Exporting search results to Microsoft Excel

A Guide for PPOD users
Exporting search results to Microsoft Excel

The ‘Export To Excel’ facility allows you to search for a list of pupils and then to export the list to Microsoft Excel for further examination, filtering and/or sorting.

Once a search has been performed using the ‘Pupil Search’ or ‘Pupil Batch Update’ option, the result screen features a button labelled “Export to Excel”.

Please Note: It is the responsibility of the school, as data controller, to ensure that all exported student data is managed securely as per the provisions of the Data Protection Acts.