

## Exporting a file from Heritage LMS

- To extract the data that you need, open the reports menu in Heritage and select command line report.
- Copy the command line below and paste it into the new command line report.
- To view the reports, click the preview button to show a report like this:

### Heritage Catalogue (titles) Report

01:04pm 20 Jun 2013

[LIST MAIN\_CAT TITLE AUTHOR COPIES]

<i>Std No</i>	<i>Title</i>	<i>Author</i>	<i>Cps</i>
186023125X	Love Letters From the Front	Kelly, Jean	1
1898630100	The Peak District the Official National Park Guide	Smith, Roly	1
0749437332	The Times Book of IQ Tests: Book 2	Russell, Ken	1
		Carter, Philip	
0582012813	Henry James II: 1882 - 1898	Tanner, Tony	1
0349107033	Cosmos	Sagan, Carl	1
0333289161	Harold Pinter	Dukore, Bernard F.	2
0600572846	Ancient Rome	James, Simon	2
0714822639	A Guide To Architectural Styles	Pothorn, H.	0
NC4931	Smoking	Charlish, A.	2
NC5904	Gesetzgebung Des Bundes	Various	1
0192716441	Raider	Gates, Susan	1
0370317556	Thin Air	Getz, David	1
075022472X	Earthquakes	Maslin, Mark	1
1577150155	Thomas Hardy's World: The Life, Times and Works of the Great Novelist and Poet	Lefebure, Molly	1
0563381922	The Spy Who Came in from the Cold	Le Carre, John	1
0415008379	The Roman Remains Of Southern France	Bromwich, James	1
3822858560	Hieronymus Bosch c. 1450-1516	Bosing, Walter	1
0903908565	Staffordshire Gritstone	Gibson, Gary	1
0856603740	Getting Into Hospitality	Dixon, Beryl	1

- To export the data, click the export button. Heritage asks where you want to save it - choose .txt and give it a name.
- It will then open in Excel for editing.