

Extract Assure360 Data (PC)

For ease of locating the data later – it is often best to empty your Downloads folder before you extract the Assure360 data.

Go to the Admin tab and select Extract Data

Select from the appropriate button which data set you want to download (or pick All – for all data).

If you want to download just an individual audit / incident / project then enter the ref number and select the appropriate type (second section).

To download a complete data set, click buttons for that a module. You will receive a zip file with multiple inter-related csv files.

To download a data set for a particular item, enter the reference number and then click the appropriate button. You will receive a zip file with multiple inter-related csv files.

Include files, images or photos in extract. (Note: this may greatly increase the zip file size?)

No Yes

Important

Photos / Evidence Docs– due to the size of these docs, we default to NOT including these files. If you want to include these in the downloads select YES in the final section before you make the above selections.

A zip file will then be downloaded onto your computer this will include a series of CSV spreadsheets and a BATCH file for the photos. Again due to the potential for very large quantity of photos, you will need to run the special command file (BATCH file) this will instruct your computer to directly download each photo separately.

Double click the batch file – this will start the download and it will individually download all linked files (photos, evidence docs etc...) one by one. They will all be saved to the same folder – which, depending on the number of files, may take some time.