Download a Search

You can download your search as either a table or chart. You have the option to download your table as a CSV (comma separated values), PDF, or XLSX (Excel) file. When you download a chart, you can download it as a PNG, CSV or XLSX file. If you do not see all the search download options, your company may have removed them.

Currently, Alchemer Dashboard limits the maximum number of rows that can be downloaded to 10M. The default is 1M.

Download a Chart or Table

Your administrator set a standard footer for all Charts and Dashboard downloads. If you have admin privileges, you can edit that footer for the whole cluster from the Admin Console. If you do not have admin privileges, you cannot edit the standard footer for downloads.

To download your search, click the **More** icon, and select any of the following options, depending on your search type:

- For a table, select **Download** and choose **XLSX**, **CSV**, or **PDF**. Note that this does not include pivot tables. Alchemer Dashboard pivot tables as charts.

- For a chart, select **Download** and choose **PNG**, **XLSX**, or **PDF**.
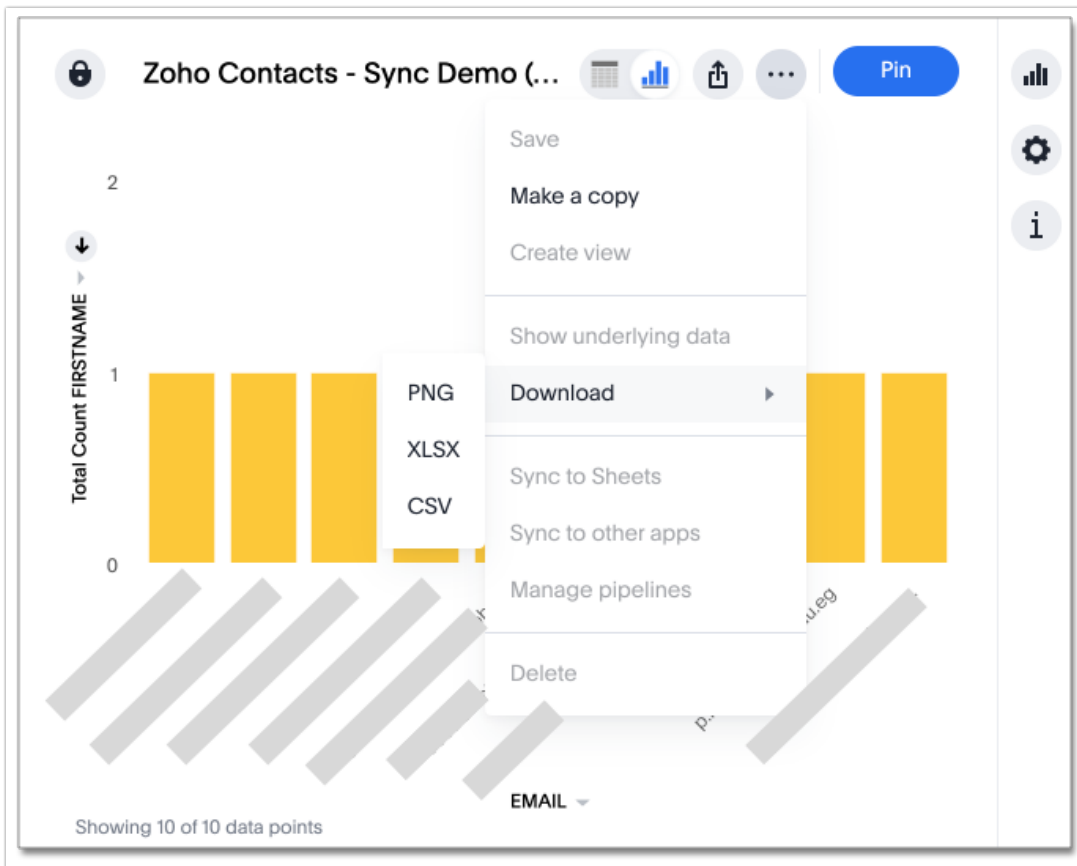
Table Formatting

When you download tables, the format in the downloaded table may look different. The following table describes the behavior for formatting in downloaded tables. If a formatting type is *Supported*, the formatting in the downloaded table is the same as the formatting in Alchemer Dashboard. Note that this does not include pivot tables. Alchemer Dashboard classifies pivot tables as charts.

Formatting type	XLSX download	CSV or PDF download
Number formatting	Supported, with limitations	Not supported
Number formatting based on custom format patterns	Supported	Not supported
Conditional formatting	Supported, with limitations	Not supported
Date formatting	Supported	Not supported

Formatting type	XLSX download	CSV or PDF download
Column order	Supported	Supported
Custom calendar	Supported	Supported
Table themes	Not supported	Not supported
Text wrapping	Supported	Not supported
Content density	Not supported	Not supported
Column width	Supported	Not supported
Table summaries	Not supported	Not supported

For **number formatting,** the following limitations apply:

- Auto formatting shows only the raw number
- Locale-based thousands separators are based on locale settings from your computer in Excel or from your Google Sheets locale settings in Google Sheets
- The currency symbol in the downloaded table may be different from what is visible in Alchemer Dashboard
- For India, Japan, and Afrikaans locales, the downloaded table shows only the raw number, and the comma separation is based on the locale

For **conditional formatting,** the following limitation applies:

- Bold, italics, underline, and strikethrough are not supported

Date Columns for Tables

When you download tables with date columns or view these tables in scheduled Dashboard, the format for those dates may differ from their appearance in Alchemer Dashboard, depending on the type of download. XLSX files appear as they do in Alchemer Dashboard, but CSV and PDF files may look different. The following date bucketing types may look different for CSV and PDF downloads:

Bucketing Type	Appearance in Alchemer Dashboard and XLSX download	Appearance in CSV or PDF download
Hourly	AM/ PM	24 hour

Bucketing Type	Appearance in Alchemer Dashboard and XLSX download	Appearance in CSV or PDF download
Day of week	Name of day (for example, Saturday)	Number of day (for example, 6)[1]
Monthly	January 2021	1/1/2021
Month of year	Name of month	Number of month[2]
Quarterly	Q1 2021	1/1/2021
Quarter of year	Name of quarter (for example, Q4)	Number of quarter (for example, 4)
Yearly	2021	1/1/2021

Table notes:

1. Numbers may differ if you use custom calendar.

2. Numbers may differ if you use custom calendar, or change the fiscal start month in another way.

Related Articles