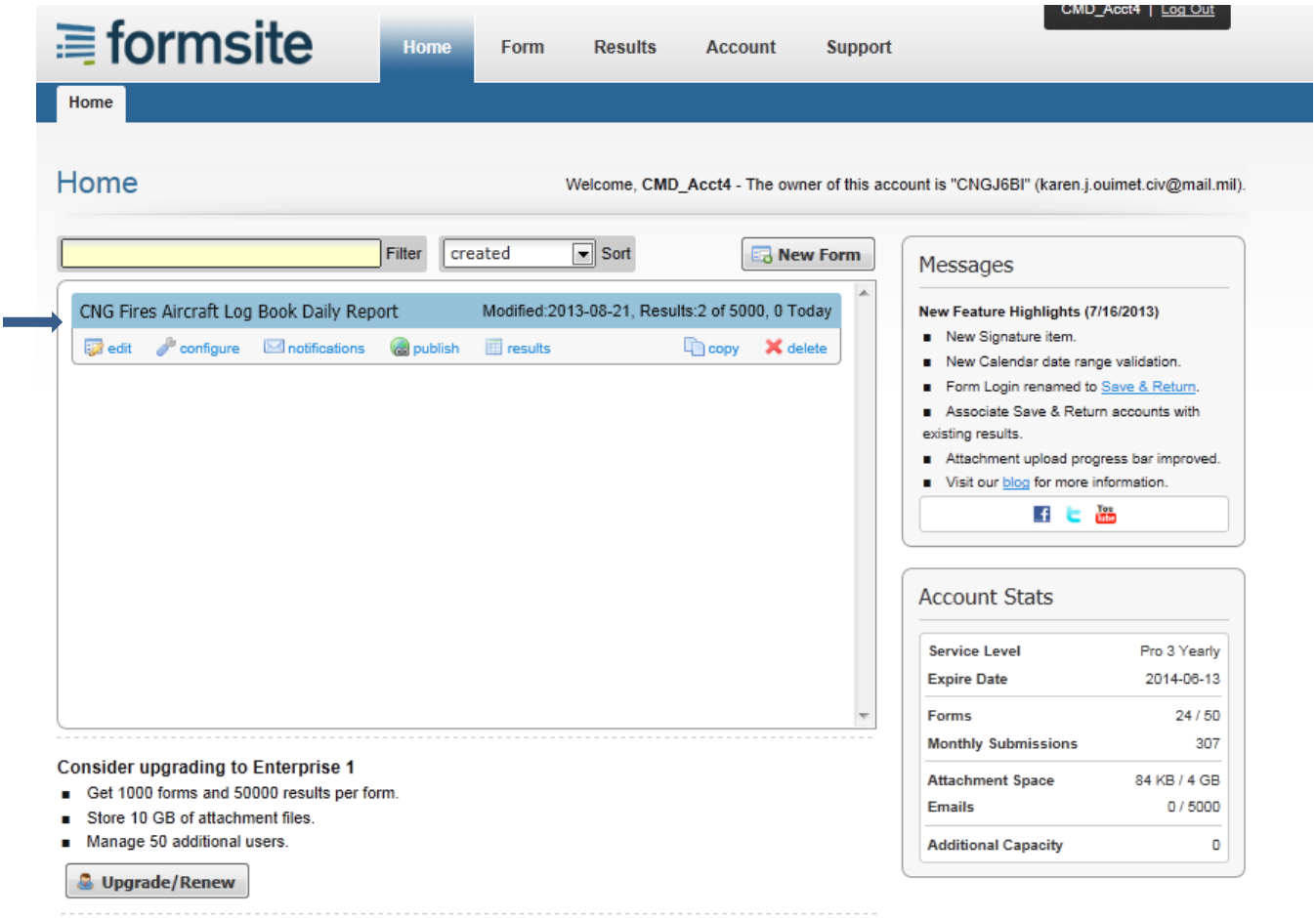
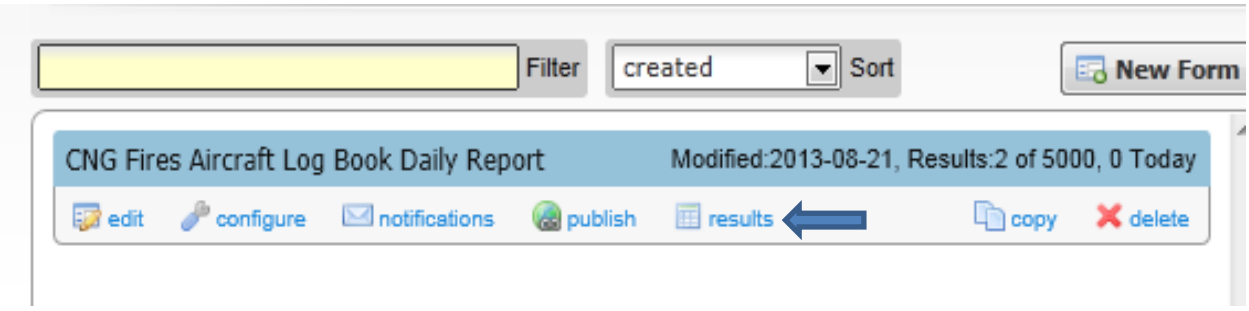
Overview of pulling formsite.com reports in excel

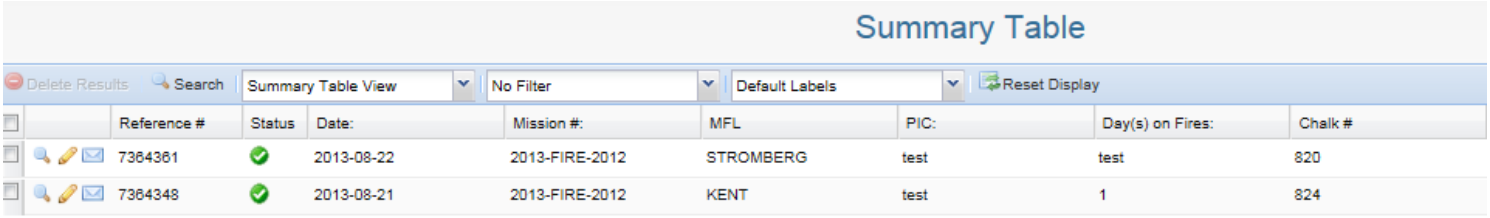
1. **Access the formsite.com site at:** https://fs3.formsite.com/CAMilDept/login.html
   Contact the J6 BI team member Karen Ouimet for password and login permissions.
   karen.j.ouimet.civ@mail.mil
2. **Only the reports that the user has permissions to edit will be available**



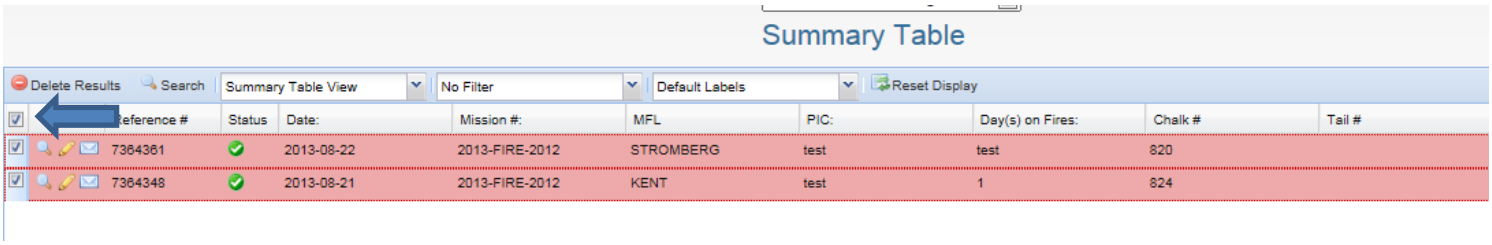
3. **Click the 'results' icon**



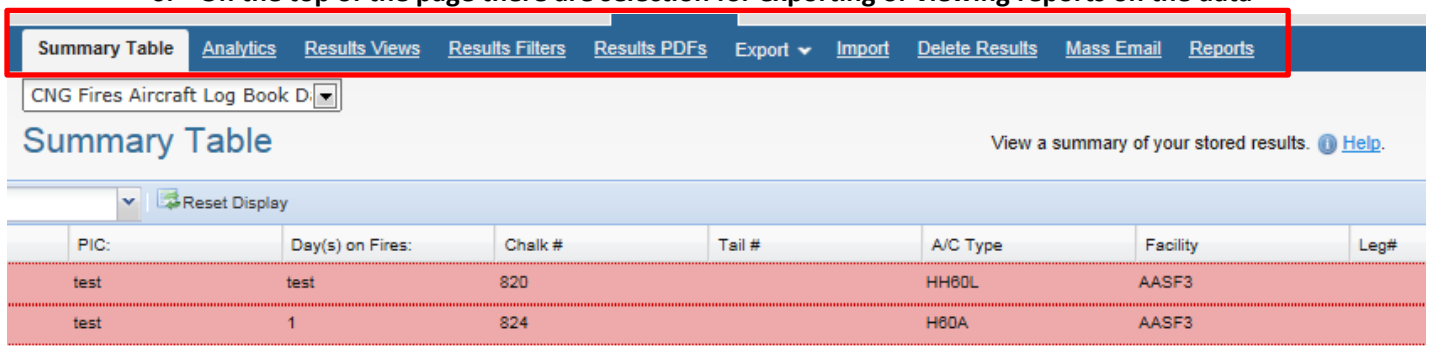
4. **The summary table will populate**



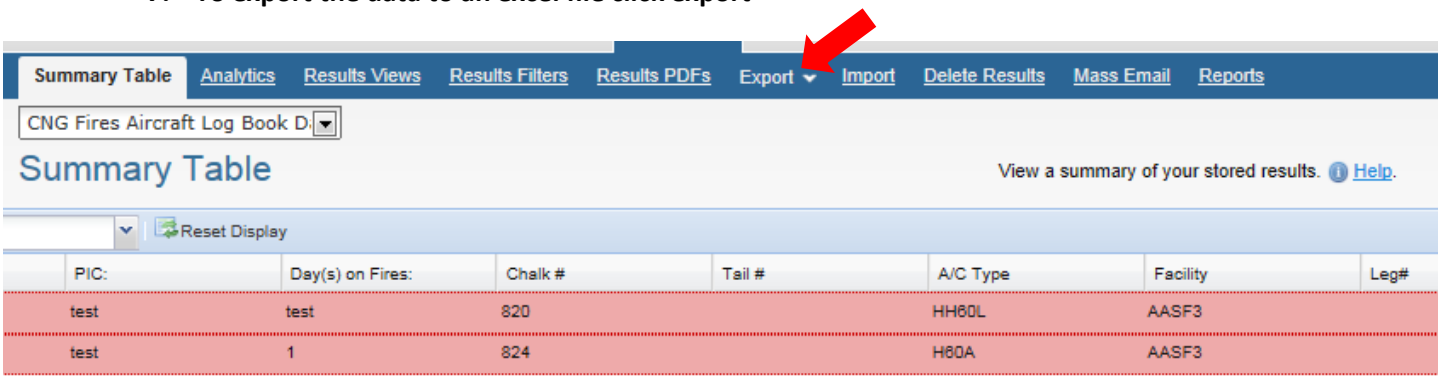
5. **Click the check box on the top right of the list**



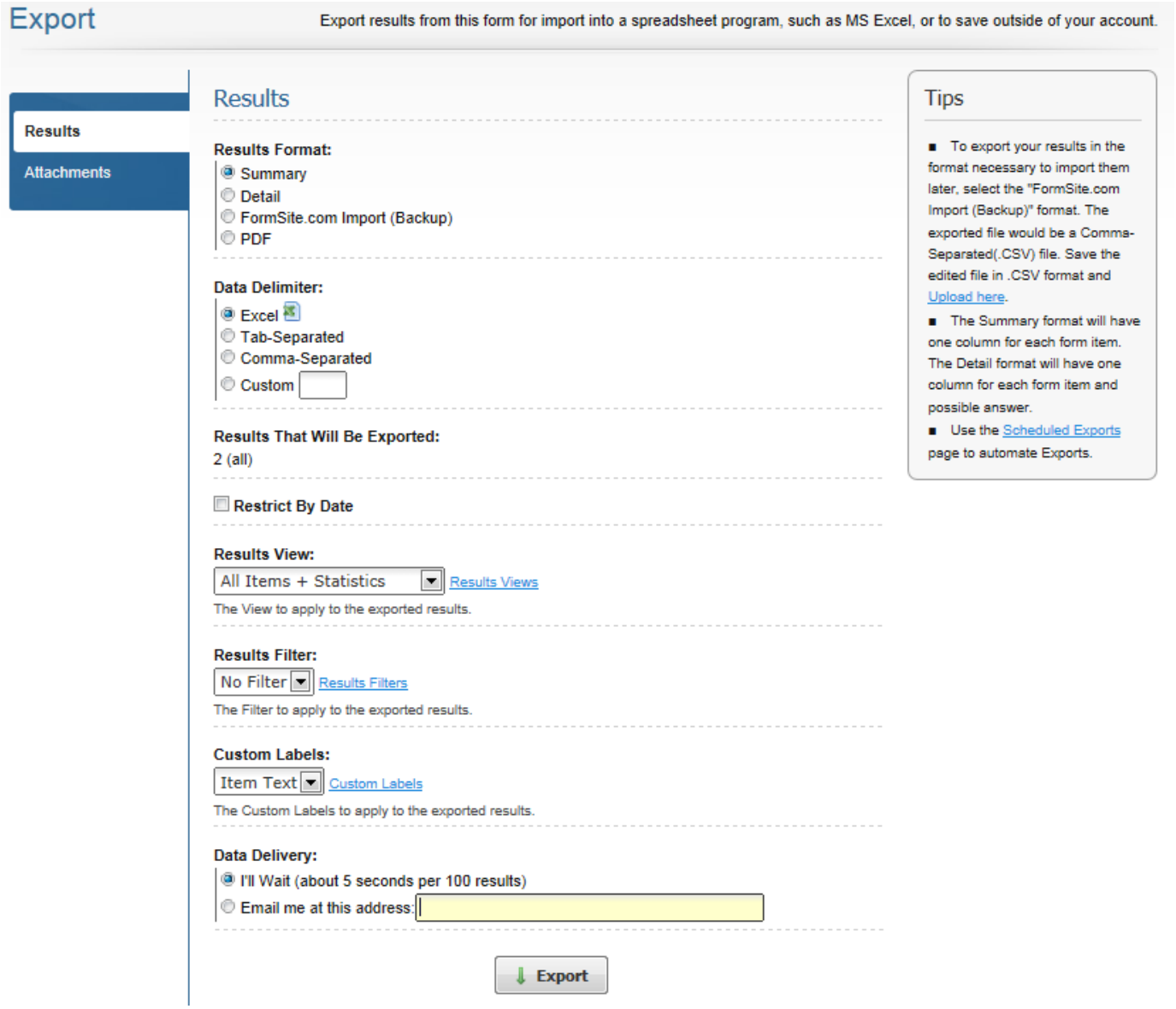
6. **On the top of the page there are selection for exporting or viewing reports on the data**



7. **To export the data to an excel file click export**



8. **Export window will open**



Note: user can determine the Data Delimiter, result view and email themselves the spreadsheet.