

- On the **Exports** tab, you can view all of the requested and completed exports in the system.



Completed files cannot be modified. Clicking the file name will allow for the submission of a new export request using the same settings. Exported files can be downloaded from this window if the export status is "complete" and the Download link appears in the Action column. Completed files are available for download for one month. Data exports are performed during off-peak hours, typically overnight. The file will be available for download the following morning.

- On the **Scheduled Exports** tab, another export can be created and recurring exports can be modified or deleted.



Click the **Create New** button to create a new export.

Note: Recurring data exports can be scheduled to run during specific times. To do this, enter the Frequency Beginning and End Dates into the corresponding fields. Then, select Daily, Weekly, Monthly by Day, or Monthly by Week using the corresponding radio buttons. **To prevent delay, it is recommended that exports are scheduled one day in advance.**

[Downloading an Export File](#)

From the **Exports** tab, click the **Download** link in the **Action** column. If the status **Incomplete**, the file is not ready to be downloaded.

Note: To request another export file using the same settings, click the **file name** of the previously requested export file.

[Deleting Export Requests](#)

From the **Scheduled Exports** tab, check the box next to the export to delete. Then, click the **Delete** button.

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