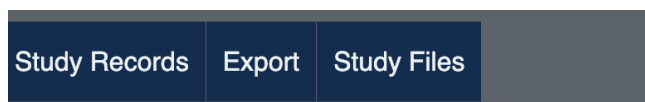


## Exporting organisational audit data:

You are now able to export the data you have entered into the organisational audit. Please be aware that as this is a combined audit there will inevitably be a number of blank fields for questions you have not been required to complete.

You should now see an “export” tab when entering the organisational audit tab.



*If you are unable to see the ‘export’ tab, please contact the SSNAP helpdesk (ssnap@kcl.ac.uk).*

Please enter a password and select SSNAP\_Organisation\_Audit\_Site\_Export at the bottom of the page to see a full export of all data entered by your team.

## Export SSNAP Organisational Audit data

All files will be encrypted to the AES-256 standard and require a password. In order to open the file you will need to use a tool like 7-zip ([www.7-zip.org](http://www.7-zip.org)) that allows AES-256 encrypted files to be opened (AES-256 zip files cannot be opened in windows). You will need to extract the files from the zip folder before opening them in order to view them.

Please enter a password below of at least 8 characters

Select the date field you want to compare against

From date: 04/06/2024

To date: 04/06/2025

Export locked study data to csv

Export study comments per record

Export study comments to csv

Export data item key

Export expanded data item key

SSNAP\_Organisation\_Audit\_Site\_Export