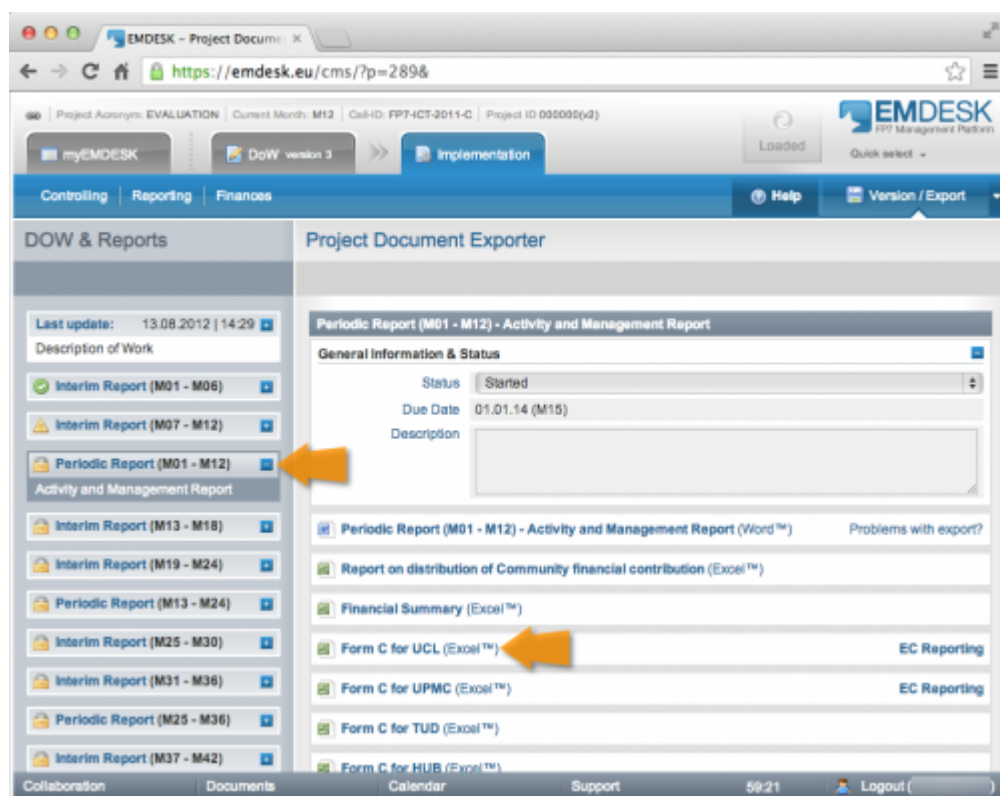# Export and Download Form C (FP7 only)

Please note this help article is relevant to FP7 projects only.

At ***Implementation > Version/Export*** you can export and download the Form C (in Excel) for your partner, and for each *Periodic Reporting* period scheduled for the project. Users with *Coordinator Rights* can export the Form C for every partner.

To export the Form C for a relevant Periodic Reporting period:

1. Select the correct reporting period from the left hand side (the reporting period currently due is selected by default),
2. Click ***Form C for PartnerShortName (Excel™)*** on the right hand side (a popup window will appear)
3. Click ***Download Form C for PartnerShortName (Excel™)***

The requested Form C is provided for download in Excel format e.g. 130226_XXXXX_FormC_P1_M01_M12.xlsx.

Note that the system fetches all reported cost entries at ***Implementation > Reporting > Costs*** by the selected Partner X with a cost entry date in the period of the selected report and consolidates the data into the required structure and format in order to generate the Form C.

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