17.20. Exporting assets

This function allows you to export all of the assets **in the current store** to an Excel spreadsheet file (.xlsx type) that can be imported into mSupply.

Choose **File > Export > Assets** from the menus. You will be asked to choose the folder on the computer where you want the spreadsheet to be saved, then it will be created and saved there. The spreadsheet will have columns for all the standard mSupply asset fields followed by columns for all the active asset properties.

If there are no assets in the current store, you will be told there is nothing to export and the process will be cancelled.

The format of the spreadsheet created can be used with the asset import feature and is described on that page (17.09. Importing assets).

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Last update: **2023/01/24 16:16**