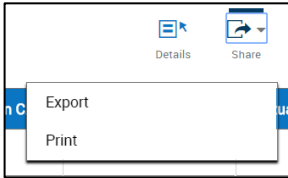# KRONOS®

Export and Download a Dataview
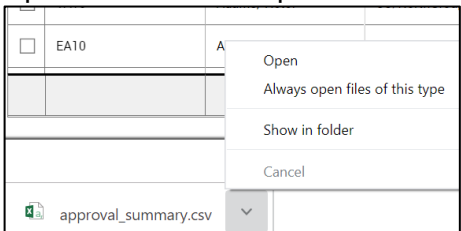
Job Aid

This job aid explains how you can export or download data from a Dataview in the application.

To export a Dataview:

1. From the Dataview toolbar, click **Share.**
2. Click **Export**.

3. A dialog box opens at the bottom of the screen where you can:

   Open the Comma Separated Values.(csv) file with Microsoft Excel (default).

4. Save the file. After you click **Save**, you may be prompted to save the file to a location on your disk, or you can view the files that have been downloaded, depending on your browser.
5. Automatically open or save the file automatically from now on.

These steps may vary depending on the browser that you are using.

To download a Dataview:

- If the number of records in an Employee or Business Structure Dataview exceeds the threshold limitation for displaying it, when you click the Dataview, a download option automatically opens so that you can create a download file of the data.
- You must have the appropriate privileges to access downloads.

1. From the **Dataview Library**, click the Dataview that you want to view.
2. If the Dataview has too many records to display, you receive a message asking whether you want to create a download of your selection. The message includes a **Download** button.
3. Click the **Download** button to create a download file of the data. You are automatically directed to the **Downloads** page where you can access the files.
4. Select the download file of your choice. It is downloaded in comma-separated value (.csv) format and you can open it with the application of your choice. It is stored locally in your downloads folder.
5. If you navigate away from the Downloads page and want to return to it, from the Dataview Library click **Navigate to Downloads** in the upper left of the page.