

## Exporting

In Extract, you have the option to export your extraction results to an **Microsoft Excel spreadsheet** or a **Microsoft Word document**. To export data points from a document, the document must at least be linked to a review form. If the review form is just linked and have not been run on the document, then the export generates a report with no data points. To export a report with data points, run the review form on the document before exporting it.

The screenshot illustrates the iManage Extract interface for exporting documents. It shows a list of documents with checkboxes for selection (1), an 'Export' button in the top toolbar (2), and an 'Export' dropdown menu with options for 'Datapoints & metadata' (3) and 'Tables' (4). An 'Export (3 documents)' dialog box is also shown, containing fields for 'Export name', 'Select review form', and 'Export Settings'.

### 1. Document Selection

Select the check boxes next to a document to select individual documents or select **Select All** at the top to select all the documents in the project.

### 2. The Export button

Select the **Export** button to choose what type of information you would like to export. There are two export options available - **Datapoints & Metadata** or **Tables**.

**NOTE:** You can also access the **Export** feature from the **Extraction Results** page.

### 3. Export Datapoints & Metadata

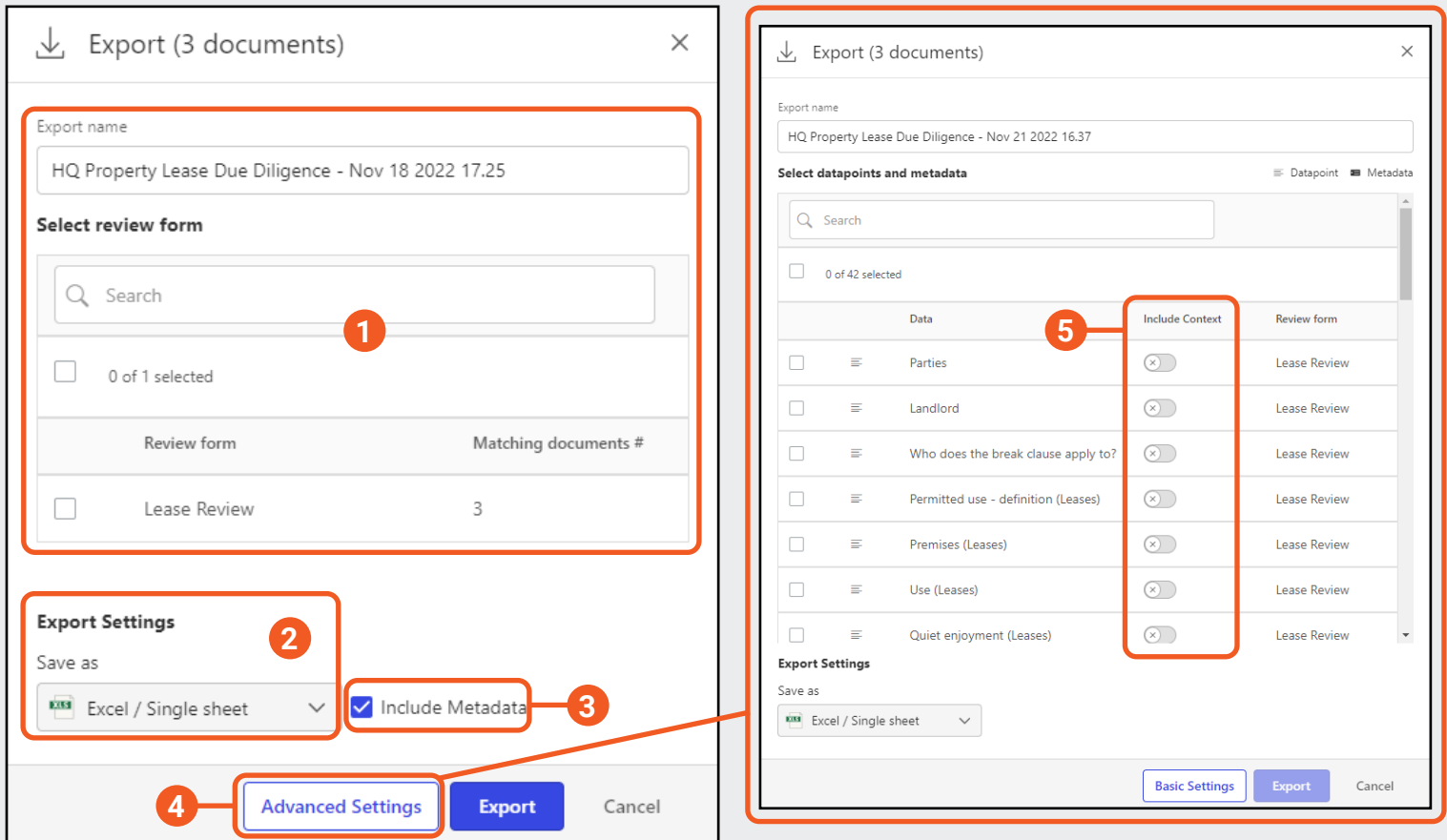
Select this option if you want to **Export** selected **review forms**, **datapoints** and **metadata** from the documents.

### 4. Export Tables

Selecting **Tables** will automatically export to an **Microsoft Excel** spreadsheet any tables within the selected documents.

## Exporting (continued)

Select **Export Datapoints & metadata** to initiate the process. The **Export** dialog box appears:



### 1. Select Review form

Select the **Review form/s** you want to export the data from the selected documents.

### 2. Export Settings

Select the format in which you want to export the data points. You have the options of **Excel Single/Multiple Sheet** or **Word Single/Multiple files**.

### 3. Include Metadata

Select **Include Metadata** check box if you want to include the document metadata in the output.

### 4. Advanced Settings

If you do not want all the datapoints and metadata to be exported, then select **Advanced Settings**. The Advanced settings dialog box appears where you would be able to precisely choose the datapoints you would want to export.


### 5. Include Context

If you want to include the context of particular data point, enable the data point **Include Context** slider. Context is the text that surrounds the data point.

### 6. Exporting

Select the **Export** button. The data points and the metadata from the documents are exported to your computer in the selected output format.

## Exporting (continued)

After selecting the **Export** button, Extract will initiate the creation of your export file and your download should start **automatically**. If your download does not start automatically or you would like to access your export file at a later stage, you can do that by accessing it from the **Task list** by selecting the  icon on the top right of your Extract screen.

Project: **HQ Property Lease Due Diligence** > Tasks

Filter by: Status ▼ Type: Export ▼ [Clear filters](#)

**Completed Tasks (visible 23 of 50)** **Running Tasks**

Export: HQ Property Lease Due Diligence - Nov 29 2022 12.20  
 Created: Nov 29 2022 12.21 Completed: Nov 29 2022 12.21

There are no running tasks!

Filename	Parties	Landlord	Who does the break clause apply to?	Permitted use - definition (Leases)
HQ Property Ltd - 8.pdf	Name: Birmingham, B1 3HN, Team Clean Ltd (Incorporated)   Definition:   Number: 06577591   Address: 31, Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 26.pdf	Name: which   Definition:   Number: 07233660   Address: 36 Frederick St, Birmingham, B1 3HN Name: Betsi Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 10.pdf	Name: Birmingham, B1 3HN, SK GIRL Ltd, (Incorporated)   Definition:   Number: 01247529     Address: One Via Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 5.pdf	Name: Birmingham, B1 3HN, Lums Associates (Incorporated)   Definition:   Number: 03326290     Address: 16 Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 14.pdf	Name: office of which   Definition:   Number: 08558171   Address: 36 Frederick St, Birmingham, B1 3HN, S'Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 28.pdf	Name: which   Definition:   Number: 07018639     Address: 36 Frederick St, Birmingham, B1 3HN, BarryNan Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 19.pdf	Name: which   Definition:   Number: 06048396     Address: 36 Frederick St, Birmingham, B1 3HN, Daydream Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 15.pdf	Name: which   Definition:   Number: 05279552     Address: 36 Frederick St, Birmingham, B1 3HN Name: Pheo Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 16.pdf	Name: which   Definition:   Number: 07739726     Address: 36 Frederick St, Birmingham, B1 3HN Name: Hru Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 12.pdf	Name: which   Definition:   Number: 03131700     Address: 36 Frederick St, Birmingham, B1 3HN Name: HQ, Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 29.pdf	Name: office of which   Definition:   Number: 05532045     Address: 36 Frederick St, Birmingham, B1 3HN, C Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 18.pdf	Name: Birmingham, B1 3HN, Lemox Lighting Ltd, (Incorporated)   Definition:   Number: 07274724     Address: Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning	Permitted Use offices within Use Class B1 of the Town and Country Planning
HQ Property Ltd - 37.pdf	Not Processed	Not Found	Tenant	Permitted Use offices within Use Class B1 of the Town and Country Planning

HQ Property Ltd - 8.pdf

Filename: HQ Property Ltd - 8.pdf

Lease Parties	Name: Birmingham, B1 3HN, Team Clean Ltd (Incorporated)   Definition:   Number: 06577591     Address: 31, Victoria Square, Name: Team Clean Ltd   Definition:   Number: 06077591     Address: 313, Victoria Square, Birmingham, B1 1BD   (Tenant) Name: HQ Property Ltd   Definition:   Number: 02048548     Address: 36 Frederick St, Birmingham, B1 3HN (Landlord)
Landlord	Not Found
Who does the break clause apply to?	Tenant
Permitted use - definition (Leases)	Permitted Use offices within Use Class B1 of the Town and Country Planning (Use Classes) Order 1987 as at the date this Lease is granted.
Premises (Leases)	the land and building at 366 Yatesbury Avenue, Birmingham, B39 6LA shown edged red on the attached plan.
Use (Leases)	28.1 The Tenant shall not use the Property for any purpose other than the Permitted Use. 28.2 The Tenant shall not use the Property for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Landlord, its other tenants or any other owner or occupier of neighbouring property. 28.3 The Tenant shall not overload any structural part of the Property nor any machinery or equipment at the Property nor any Service Mains at or serving the Property. 29 Compliance with laws 29.1 The Tenant shall comply with all laws relating to 29.1.1 the Property and the occupation and use of the Property by the Tenant.
Quiet enjoyment (Leases)	33.1 The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this Lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except

### 1. Finding your Export file

In the list of **Completed Tasks** you will be able to locate the export file you would like to download by the name you have given it.

### 2. Tasks Filtering

You are able to filter all the items available in the **Completed Tasks** window. You can choose to filter by **Type: Export** to view only the exporting tasks that have been created.

### 3. Download or Delete

You are able to either **Download** or **Delete** a previously created export file.

### 4. Final Exporting results

Depending on what settings you have chosen before creating your export file, you would end up with a final Microsoft Excel or Word document that will contain all your **extracted data** in a **structured way, ready for manipulation**.