

Operating Procedure – Exporting Data from Permission Slips

Overview

This describes the procedure to follow for exporting data from permission slips on parentsportal.scot to Excel

Process for School Office

- In the admin portal go to the 'Permission Slip Request' and click on the tab 'Export Data'
- A table of all responses will be visible. Scroll down to the bottom where you will see an option to export the data to excel
- Click on the 'Excel' hyperlink
- When it is downloaded open the file and click 'Enable editing' at the top of the page
- To make it easier to view, select the whole worksheet and right click > select 'Format Cells' > go to 'Alignment' tab > tick 'Wrap text' box > click 'Ok'
- Space out the columns to make data easier to read
- Save file as required

Related Documentation



**Permission Slip
How To Export Data**