DSM – Downloading Large Search Results

Reference Guide

PIEE DSM Reports Elastic Search

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When downloading a large number of records from Search Results, downloading from the dashboard is not an ideal way to handle a large volume. Instead use the steps in this guide.

Roles

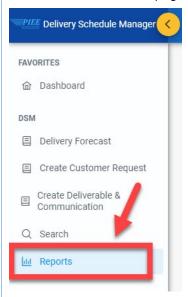
DSM Admin

Log in to PIEE as a DSM Admin. Select the DSM link.

Navigation

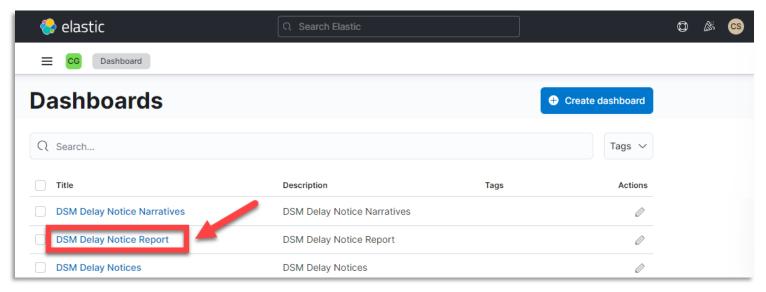


On the DSM Dashboard page, click on the **Reports** link. This will take the user to Elastic Search.

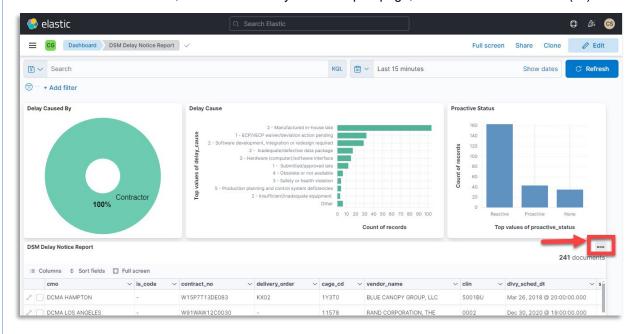


For this guide, DSM Delay Notice Report is being used as the example.

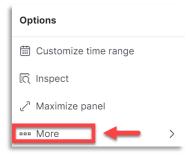
From the Elastic Dashboard, select the **DSM Delay Notice Report** link.



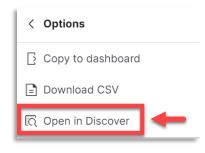
From the Elastic Dashboard, on the DSM Delay Notice Report page, click the three dots menu (...) at the top right of the panel.



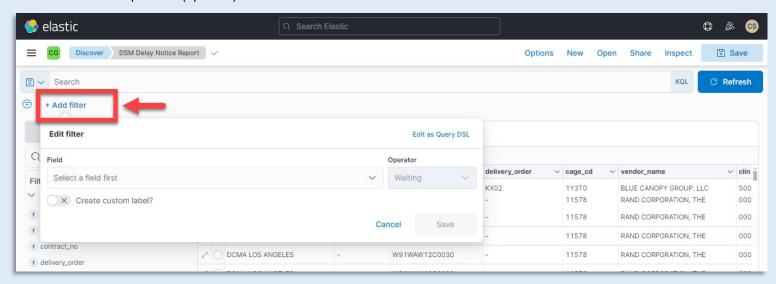
From the Options box, select ••• More



Then select **Open in Discover**.

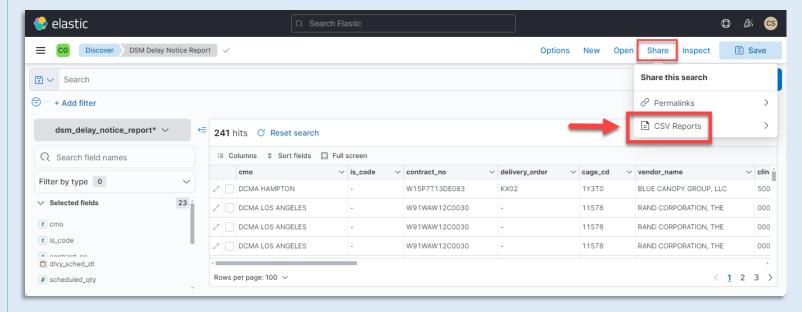


From the Discover page, if a user wants to narrow down the search results, a filter can be added here. Click on the **+ Add Filter** and enter information in the drop down. (optional)

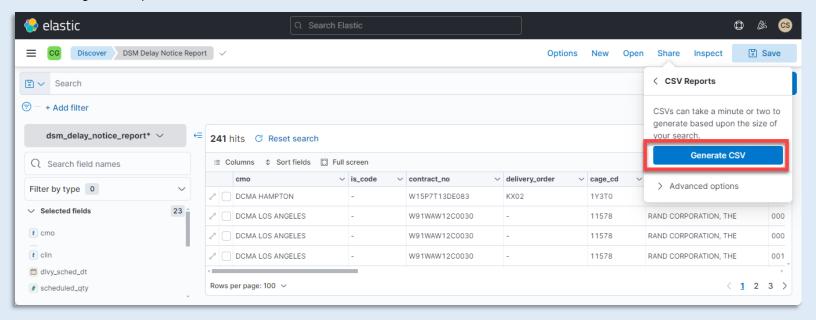


Search Results Download

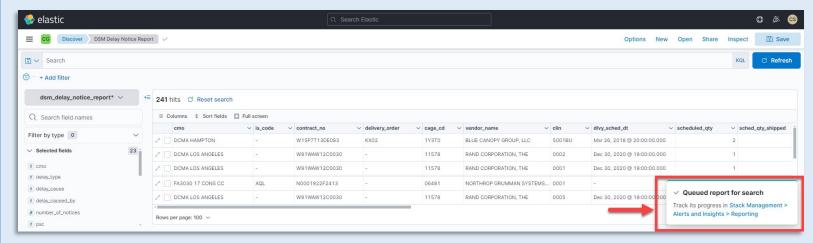
Select the Share tab from the top right menu bar on the Discover page. Then select CSV Reports from the drop down.



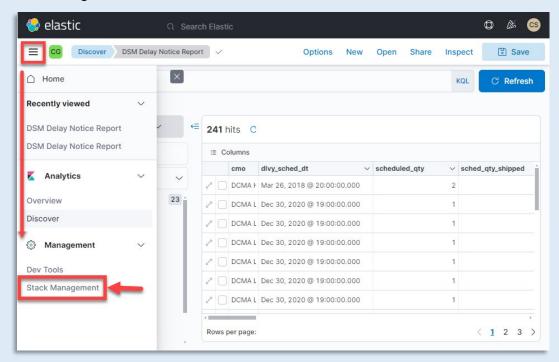
After selecting CSV Reports, click on the **Generate CSV** button.



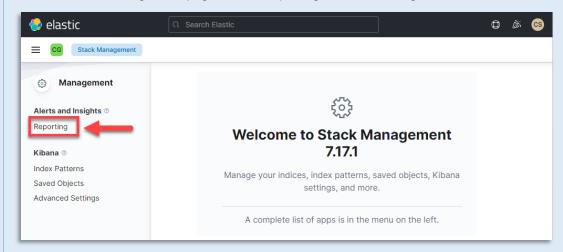
After requesting that a CSV of the report be generated, a pop up message appears to let the user know that the report has been put in a queue and it's progress can be tracked in Stack Management.



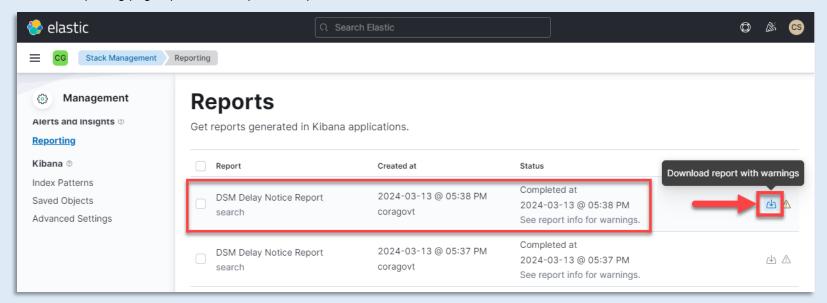
From the top right of the Discover page, select the menu button (\equiv). From the drop down menu, go to the Management section and select **Stack Management**.



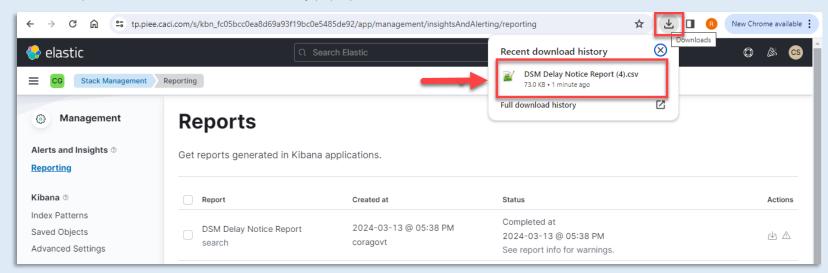
From the Stack Management page, select Reporting from the Management menu.



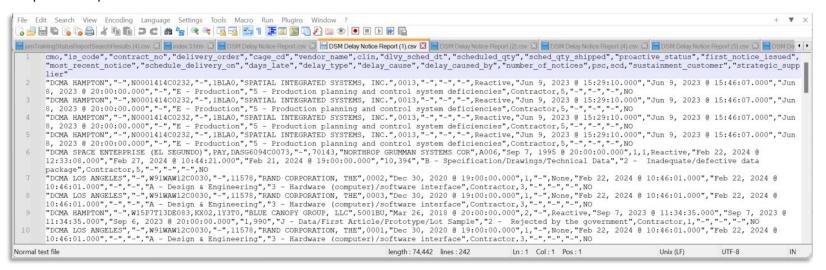
When the Reporting page opens, find requested report and select the download icon from that row.



Select the report from the Recent Download History pop-up from the download button.\



Sample CSV report:



Sample Export

CSV report can be saved and converted to an Excel document as well.

Sample Excel report:

