

Exporting data to CSV

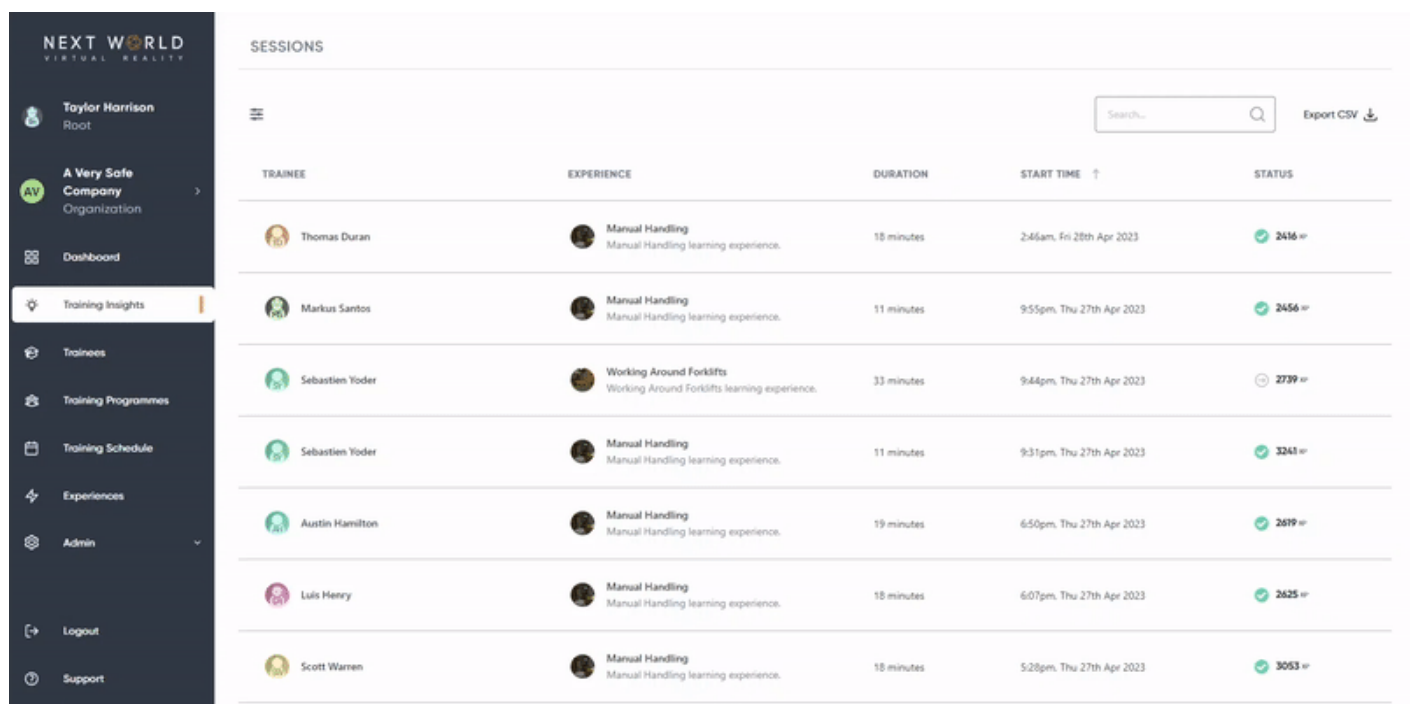
The portal has the ability to export a number of different datasets to a CSV file for your convenience.

You can export the following data tables:

- Session Data
- Trainees
- Training Programmes
- Divisions
- Members
- Devices

How to export data

On the page you want to export the table from, simply click the **Export CSV** button in the top-right of the page. This will begin the download of the CSV to your device.



The screenshot shows the 'NEXT WORLD VIRTUAL REALITY' portal interface. On the left is a dark sidebar with navigation links: Taylor Harrison Root, A Very Safe Company Organization, Dashboard, Training Insights (highlighted), Trainees, Training Programmes, Training Schedule, Experiences, Admin, Logout, and Support. The main content area is titled 'SESSIONS' and contains a table with columns: TRAINEE, EXPERIENCE, DURATION, START TIME, and STATUS. There is a search bar and an 'Export CSV' button with a download icon in the top right of the table area. The table lists eight sessions for various trainees, mostly for 'Manual Handling' experiences.

TRAINEE	EXPERIENCE	DURATION	START TIME	STATUS
Thomas Duran	Manual Handling Manual Handling learning experience.	18 minutes	2:46am, Fri 28th Apr 2023	2416 ✓
Markus Santos	Manual Handling Manual Handling learning experience.	11 minutes	9:55pm, Thu 27th Apr 2023	2456 ✓
Sebastien Yoder	Working Around Forklifts Working Around Forklifts learning experience.	33 minutes	9:44pm, Thu 27th Apr 2023	2739 ✓
Sebastien Yoder	Manual Handling Manual Handling learning experience.	11 minutes	9:31pm, Thu 27th Apr 2023	3243 ✓
Austin Hamilton	Manual Handling Manual Handling learning experience.	19 minutes	6:50pm, Thu 27th Apr 2023	2619 ✓
Luis Henry	Manual Handling Manual Handling learning experience.	18 minutes	6:07pm, Thu 27th Apr 2023	2625 ✓
Scott Warren	Manual Handling Manual Handling learning experience.	18 minutes	5:28pm, Thu 27th Apr 2023	3053 ✓

Any filters you have applied to the table will apply to the exported data. If you want a complete export of all data, be sure to clear any filters first.

How to export session data from a date range

If you only want to export the session results from a specified date range, you can do that with the help of filtering. Go to **Training Insights** > click on the **Filter Icon** > select the desire date range by entering a **From Date** and **To Date** > click **Export to CSV**.

This method can be applied to any other page with exporting functionality. For example, if you want to export a list of all Trainees that are overdue for training, you can do so from the Trainees page by applying the Training Status filter of **Overdue**.

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