# Cyrious Control: Listen 360 Manual Export

In order to export information in the specific format that Listen 360 recommends you must perform an advanced order explorer query. The steps below will walk you through running this query so that you can then run this export On-Demand as often as you desire.

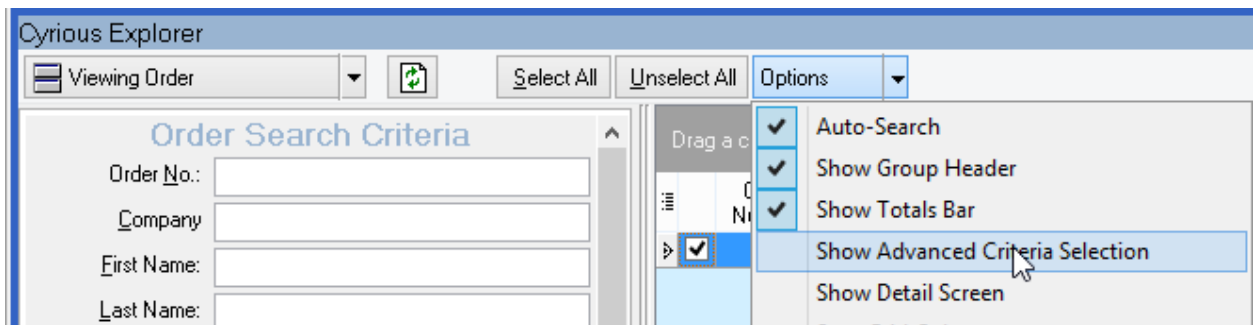## Exporting Orders Marked Sale between x and x date range

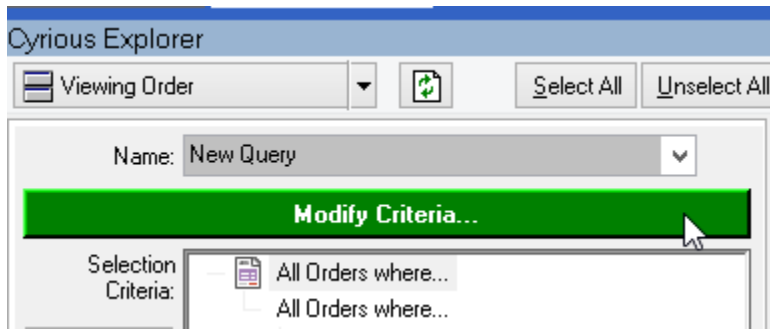1. Within Control click on Explore > Explore Orders
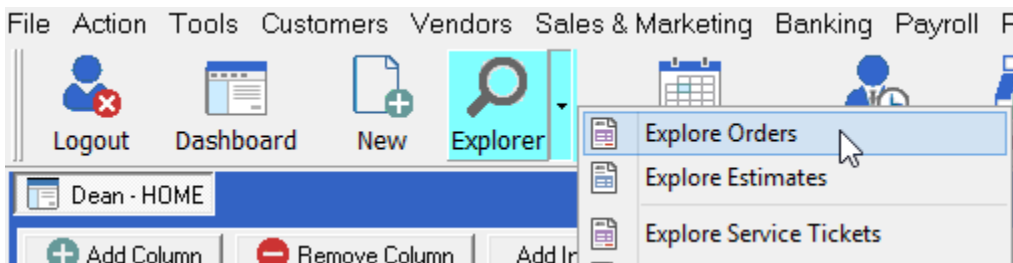
2. With the Exploring Orders window open, click on the **Advanced** button if you are on Control 4.6 or earlier.
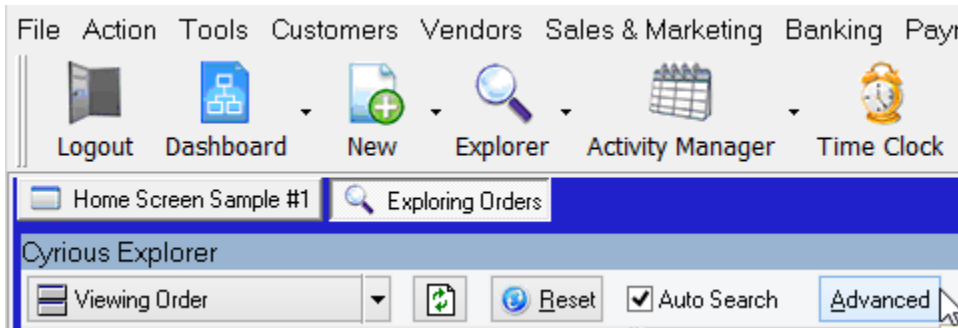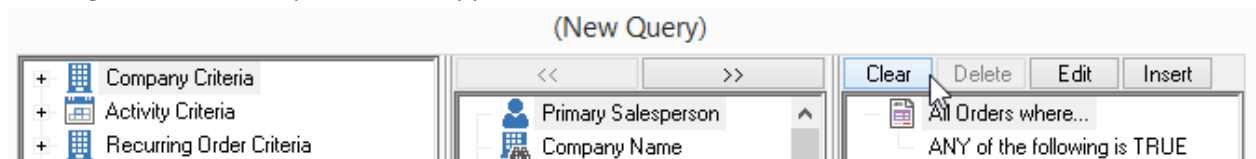

If you are on Control 5.1 or later, click on the **Options** button then click **Show Advanced Criteria Selection**.

3. Now that you have enabled Advanced Explorer, click on the **Modify Criteria** button.


4. Click the **Clear** button on the Modify Criteria (New Query) window. This will remove any prior filtering criteria that may have been applied.


5. On the Modify Criteria (New Query) screen you will have 3 columns present. The leftmost column is all the categories of criteria. The middle column is all the available filtering criteria for a given category and the rightmost column is the criteria that you have actually applied to filter and select your search results. In the leftmost column, click on **Order Criteria.**
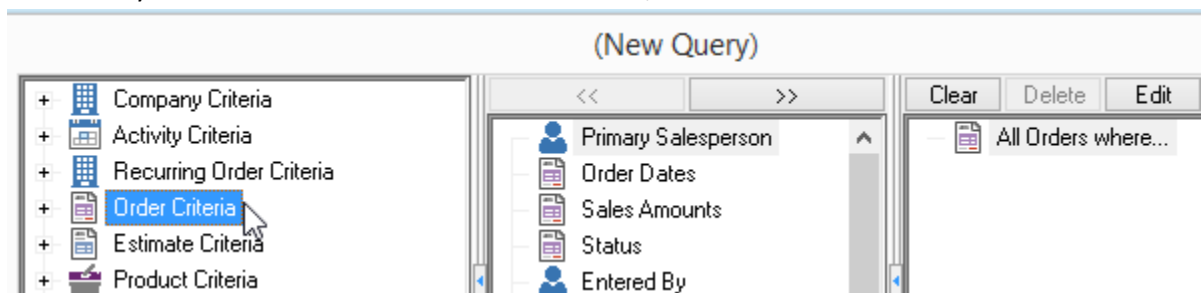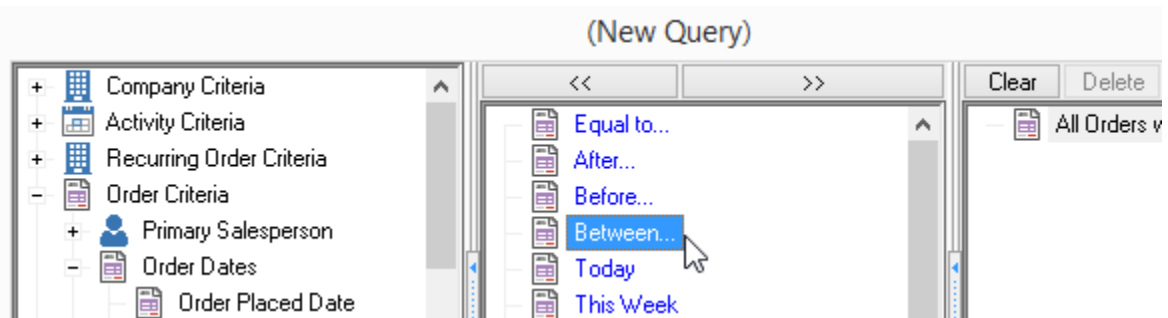

6. In the middle column double-click on **Order Dates** which will expand to reveal additional options.
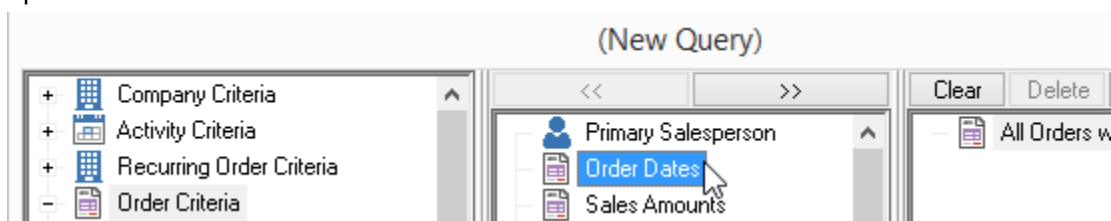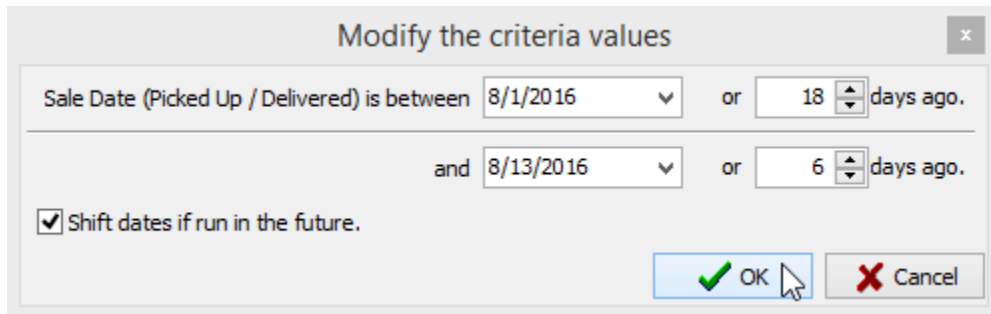
7. In the middle column double-click on **Sale Date (Picked Up / Delivered)**.
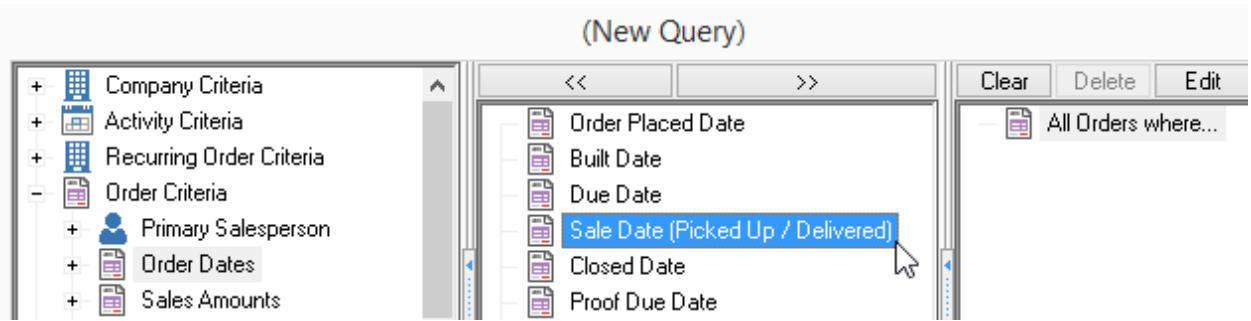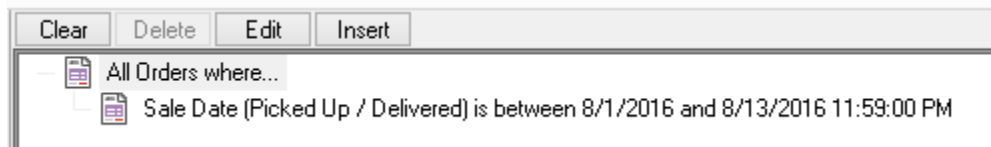

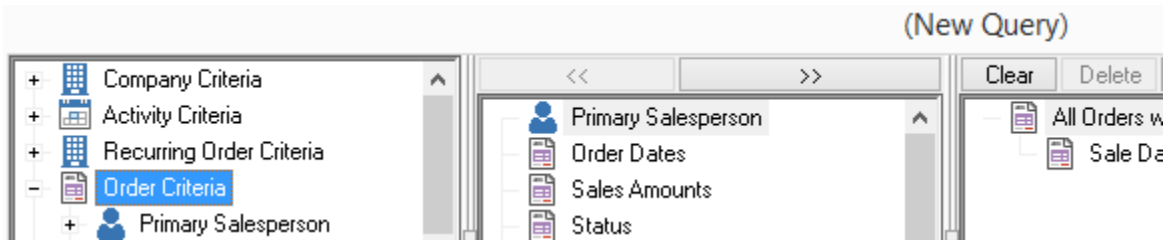8. In the middle column double-click on **Between...** to select your date range.

9. You will be prompted to specify your date range, choose your start and end dates and ensure the option for **Shift dates if run in the future** is selected. Click **OK** once you have selected the date range.
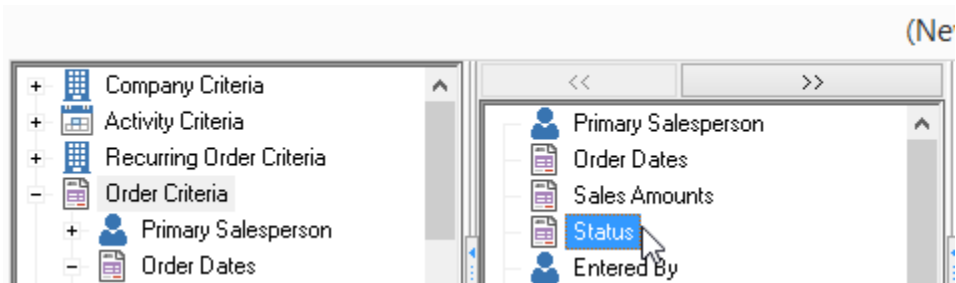

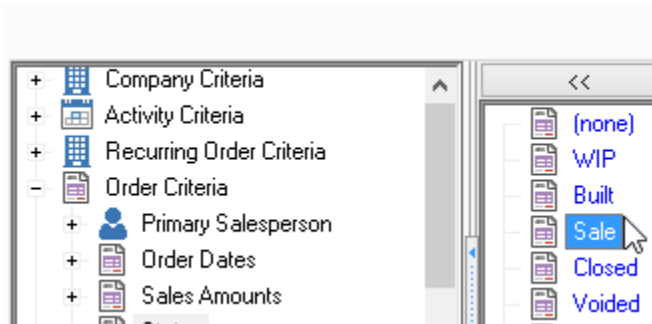10. The rightmost column should not resemble the screenshot below.

11. In the leftmost column click on **Order Criteria** again, this will reset the list of available filtering criteria in the middle column.
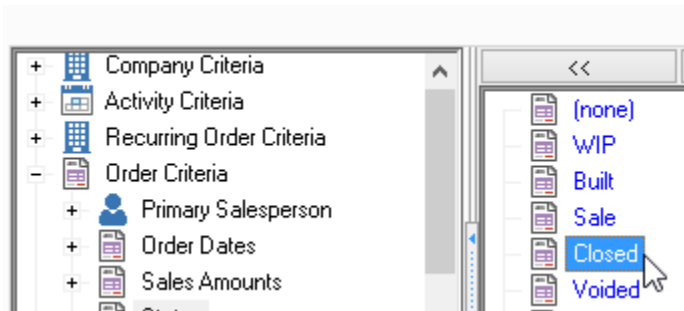

12. In the middle column double-click on **Status**.
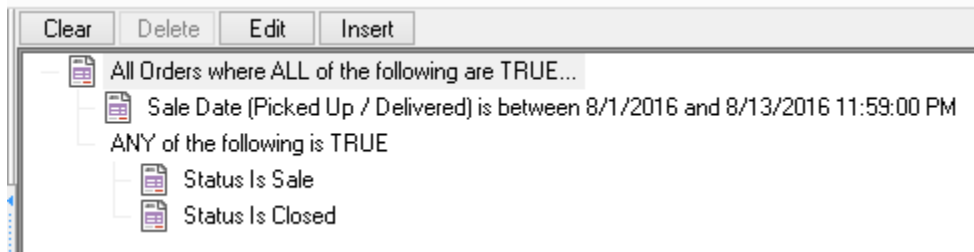

13. In the middle column double-click on **Sale** to add it to the rightmost column.
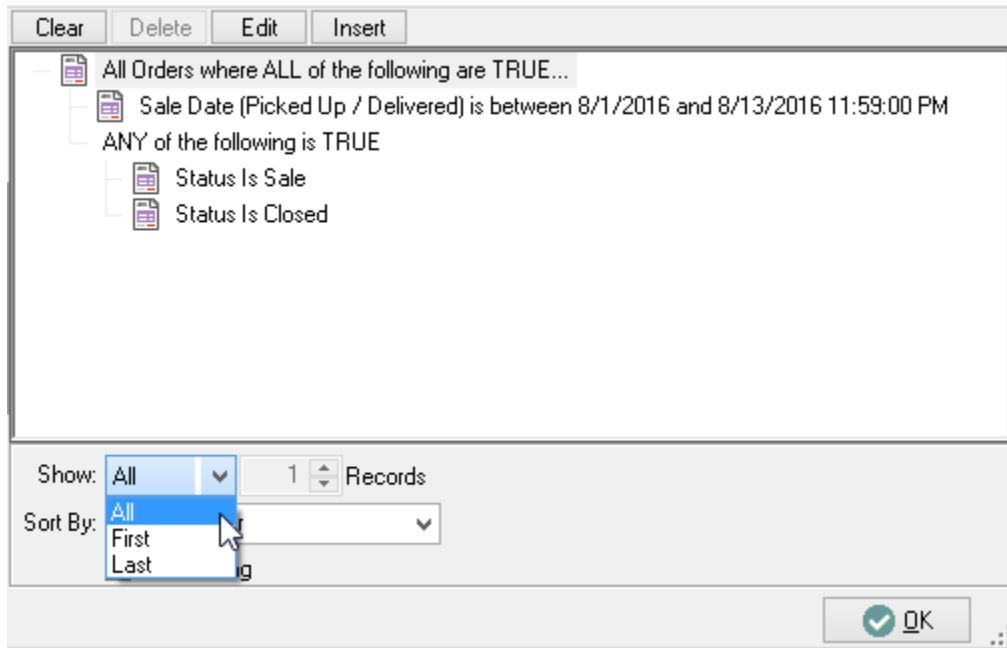

14. In the middle column double-click on **Closed** to add it to the rightmost column.

15. The rightmost column should now resemble the screenshot below.

16. Locate the **Show** option and change the option to **All**. Click the **OK** button on the New Query window to apply the criteria you selected.
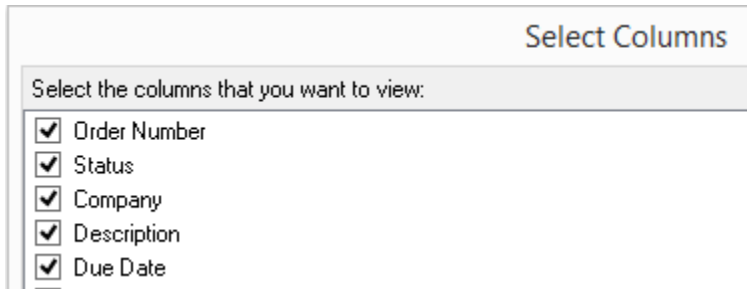
17. The left column on the Order Explorer should now resemble this screenshot. Click the **Execute** button to run the query to select your filtered orders.
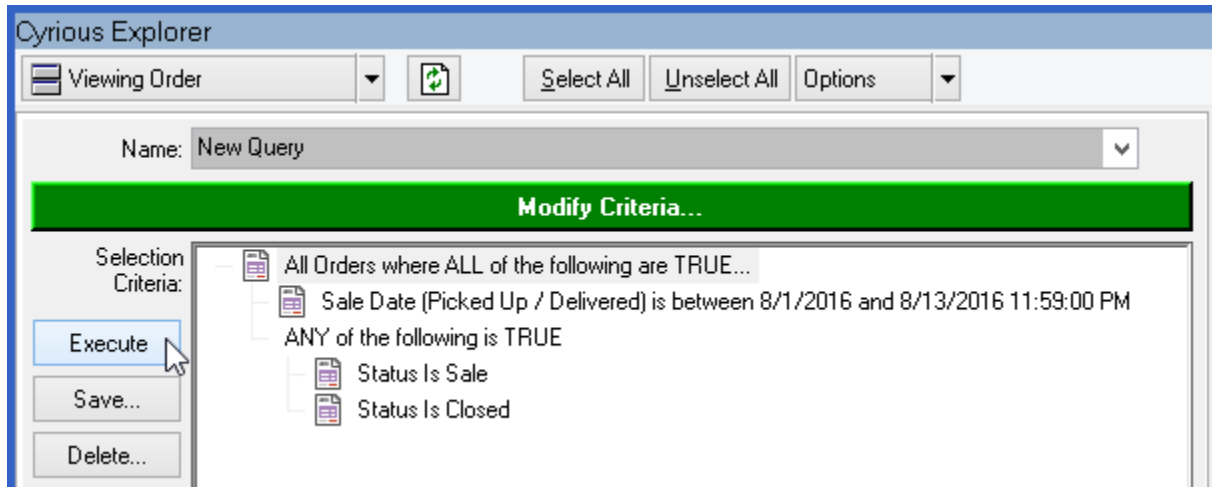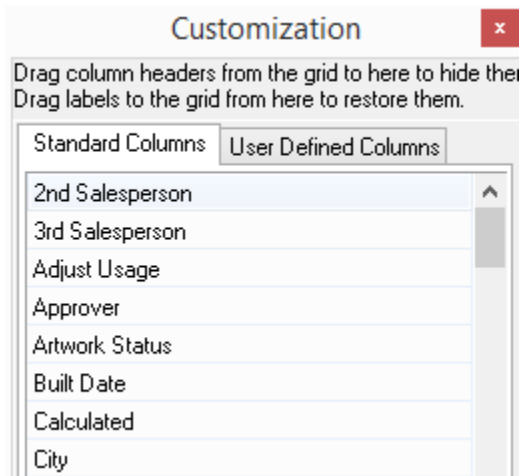

18. Right-click anywhere in the Order Explorer results grid and choose **Column Chooser**.
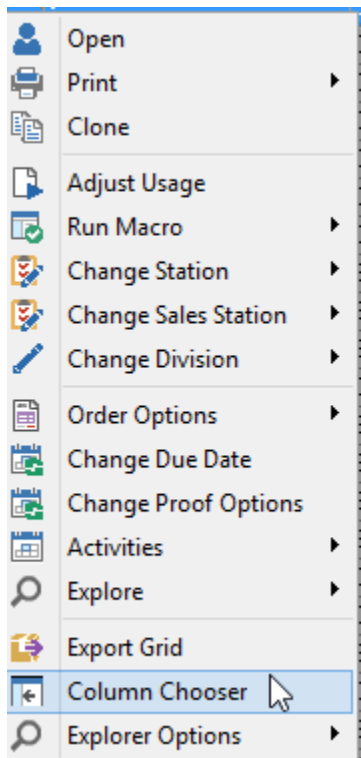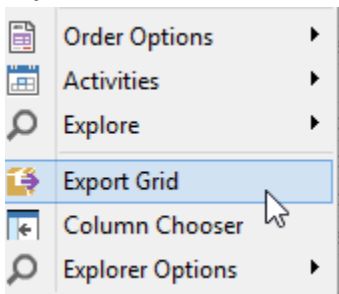
19. If you are on Control 4.6 or earlier, check off any columns that you want included in the results grid.

Select Columns

Select the columns that you want to view:

- ✔ Order Number
- ✔ Status
- ✔ Company
- ✔ Description
- ✔ Due Date

If you are on Control 5.1 or later, drag any columns that you want included onto the results grid.

Customization

Drag column headers from the grid to here to hide them
Drag labels to the grid from here to restore them.

| Standard Columns | User Defined Columns |

- 2nd Salesperson
- 3rd Salesperson
- Adjust Usage
- Approver
- Artwork Status
- Built Date
- Calculated
- City

20. After you are done adjusting the columns you wish to use, right-click the results grid and choose **Export Grid**.

- Order Options ▸
- Activities ▸
- Explore ▸
- Export Grid
- Column Chooser
- Explorer Options ▸

21. If you are on Control 4.6 or earlier you will be prompted to select the type of export to do. Select **Comma-Delimited Text (CSV).** Choose **Export to File** then click **OK** to initiate the save of the export. You will be prompted to specify where you want to save the file.
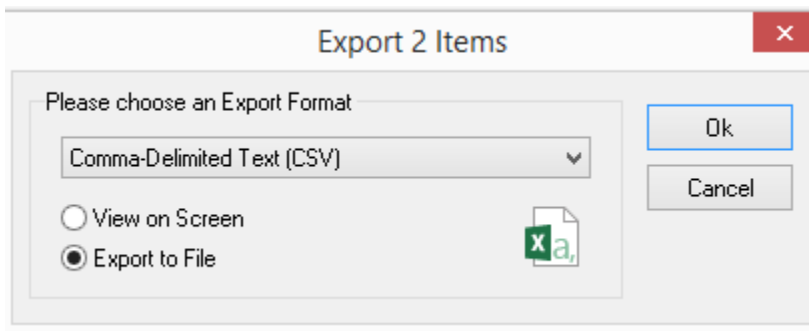
If you are on Control 5.1 or later you will be prompted to select the type of export to do. Select **Excel.** Choose **View** then click **Export** to initiate the export. Excel will automatically open and display the results of the export.
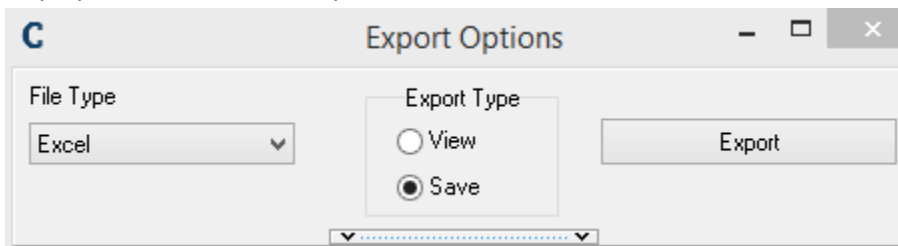
For people viewing in Excel format, you may be required by Listen 360 to save the file as a Comma-Delimited Text (CSV) file prior to using it within Listen 360. If that is required, within Excel click on **File** > **Save As** then choose **CSV (Comma delimited) (*.csv)** and save the file to the desired location on your computer.

22. You can now upload your file to Listen 360.

Optional Steps to Save Time

These steps are completely optional but can save you some time in the long run. If you would like, you can save the query that we created for the export so that you can re-use it every time you want to do an export.

Saving Your Listen 360 Query

1. When you still have the query open within Control, click the **Save** button as shown below.
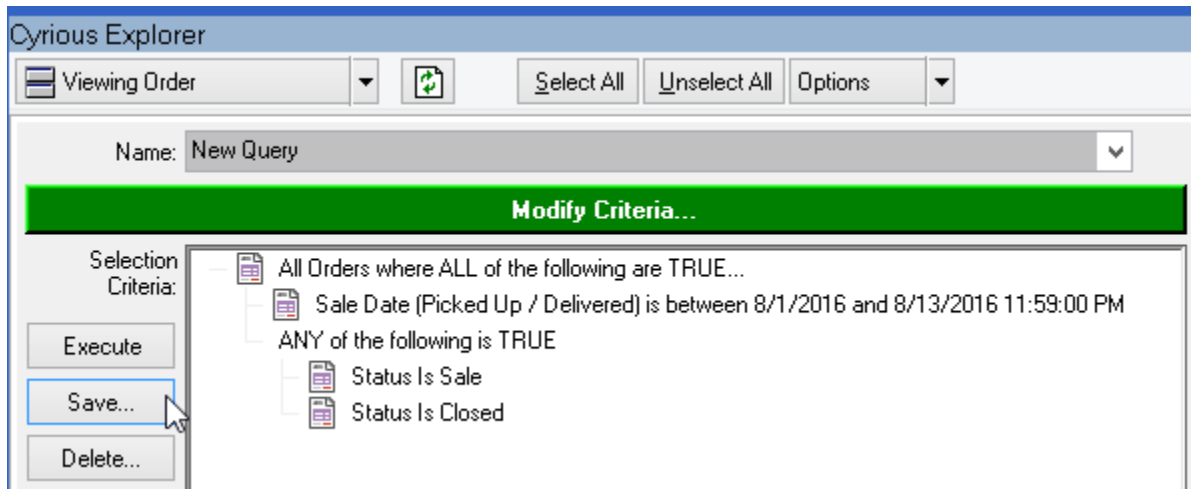
2. You will be prompted to specify the name of your query that you are saving, type in **Listen 360 Export** and click **OK**.
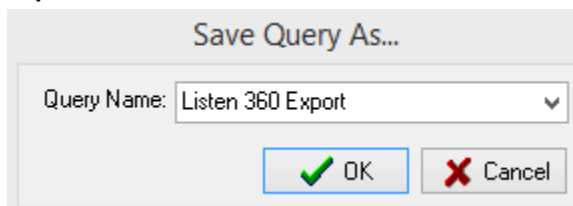

3. This query has now be saved and can be re-used in the future.

Re-using your Saved Query

In the future when you wish to export your results for Listen 360 instead of having to create the query from scratch we merely have to adjust the date range of the query.
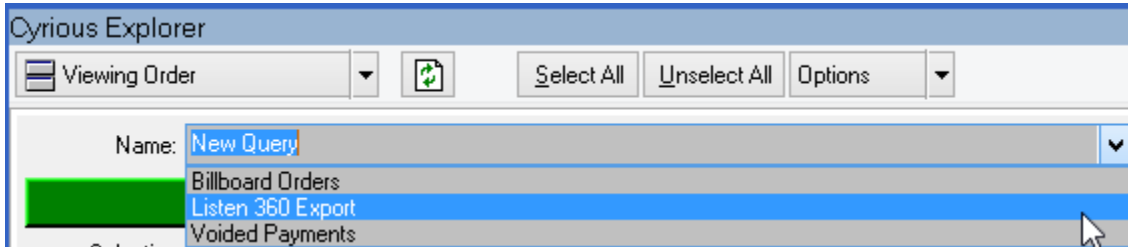
1. Within Control, open the Order Explorer.

2. Click the **Advanced** button or the **Options** button then select **Show Advanced Criteria Selection**.
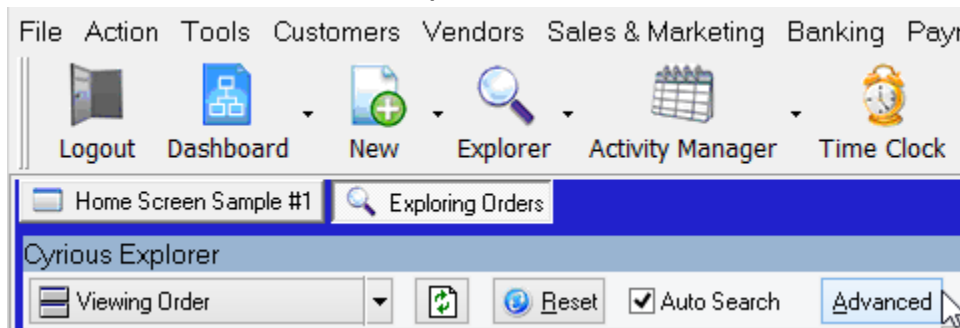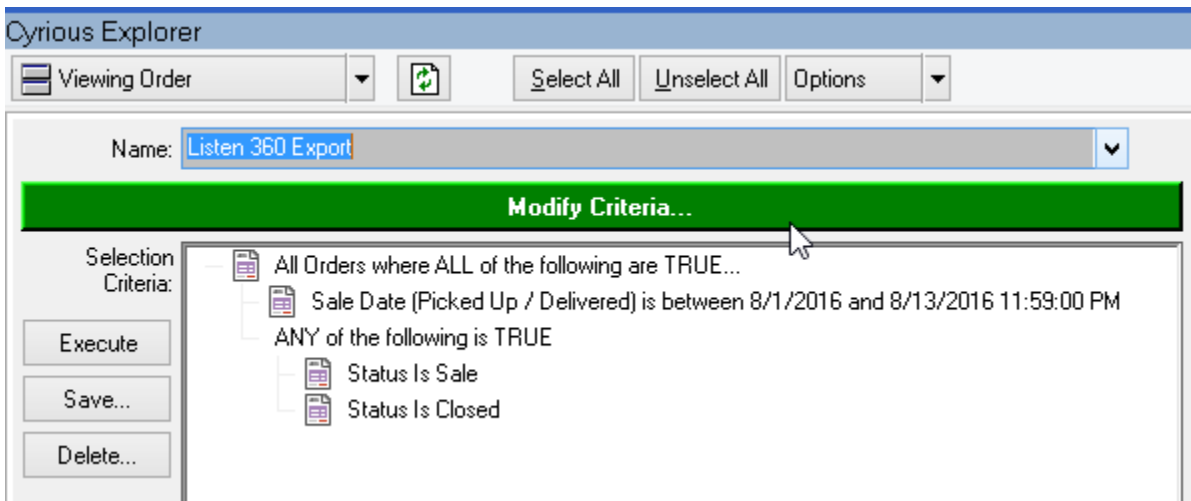
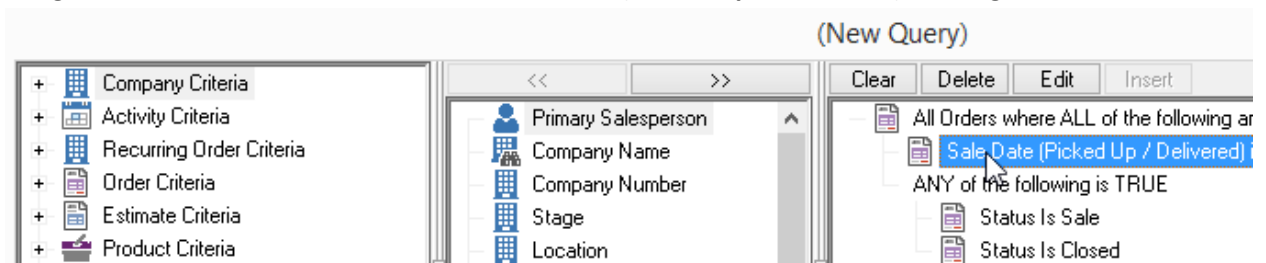3. Locate the **Name** section just above the Modify Criteria button.
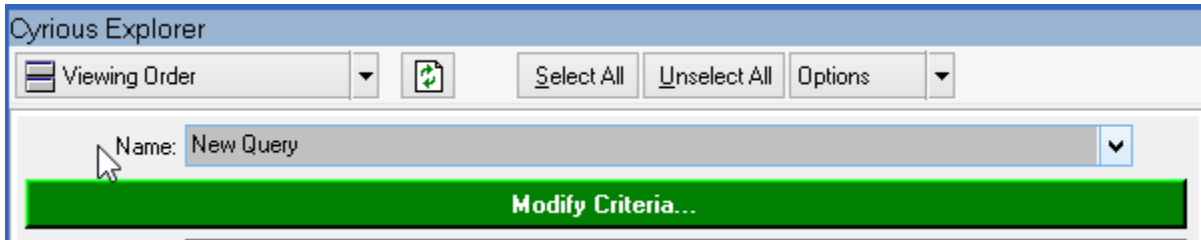
4. Click the drop-down and choose **Listen 360 Export**.

5. Click the **Modify Criteria** button.

6. In rightmost column double-click on the **Sales Date (Picked Up / Delivered)** filtering criteria.

7. When doing so you will be given the opportunity to modify your date range. Make any changes necessary then click **OK**.

8. Click the **Execute** button to run your query and continue with the export and save of the results.