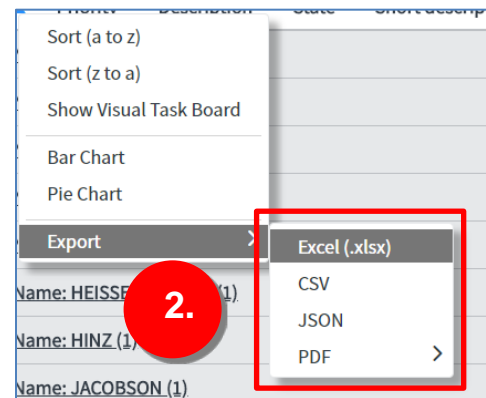
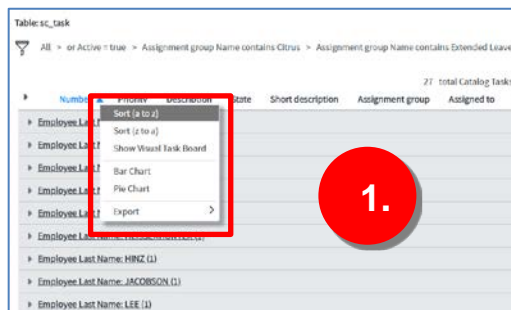


## | Exporting Data from ServiceLink |

Navigation: <https://ucrsupport.service-now.com/>

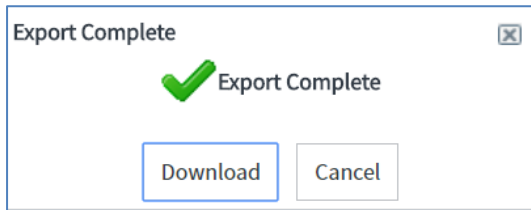
**Required Role: ServiceLink Fulfiller (both Accountability Structure & Shared Services Center)**

Most of the data in ServiceLink can be exported to different formats. This includes all forms and lists in ServiceLink. When querying data in list form (just as from your Fulfiller view or from a query saved to your favorites, right-click the list header and select your preferred export format, as shown in the screenshots below.



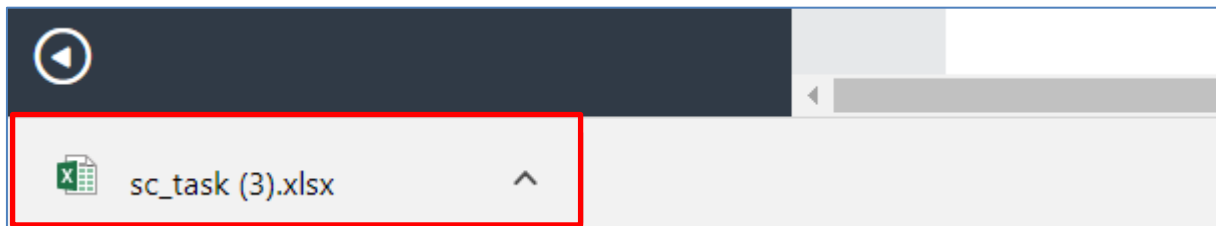
1. Right-click the list header bar (anywhere near the headers: Number, Priority, Description, etc.). A dropdown menu with several options, including an “export” option will appear. Select the “Export” option.
2. Once you select the “Export” option on the dropdown, select one of the available Export formats. These include:
  - Excel
  - CSV
  - XML
  - PDF (Portrait)
  - PDF (Landscape)
  - PDF (Detailed Portrait): Exports the list and the associated form for each record
  - PDF (Detailed Landscape): Exports the list and the associated form for each record.

**Note:** By default, exporting data from a list exports only the fields that are visible from the current view.



Once you select the export format, your document will start downloading. Once the document has been downloaded, the “Export Complete” pop-up will appear, as shown in the screenshot. Click on the “Download” button to retrieve your file.

The file will download to your browser. Once the file has been downloaded, click on the file.



The file will open in the program you selected, as shown below.

Number	Request item	Priority	Description	State	Employee ID	Employee Last Name	Employee First Name	Short description	Assignment group	Assigned to	Department Code	Position Number	Initiator	Department Description
1	SCTASK006 8581	RITM003390 0	4 - Low		Open			ITS Network Support	ITS Network Support					
2	SCTASK006 8576	RITM003389 9	4 - Low		Open	10009357	ZENO JULIE	Payroll Adjustments Shared Services Fulfiller	UCPath R'SSC Adjustments Shared Services Fulfiller	Brenda Montes	D01209	40005237	Julie Kreuer	Dining Services
3	SCTASK006 8575	RITM003389 8	4 - Low		Open			Review FAU Information	UCPath D01059 Position Management FAU Approver		D01059		Brooke Rodriguez	Biomedical Sciences
4	SCTASK006 8574	RITM003389 7	4 - Low		Open		Armenta Raul	Conduct Day 1 In-person Session	UCPath R'SSC Onboarding Shared Services Fulfiller	Tomika Coates	D01180	40026703	Stephanie Arciniega	Undergraduate Admissions
5	SCTASK006 8573	RITM003389 7	4 - Low		Open		Armenta Raul	Complete UCPath Template Based Hire	UCPath R'SSC Onboarding Shared Services Fulfiller	Tomika Coates	D01180	40026703	Stephanie Arciniega	Undergraduate Admissions
6	SCTASK006 8572	RITM003389 7	4 - Low		Open		Armenta Raul	Schedule Day 1 In-person Session	UCPath R'SSC Onboarding Shared Services Fulfiller	Tomika Coates	D01180	40026703	Stephanie Arciniega	Undergraduate Admissions
7														