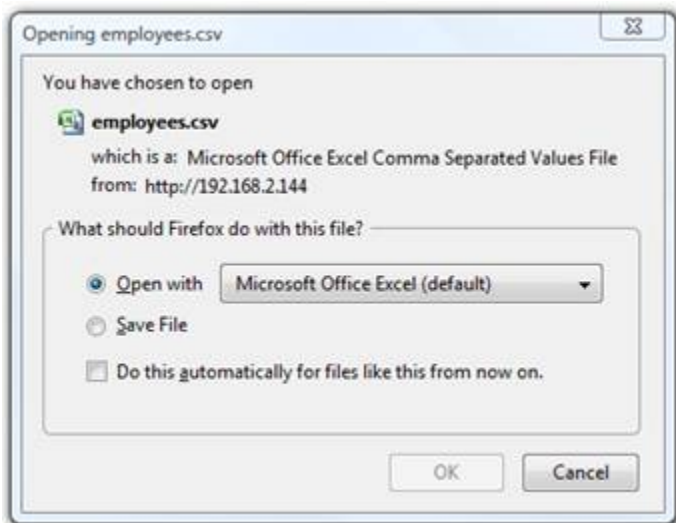


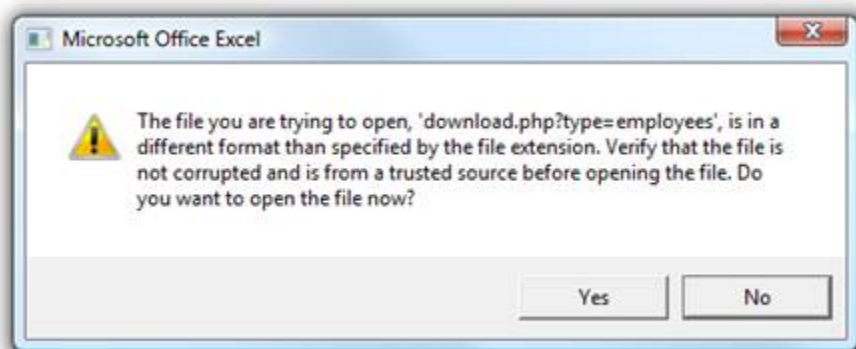
The Send To button in the “Browse” windows allows you to export the information that your are viewing on screen to a *.csv file. A *.csv file is a comma separated value file that can be opened in spreadsheet software like Microsoft Excel.

When clicking on the button some web browsers may prompt you to either open or save the file e.g. Mozilla FireFox:



Select the preferred option and click on Ok.

You may receive the following or a similar message to the one below, if you open the file.



In this case, if you click on “Yes” the file will be opened as a read only file. You would need to save the file with a different name to be able to edit it. If you click on “No”, Microsoft Excel will create and open a copy of the file which you can edit.