

# Exporting data to CSV

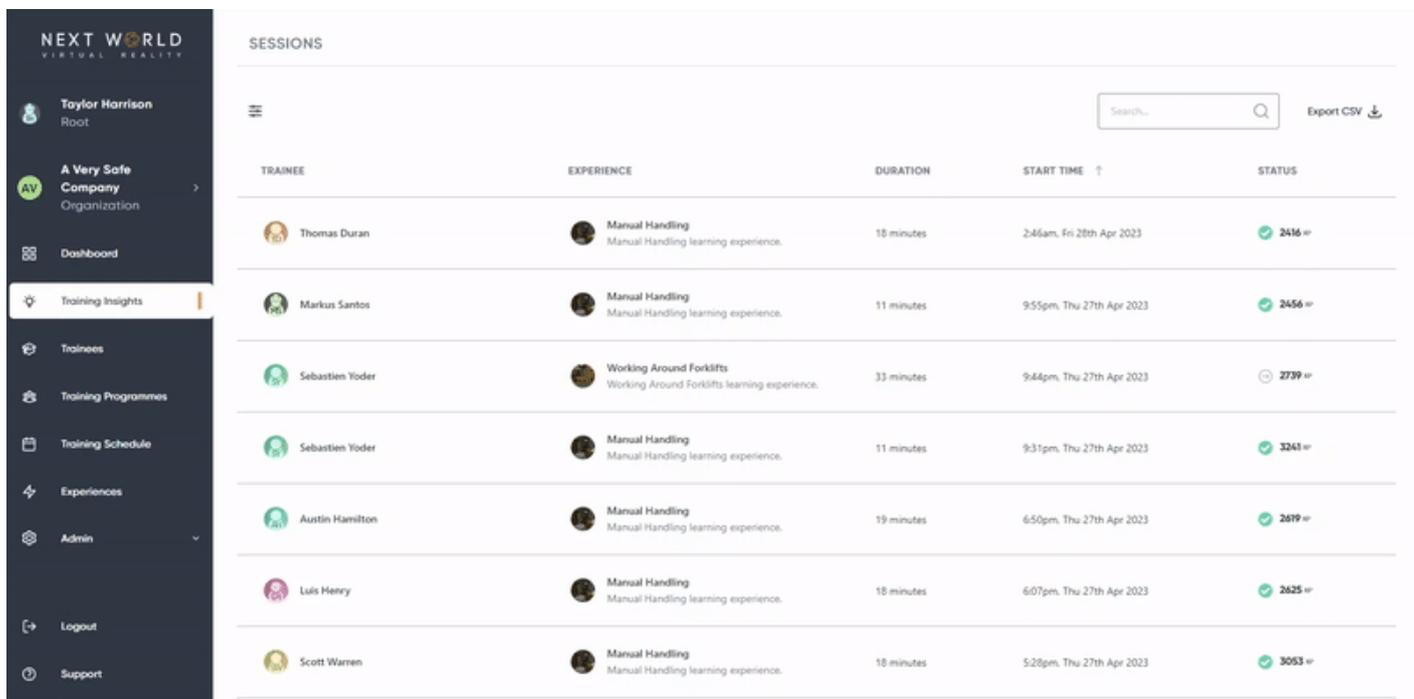
The portal has the ability to export a number of different datasets to a CSV file for your convenience.

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.



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