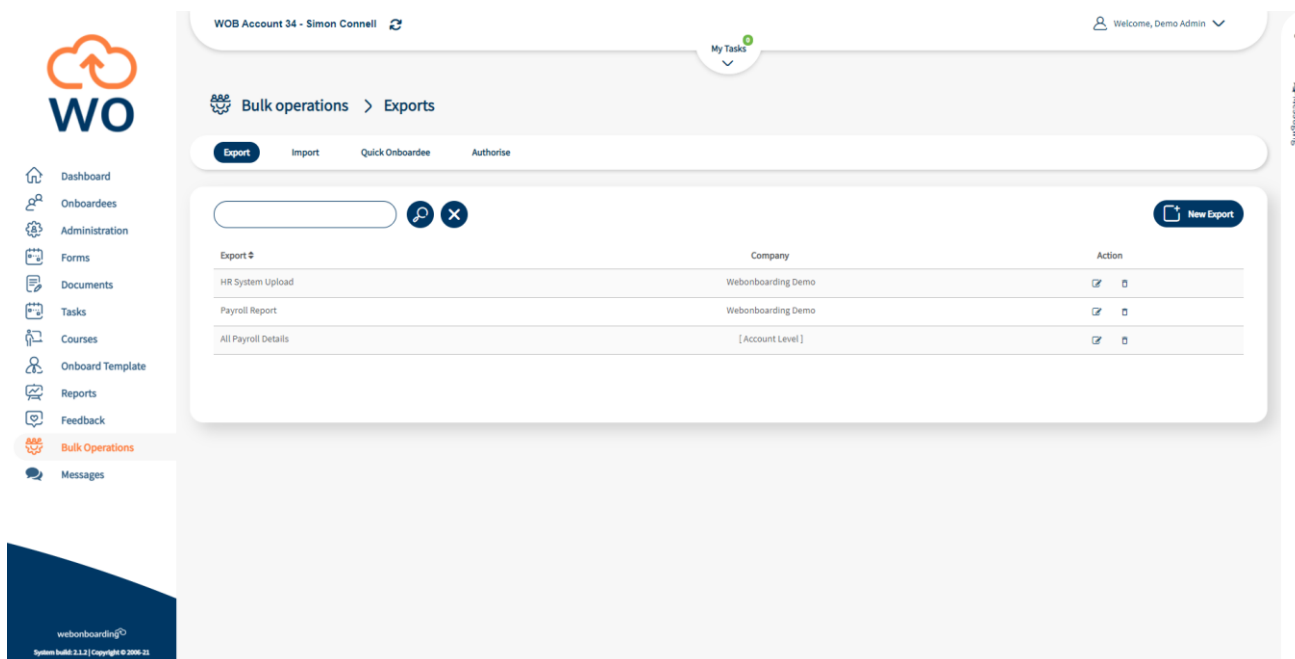


## Exports.

Exports is a section of the system that allows you to create and run customised exports that can be downloaded from the system in various formats.

### Accessing Exports.

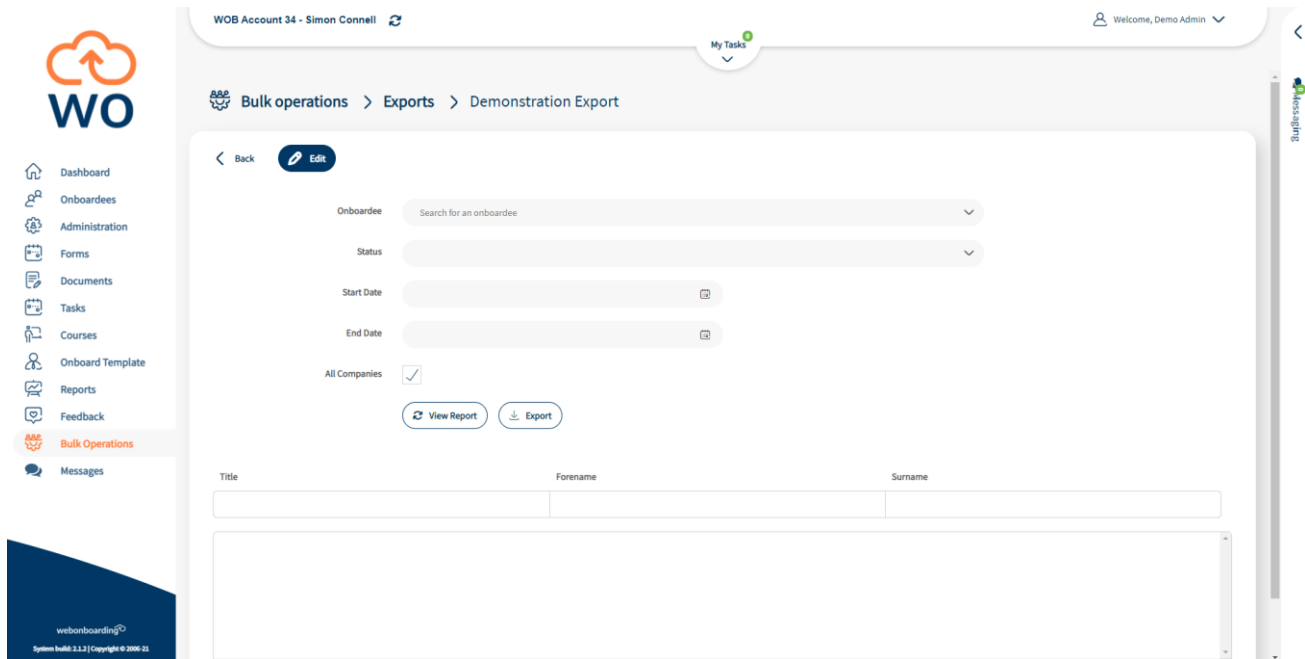
From the Left-hand menu, navigate to Bulk Operations and then Exports to see a list of available exports.



Heading	Description
Export	Name of the Export
Company	The name of the Company that the Export can access the data from [Account Level] – An export that can run on all Companies that the user can access (System Admins only)
Action	Edit the selected Export
Action	Delete the selected Export

## Running an Export.

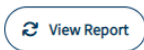
Select the export you wish to run from the list in the main Export screen.



Then you can configure the settings to filter the returned information, any saved filters will already be populated.

Heading	Description
Onboardee	Allows you to filter the returned information for a specific Onboardee
Status	Allows the results to be filtered by the Onboardee Status
Start Date	The date from which you want the data to start based on the Onboardee Start Date
End Date	The date at which you want the data to end based on the Onboardee Start Date
All Companies	Account Level Exports only – selected by default, deselecting allows the user to select which company(ies) to run the Export for

Click “View Report” to preview the Export data.



To download the Export as a .CSV file click the “Export” button.

