# Export EScan Database

Last Modified on 01/15/2018 2:38 pm PST

Whenever you use EScan to email a patient test from the MyoVision software, the software automatically keeps a record of the fact and stores it in a database. This article will show you how to view and export that database so you can see who you have emailed. This is a great way to keep track of people who you have interacted with at fairs.

## File > Export > EScan Database



Open the file Menu, hover over Export, and select EScan database

# EScan Database

The EScan database window will pop up. You can resize the window to view all columns.

You can sort the rows by clicking on any of the column headers, allowing you to sort by Date, First Name, Last Name, etc.

	EScan database ×									
Γ	Date	First Name	Last Name	Extra Info	То	Notes	From			
L	08/16/16 10:35:01 AM	Support	Муо	Example	support@myovision.com		support@myovision.com			
L	08/16/16 10:35:43 AM				support2@myovision.com		support@myovision.com			
L	08/26/16 10:38:02 AM				support2@myovision.com		support@myovision.com			
L	08/30/16 04:27:01 PM				support2@myovision.com		support@myovision.com			
L	08/30/16 04:33:53 PM				support2@myovision.com		support@myovision.com			
L	09/29/16 10:22:12 AM				support2@myovision.com		support@myovision.com			
L	12/06/16 03:56:39 PM				support2@myovision.com		support@myovision.com			
L	12/14/16 10:06:40 AM				support2@Myovision.com		support@myovision.com			
L										
L										
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L										
L										
	Delete Export Close									

### Export

To export the information into an excel sheet:

- Select the rows of data you want to export.
- CTRL + Click to select multiple individual rows
- SHIFT + Click to select a range of rows.
- Click Export
- Name the file and click save

💷 EScar	n database									х
Date	Δ	First Name	Last Name	Extra Info	То		Notes		From	
08/16	6/16 10:35:01 AM	Support	Mvo	Example	support@m	vovision.com			support@myovision.	com
08/16	5/16 10:35:43 AM				support2@r	nvovision.com			support@mvovision.	com
08/26	5/16 10:38:02 AM				support2@r	support2@myovision.com		supp		com
08/30	)/16 04:27:01 PM				support2@r	support2@myovision.com			support@myovision.	com
08/30	0/16 04:33:53 PM				support2@myov				support@myovision.	com
09/29	9/16 10:22:12 AM				support2@myovision.com			support@myovisio		com
12/06	5/16 03:56:39 PM				support2@myovision.com			support@myov		com
12/14	4/16 10:06:40 AM				support2@Myovision.com			support@myovi		com
								Del	ete Export	Close
		-								.::
	🚱 Export to CVS file X									
		Save in: 📜 Desktop 🔹 🗧 🖆 🖽 🕶								
		Name 🔺			Date modified	Туре	Size		<b>A</b>	
		Azure Test area			11/11/2016 3:54 PM	File folder			=	
		D3			9/15/2016 12:22 PM	File folder				
		D7 11.28.16			11/28/2016 2:39 PM	File folder				
		D7007138			12/6/2016 1:16 PM	File folder				
		D7007139			12/6/2016 1:38 PM	File folder				
		🖟 DB Backups			10/28/2016 4:58 PM	File folder			-	
		File name: Example Export							Save	
		Save as type: ESc	an database files (*.c	:sv)				-	Cancel	
									Help	

#### Review

Navigate to where the file was saved.

#### You can open it and edit it in Excel.

1	Α	В	С	D	E	F	G	н	I	J
1	Schema:	EScan sent date:	Patient First name:	Patient Last name:	Extra Notes:	Sent to email	Sent from email:	ReplyTo email:	CC email:	Quick Notes:
2	200	8/16/2016 10:35	Support	Муо	Example	support@myovision.com	support@myovision.com	support@myovision.com		
з	200	8/16/2016 10:35				support2@myovision.com	support@myovision.com			
4	200	8/26/2016 10:38				support2@myovision.com	support@myovision.com			
5	200	8/30/2016 16:27				support2@myovision.com	support@myovision.com			
6	200	8/30/2016 16:33				support2@myovision.com	support@myovision.com			
7										
8										
9										
9										