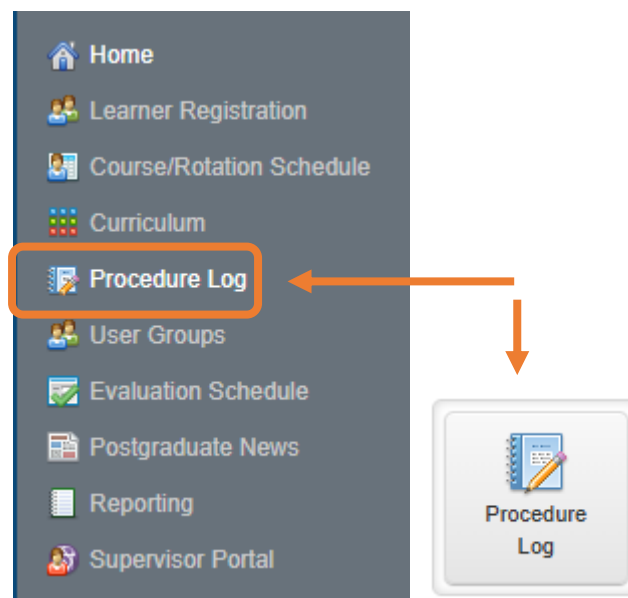# How to export a procedure log
Audience: PA, PD, CC Chair

A] Access the Procedure Log

Click on the **Procedure Log** module menu or icon

1. Click on **Procedure Dashboard**
2. Click on **All Procedures** to filter your view (optional)
3. Check the box in front of the procedures you wish to export (or select all by checking box at top of column)
4. Click on **Export Procedure Form Details**
5. A **pop-up window** will appear stating "Export completed successfully" - click on **Download**

→ You will obtain a zip file with 2 excel documents:
- "*Program name* Procedure Log" contains all details entered into the forms
- "Export *date*" contains high level procedure counts

→ If you click on **Export Procedure** instead of **Export Procedure Form Details**, you will obtain a file named "Export_date". It contains high level procedure counts