

Overview

The result of any search can be exported to several different file formats.

Procedure

After you perform a search that you would like to save, click on the applicable file format buttons (located at the top or the bottom of the search results – depending on the Lookup Screen) to download the results:

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Export options: CSV spreadsheet XML ←														

Download Options

There are three different ways to download/save your results. The following methods are listed below:

Download Option	Description
CSV <input type="button" value="csv"/> <input type="button" value="CSV"/>	Comma Separated Values file. Will download/open in Excel but will look and function slightly different than the XLS file.
XML <input type="button" value="xml"/> <input type="button" value="XML"/>	Extensible Markup Language file. XML is a markup language that defines a set of rules for encoding documents in a format, which is both human-readable and machine-readable.
XLS / Spreadsheet <input type="button" value="xls"/> <input type="button" value="spreadsheet"/>	Excel file. Will download as an Excel file and creates a worksheet that is modifiable.

Related Documentation

[Introduction to Awards - Training Guide for All About Awards](#)

Getting Help

For questions regarding Kuali Coeus Quick Reference Cards, email the Support Team at ra-help@mit.edu.