

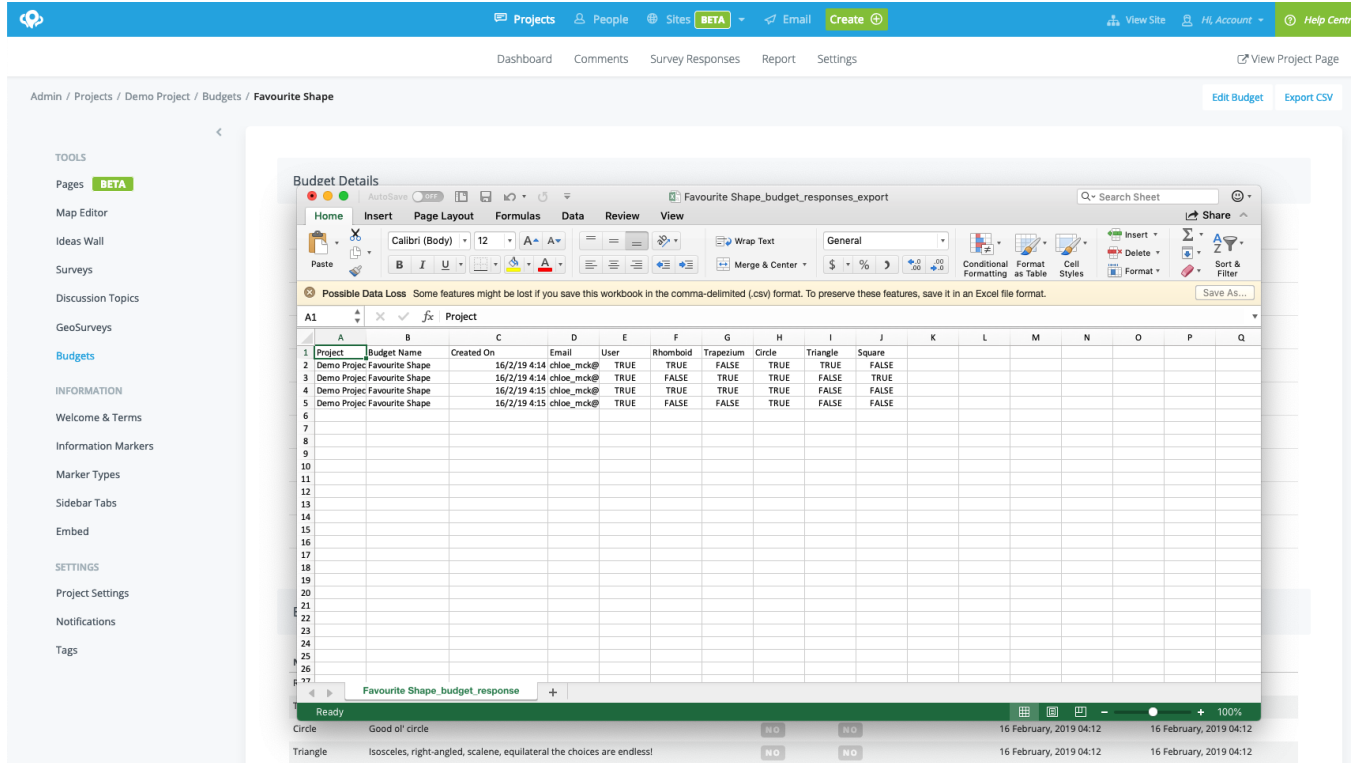
Exporting Budget Response Data to CSV (Excel)

The following instructions relate to exporting Budget Response data into csv (Excel) format.

To export your Budget Data:

1. [Log in](#) to your Social Pinpoint Admin site
2. Select a project from the **Project List**
3. Select **Budgets** from the menu on the left side of the screen
4. Select **View** on budget you wish to export data from
5. On the **Budget** page, select the 'Export CSV' option on the top right of the page

The resulting csv file can be opened in Excel for further analysis and reporting



Details on the information exported are as follows:

Field	Description
Project	The name of the parent project against which the budget was completed
Budget Name	The name of the budget
Created On	The date and time that this Budget Response was created
Email	The email address of the stakeholder who submitted the response
User	True or False based on whether the stakeholder is a registered user
Response Values	The individual answers of this response - each budget item will have a True or False value based on whether or not the item was selected, and if the Budget Item had a corresponding value this will also be displayed