

How to Generate System and Bespoke Exports

The Exports section of Views allows users to download .csv files from multiple areas of the system. To export data, please follow the steps below:

- Hover over **Intelligence** and click on **Exports**
- Select the **type of export** you wish to generate
- Select the **Start Date** and **End Date** parameters and then click **Export** to download the file

Select Export

Select Export

System

- Agency Projects
- Engagement Levels
- Events
- Objectives
- Outcomes
- Qualifications
- Questionnaire Completions
- Session Attendances
- Session Groups
- Sessions
- Volunteering

Select Export

Quick Dates:
Please Select

Start Date:
dd/mm/yyyy

End Date:
dd/mm/yyyy

Export

- Intelligence
- Statistics
- Statistic Summaries
- Targets
- Report Templates
- Reports
- Exports**