from the pop-up menu.
Delimited or fixed-field length?	Choose either <b>Delimited</b> or <b>Fixed</b> from the pop-up menu to determine the length of each field.
Field delimiter	If you chose <b>Delimited</b> in the previous field, use the pop-up menu to choose the field delimiter. This refers to the item that will separate the fields in the exported data. If you choose <b>Other</b> , enter the delimiter in the blank field. Select the checkbox to surround field values with quotation marks.
End-of-line (record) delimiter	Choose the delimiter for the end of each record from the pop-up menu. For <b>Other</b> , enter the delimiter in the blank field.
Column Titles	Select the checkbox to put column titles on the first row.
Mime Type	Enter a MIME type. To use the default MIME type, leave the field blank. For more information, see <i>MIME Types</i> .

6. Click **Submit**. The Templates for Exporting page displays the new template.

# How to Add Template Columns

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1. On the start page, click **Special Functions** under Functions menu on the left hand side
2. Click **Importing and Exporting** from the list of Special Functions
3. Click **Templates for Exporting** from the list of Import and Export Options to display a list of all created Export templates.
5. Click the **# Columns** link of the template to be changed. The Edit Columns page appears.
5. Click **New** to add a column to the template. The New Column page appears.
6. Use the following table to enter information in the fields:

Field	Description
Title/Heading	Enter a title for the column.
Data to Export	Enter the fields of data to be exported. To display the field list, click Fields. Click a field name to place it in the Data to Export field.
If Blank, Export This	If a record has no data for a particular field, indicate a value to replace the blank field (optional). For example, enter No Data.
Column Number	Enter a column number for this column on the template. All column numbers will have a zero added as a suffix to the column number.
Width in Characters	Enter the width of the column in characters if using fixed-field lengths instead of field delimiters.
Alignment	Use the pop-up menu to choose the alignment of the column if using fixed-field lengths instead of field delimiters.

7. Click **Submit**. The Edit Columns page appears.
8. Repeat the previous three steps to add additional columns to the template.
9. Click Back to Templates for Exporting. The Templates for Exporting page appears.