

Case Data Export

For an overview of "cases" in CommCare, see our [case management overview](#). Or go back to the [Data Export Overview](#).

Export Case Data to Excel

This export functionality provides the ability to download data from the cases submitted to CommCareHQ. You should use this feature when you are interested in measuring an outcome across beneficiaries across time. Applications that track a beneficiary over time will usually collect data in different forms at different points in time. This case export will capture all of the changes in the data at these different time points.

Location: CommcareHQ -> Data -> Export Data -> Export Cases

This page is divided into three main parts:

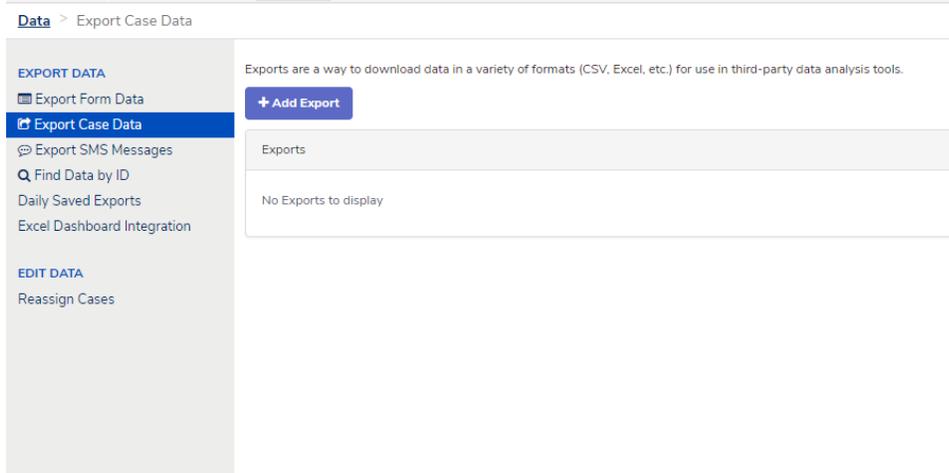
- A. Creating New Case Exports
- B. Downloading Case Exports

A. Creating New Case Exports

A form export allows the user to set up a download of a form's data. Form exports can later be viewed and downloaded by other members of the project space.

In order to create an export, you can follow the steps below:

- Click on the "+ Create New Export" button.



- You can select which case data you would like to export by selecting from the following options:
 - **Application**
 - **Case type**

- Click "Create Export" to navigate to that export's edit page, where you can manipulate more settings:

Cases

Sheet Name

Cases

Choose the fields you want to export.

You can drag and drop fields to reorder them. You can also rename fields, which will update the headers in the export file.

Include?	Property	Display
<input type="button" value="Select All"/> <input type="button" value="Select None"/>	<input type="button" value="Show Advanced Questions"/> <input type="button" value="Show Deleted Properties"/>	
<input checked="" type="checkbox"/>	<input type="button" value="row"/> <input type="button" value="number"/>	<input type="text" value="number"/>
<input checked="" type="checkbox"/>	<input type="button" value="info"/> <input type="button" value="caseid"/>	<input type="text" value="caseid"/>
<input checked="" type="checkbox"/>	<input type="button" value="name"/>	<input type="text" value="name"/>
<input checked="" type="checkbox"/>	<input type="button" value="individual_followup"/>	<input type="text" value="individual_followup"/>
<input type="checkbox"/>	<input type="button" value="group_membership"/>	<input type="text" value="group_membership"/>
<input checked="" type="checkbox"/>	<input type="button" value="attended_meeting"/>	<input type="text" value="attended_meeting"/>
<input type="checkbox"/>	<input type="button" value="client_id"/>	<input type="text" value="client_id"/>
<input type="checkbox"/>	<input type="button" value="mothers_name"/>	<input type="text" value="mothers_name"/>
<input checked="" type="checkbox"/>	<input type="button" value="info"/> <input type="button" value="closed"/>	<input type="text" value="closed"/>

Cases: Click this box to view all the fields that are associated with each case

In the first column, the fields can be re-ordered by dragging the "double-arrow" up or down. The order that is selected on this page will correspond with the order the variables are displayed in the export file.

Select the fields you want to include in your report by using the check boxes. The fields shown represent the data collected by the mobile user, the application, the phone, and the server where the data is stored.

In the fourth column, change field names which will update the header row of the data export. By default the display column will repeat the field name from the third column.

Additionally there are three options that can be selected by checking boxes in export settings:

- **Automatically convert dates for Excel:** Leaving this checked will ensure dates appear in excel format. Otherwise they will appear as a normal text format.
- **Create a Daily Saved Export:** By checking this box, the saved custom report will be pre-processed once every 24 hours and available for immediate download on the main Form Exports page.
- **Show Deleted Questions and Advanced Properties:** if checked the export will allow you to see to see advanced properties and questions that have been deleted from the current version of your application. Advanced properties include metadata like case updates and server information.

Export Settings

Learn more about exports on our [Help Site](#).

Case Type case

Export Name case (created 2019-02-16)

Description

Default file type CSV (Zip file)

- Automatically convert dates and links for Excel
- Create a Daily Saved Export [?](#)

Cases

- Finally, create your export: **Click "Create" to finish the export creation process. You're done!**
- The export will now be available on the Export Cases page

B. Downloading New Case Exports

Exports are a way to download data in a variety of formats (CSV, Excel, etc.) for use in third-party data analysis tools.

[+ Add Export](#)

Name	Case Type	Export	Edit	Delete
case (created 2019-02-16)	case	Export	Edit	Delete

Showing 1 to 1 of 1 entries « 1 »

- On the case exports page, click the "Export" button
- You will see the following screen, with options to select by user type or group (for more details on the Case Owner(s) filter see [here](#)):

You are downloading the following exports:

-  case (created 2019-02-16)

Case Owner(s)

 See Filter Definitions.

Date Range*

Export cases modified in this date range

 Prepare Export

- Click "Prepare Export"

You are downloading the following exports:

-  case (created 2019-02-16)

Case Owner(s)

  Filters inactive while download in progress.

 See Filter Definitions.

Date Range*

Export cases modified in this date range

 Collecting Data

 Email me when ready

You can wait for the file to download, or, if the file is very large, you can click the button for "Email me when ready," and CommCare will email you with a link to the file download when the download is complete.

- Click "Download" to download your case export

The screenshot shows a user interface for downloading case exports. At the top, a light blue banner states: "You are downloading the following exports:" followed by a list item: "case (created 2019-02-16)". Below this, there are two filter sections. The first is "Case Owner(s)" with a dropdown menu containing "[Project Data]"; a dark grey tooltip above it reads "Filters inactive while download in progress." and a link below says "See Filter Definitions.". The second is "Date Range*" with a date range of "2018-05-11 to 2019-02-16" and the text "Export cases modified in this date range". At the bottom, a grey bar contains a blue "Download" button and a green progress bar.

Error Messages In Case Exports

You may also sometimes encounter an error mentioning:

This export contains 101865 rows. Please change the filters to be less than 100000 rows.

This means that the number of rows exceeds what we're able to successfully support via the export UI. You can try to reduce the date range of the export and download in batches, or you can also add filters to reduce the number of users the export is covering.

Alternatively, you can use other methods we have available to export your Form Data in case you have a large data set. Please see [this help page](#) for more information on selecting tools for data exports on CommCare HQ.