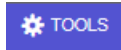


How to Extract Data from a Form

To data extract from a form:

1. Select **TOOLS** at the top right of the page.
2. From the dropdown list, select **Export**
3. The extracted data will be in a file at the bottom left of the screen.



ACTIONS	
Refresh	F5
Export	Shift+F1
Print	Ctrl+P
Clear Record	Shift+F4
Clear Data	Shift+F5
Item Properties	
Display ID Image	
Exit Quickflow	
About Banner	
OPTIONS	
Format Display Preferences	
BANNER DOCUMENT MANAGEMENT	
Retrieve Documents	Alt+R
Count Matched Documents	
Add Documents	>

