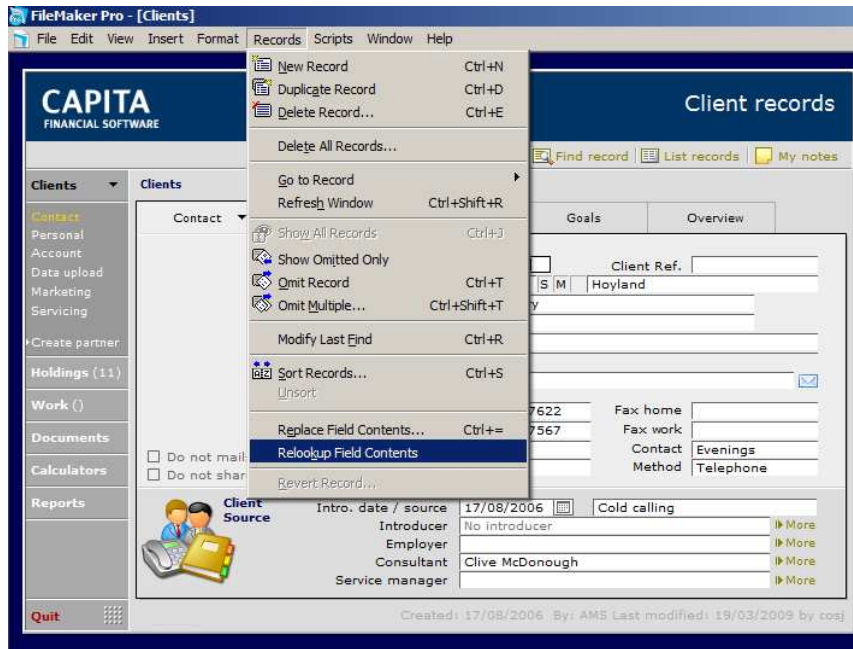


How to locate Field Names prior to creating an export to Excel

Locating field names is a relatively simple task and can be completed in the following way.

Click into the field that you wish to use in your export and ensure that the cursor is flashing in it.

Now go to the menu bar at the top of CCD and click on Records, then select Relookup Field Contents.



A message box will appear confirming the lookup field name that you require. This will be in inverted commas.

