

How to Generate a Person Export Report

The Person Export tool enables users to generate a customised PDF report for a contact record. The report can contain data from a number of areas, including demographics, notes, questionnaire responses, outcomes and attendances. To use this tool:

- Hover over **Contacts** and select the relevant database, such as **Participants**



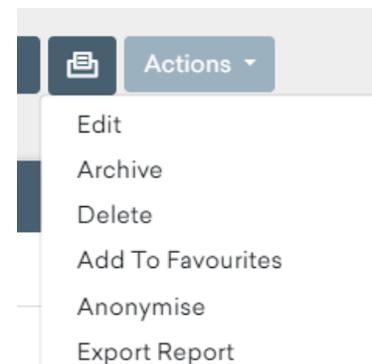
- Search for the record using the **Search** box



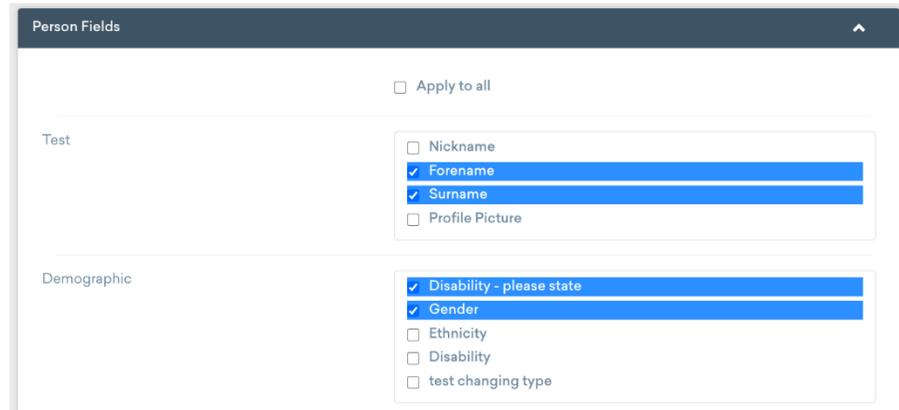
- Click on the **Eye** icon to the right of the record



- Select **Export Report** from the sections on the Actions Menu



- Select the sections that you wish to include in the report and click **Print** to download. The date filters can be used to filter the content to a particular time period



The screenshot shows a configuration window titled "Person Fields" with a dark header bar. Below the header, there is a checkbox labeled "Apply to all" which is currently unchecked. The main content area is divided into two sections: "Test" and "Demographic".

Test Section:

- Nickname
- Forename
- Surname
- Profile Picture

Demographic Section:

- Disability - please state
- Gender
- Ethnicity
- Disability
- test changing type