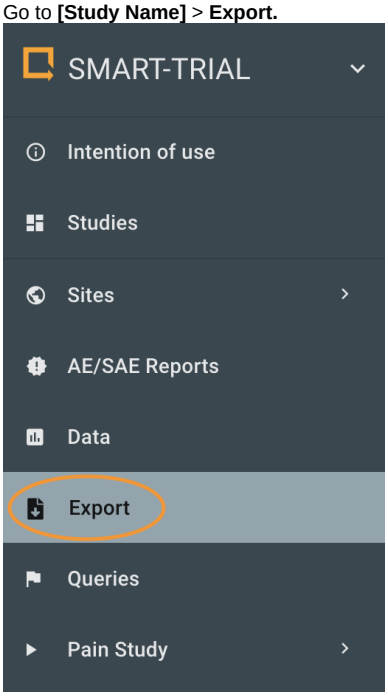
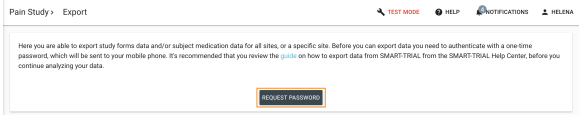
How to Export Data

To export your data:

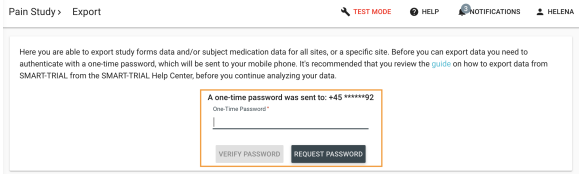
1. Go to **[Study Name]** > **Export.**



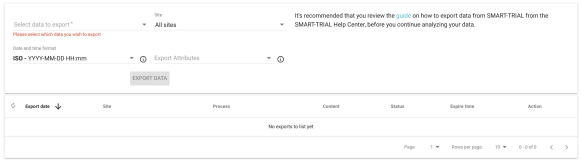
2. For security reasons, you will be asked to **verify your identity** via **one-time password** sent to the phone number associated with your account.



3. Enter the one-time password you have received and click **Verify Password**.



4. Select which **data, date and time format and attributes** to export. See more about the 'data to export' options go to our Exported Data Files article.



> Subject attributes are the attributes which you enter when enrolling a subject to your study. As default no attributes are selected, so you have to select the ones you need for your export.

> Use **Filters** to export data from a specific site. If you choose not to use filters, data from all sites will be available to export

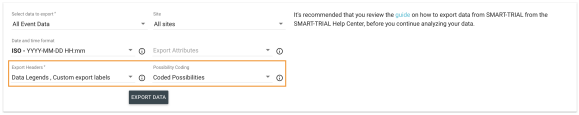
Related pages:

- Exporting Data
- Exported Data Files
- Exported Data Format
- Export AE/SAE
- Import Data into Statistical Programs
- Export Labels

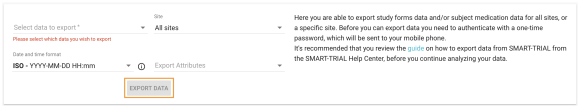
Can't find the answer you're looking for?

Don't hesitate to raise a support request via **support@smart-trial.co**.

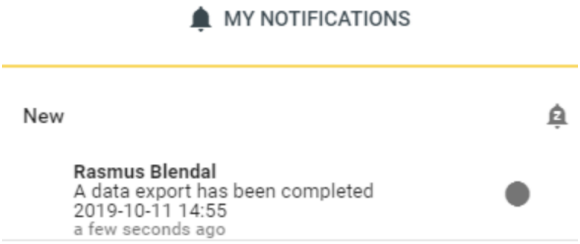
5. If **Site specific data** is selected, two more options will appear. **Export headers** is mandatory, see Export Labels for more details, while **Possibility coding** is optional, to see more go to Exported Data Format.



6. Click on the **Export Data** button. Generating export data files will usually take up to a few minutes, depending on the size of your study. Exports will be shown in the export list after they are completed in three file formats, csv, xlsx and PDF.



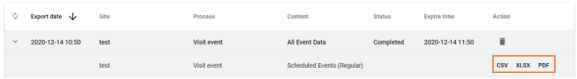
In case of massive studies it might take a little while, but the user no longer has to remain the export view. The export continues in the background and the user will be notified when the export is ready for download.



Clicking on the notification will take you directly to the export, the one-time password will have to be entered before accessing the export.

Site related exports

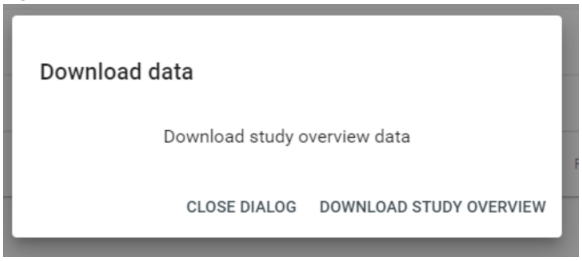
7. When the process is completed, you can download exported data files by clicking on the requested file to fold out. Click on the file format of interest, below “Action”, to download the export file



> Exports are stored for 1 hour, after which they are deleted.

> In case of wrongful exports, the export can be deleted by clicking the 'garbage bin' icon.

Study level exports

Study level exports include; AE, medication, and study overview. AE and Medication appears in the export list same as the site level export, where Study Overview does not, instead it is exported directly.

8. When exporting the aforementioned, a dialogue will pop up allowing the user to download the file.