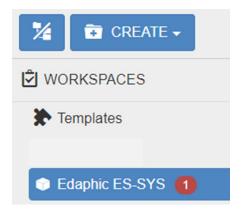
How to Download a .csv File

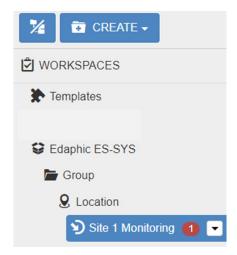
Step 1:

- Click on your Workspace:



Step 2:

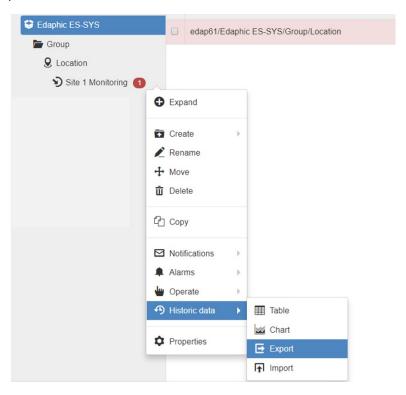
- Click on your Folder (Group), then Location, and then Data Source:





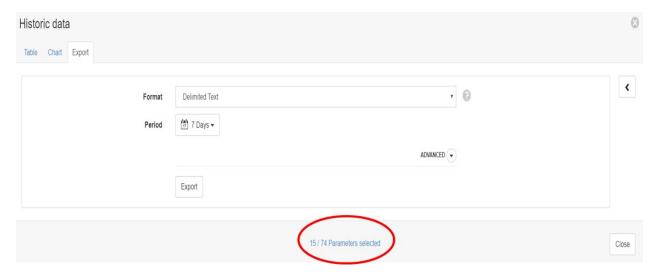
Step 3:

- Click on the Drop Down Menu and Find "Historic Data".
- Click on "Export".



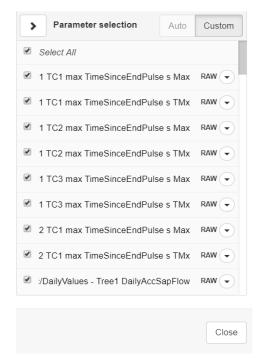
Step 4

- Select all the parameters you want to export. Click on "Parameters Selected":





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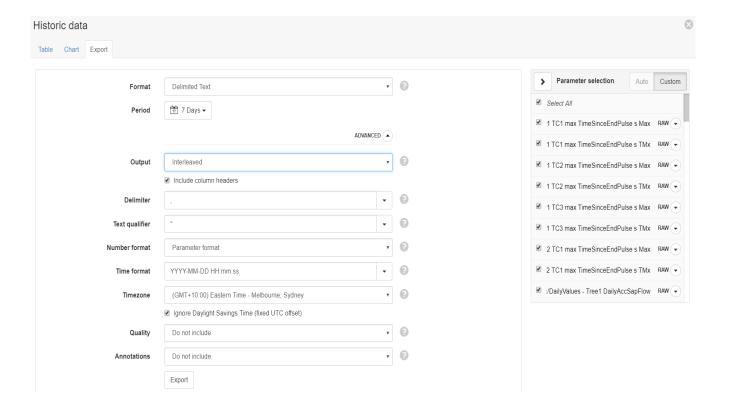


- Make your selection of parameters to export, or click "Select All":

Step 5

- Click on "Advanced" and set the following parameters:
- Format: Delimited Text
- **Period:** Select the time period you want to export
- Output: Interleaved
- Include Column Headers
- Delimiter:,
- Text Qualifier: "
- **Number Format:** Parameter format
- Time Format and Timezone: Choose your selection
- Quality: Do not include
- **Annotations:** Do not include
- Click on "Export" and the file will begin to download





Step 6:

- Once download has been successfully completed, click on "Download"
- The file will save to your computer as a zip file
- Locate and open zip file which will contain the .csv file

