



Exporting a CSV File From a Sent Message

To export from the sent message page:

1. Go to **Messages**, and on the left, click **Sent**. The *Sent* message folder opens.

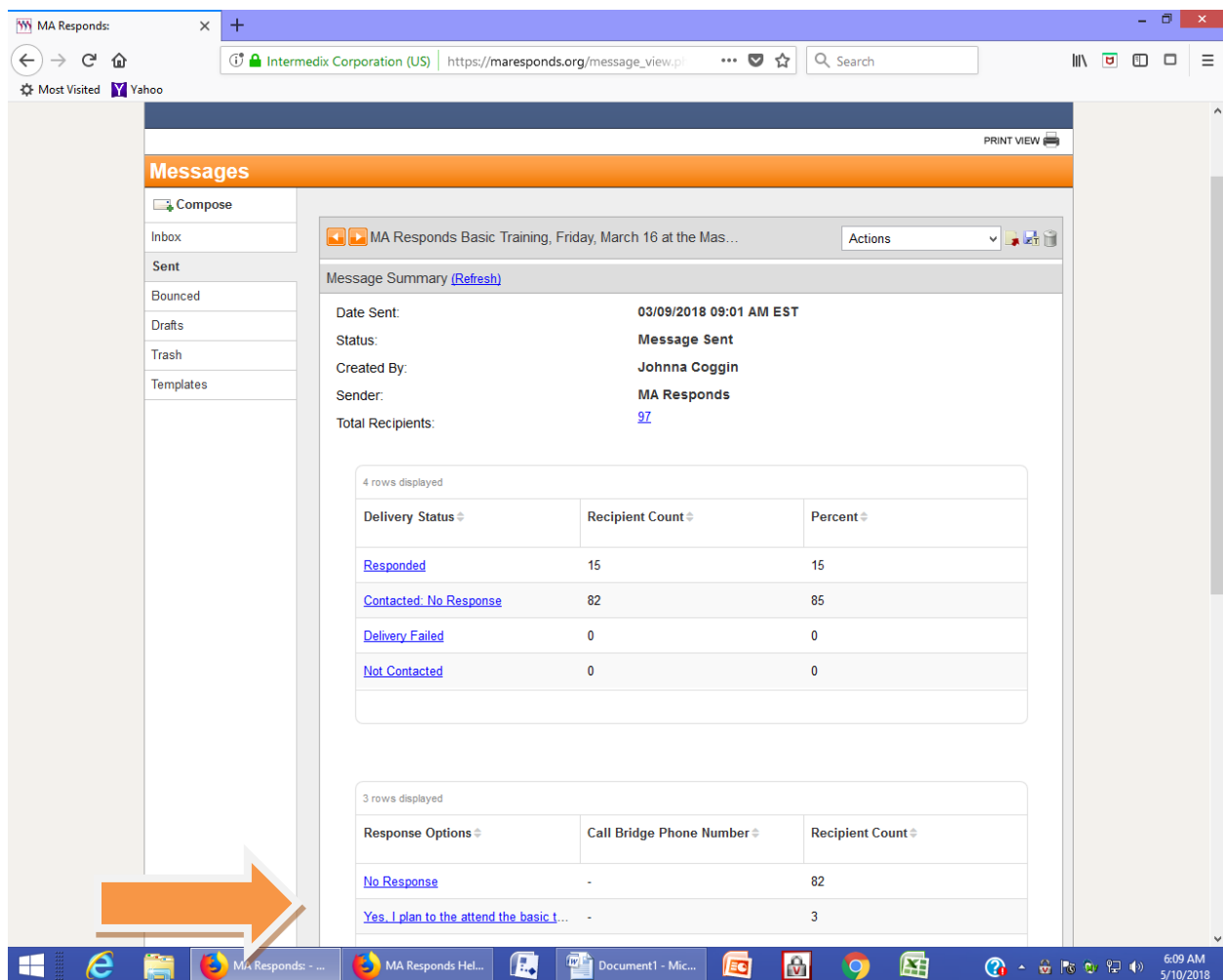
The screenshot shows the MA RESPONDS web application interface. The top navigation bar includes 'Home', 'My Profile', 'Missions', 'Messages (150)', 'Organizations', 'Responders', 'Administration', and 'Configurations'. The 'Messages' section is active, and the 'Sent' folder is selected in the left sidebar. The main content area displays a list of 13 messages, filtered by 'Sent By Me'. The table has the following columns: Type, Subject, Sender, Status, Date, and Trash. The messages listed are:

Type	Subject	Sender	Status	Date	Trash
General Mess...	Massachuset...	Me	Complete	2018-05-08 1...	
General Mess...	MA Respond...	Me	Complete	2018-03-19 0...	
General Mess...	MA Respond...	Me	Complete	2018-03-09 0...	
General Mess...	MA Respond...	Me	Complete	2018-03-02 1...	
General Mess...	***Q3 MA Re...	Me	Complete	2018-02-27 1...	
General Mess...	MA Respond...	Me	Complete	2018-02-22 1...	
General Mess...	Did You Know?	Me	Complete	2018-02-15 1...	
General Mess...	Basic Trainin...	Me	Complete	2018-02-06 1...	
General Mess...	State Volunte...	Me	Complete	2018-01-21 1...	
General Mess...	State Volunte...	Me	Complete	2018-01-17 1...	
General Mess...	Test for Storm	Me	Complete	2018-01-03 1...	

2. Locate the message and click the **Message Subject**. The message opens.

A partial report for a set of message recipients can be generated for export from the [Recipients](#) page. Partial reports can be exported for all recipients that result from an applied filter, or for a subset of the filtered results, as a CSV file and the file is downloaded through your internet browser to the default or selected destination folder. Files exported this way can be opened, viewed and edited using a spreadsheet or text editor program.

For instance, to export a report of a CSV report of all recipients that responded "yes" to a message.



The screenshot shows the MA Responds web application interface. The main content area displays a message summary for "MA Responds Basic Training, Friday, March 16 at the Mas...". The message was sent on 03/09/2018 at 09:01 AM EST by Johnna Coggin. The sender is MA Responds, and the total number of recipients is 97. Below the summary, there are two tables showing response statistics.

4 rows displayed

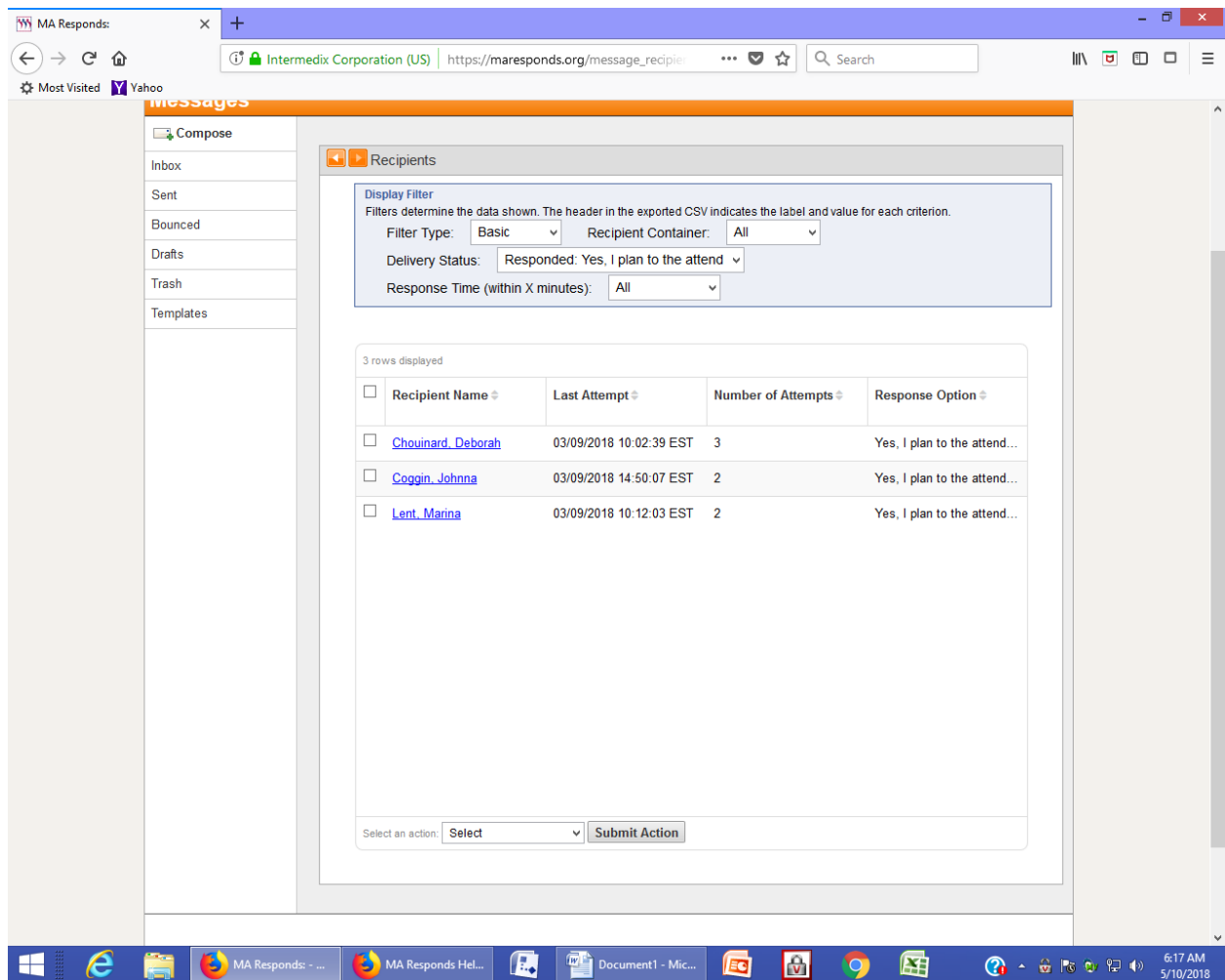
Delivery Status	Recipient Count	Percent
Responded	15	15
Contacted_No Response	82	85
Delivery Failed	0	0
Not Contacted	0	0

3 rows displayed

Response Options	Call Bridge Phone Number	Recipient Count
No Response	-	82
Yes, I plan to attend the basic t...	-	3

An orange arrow points to the "Yes, I plan to attend the basic t..." response option in the second table.

3. Click on the **response** from the message page. This will open a list of responders with a specified response, such as "yes, I can attend".



4. Select the recipients that you want to include in the exported report.

5. In the **Select an action** menu, click **Export Users**. The file is downloaded through your browser. The file can be edited, saved for use as an attendance list or sent to others

The screenshot shows the MA Responds web application interface. The browser address bar displays "Intermedix Corporation (US) | https://maresponds.org/message_recipie...". The left sidebar contains navigation options: Bounced, Drafts, Trash, and Templates. The main content area features filter controls: Filter Type (Basic), Recipient Container (All), Delivery Status (Responded: Yes, I plan to the attend...), and Response Time (within X minutes) (All). Below the filters, a table displays 3 rows of recipient data:

<input checked="" type="checkbox"/>	Recipient Name	Last Attempt	Number of Attempts	Response Option
<input checked="" type="checkbox"/>	Chouinard, Deborah	03/09/2018 10:02:39 EST	3	Yes, I plan to the attend...
<input checked="" type="checkbox"/>	Coggin, Johnna	03/09/2018 14:50:07 EST	2	Yes, I plan to the attend...
<input checked="" type="checkbox"/>	Lent, Marina	03/09/2018 10:12:03 EST	2	Yes, I plan to the attend...

At the bottom of the table, there is a "Select an action:" dropdown menu with a "Submit Action (3)" button. The dropdown menu is open, showing the following options: Select, Send Message, Verify Credentials, Add to Existing Group, Add to New Group, and **Export Responders** (highlighted in blue). An orange arrow points to the "Export Responders" option. The footer of the page includes links for Terms of Service, Privacy Policy, FAQ, Help Center, and Contact Us. The Windows taskbar at the bottom shows the time as 6:21 AM on 5/10/2018.