## Mercer WIN<sup>®</sup>

## **EXPORTING FILE**

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The market data can be exported into a Microsoft Excel file by using the Export Option (1).

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After Export Options pop-up window appears, provide file name (2), select file format (3) and click on **Done (4)**.

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Once you click **Done** a **Progress Centre Notification** will appear.

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All exported files and documents are stored in the **Progress Centre (4)**.

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Click on the Progress Centre (5) to open the dropdown list that shows details of all the converted files. To download a file simply click on the Document Name (6).

#### MERCER WIN® THANK YOU



### If you have any questions please contact <u>Surveys@mercer.com</u>

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