

Exporting data to CSV

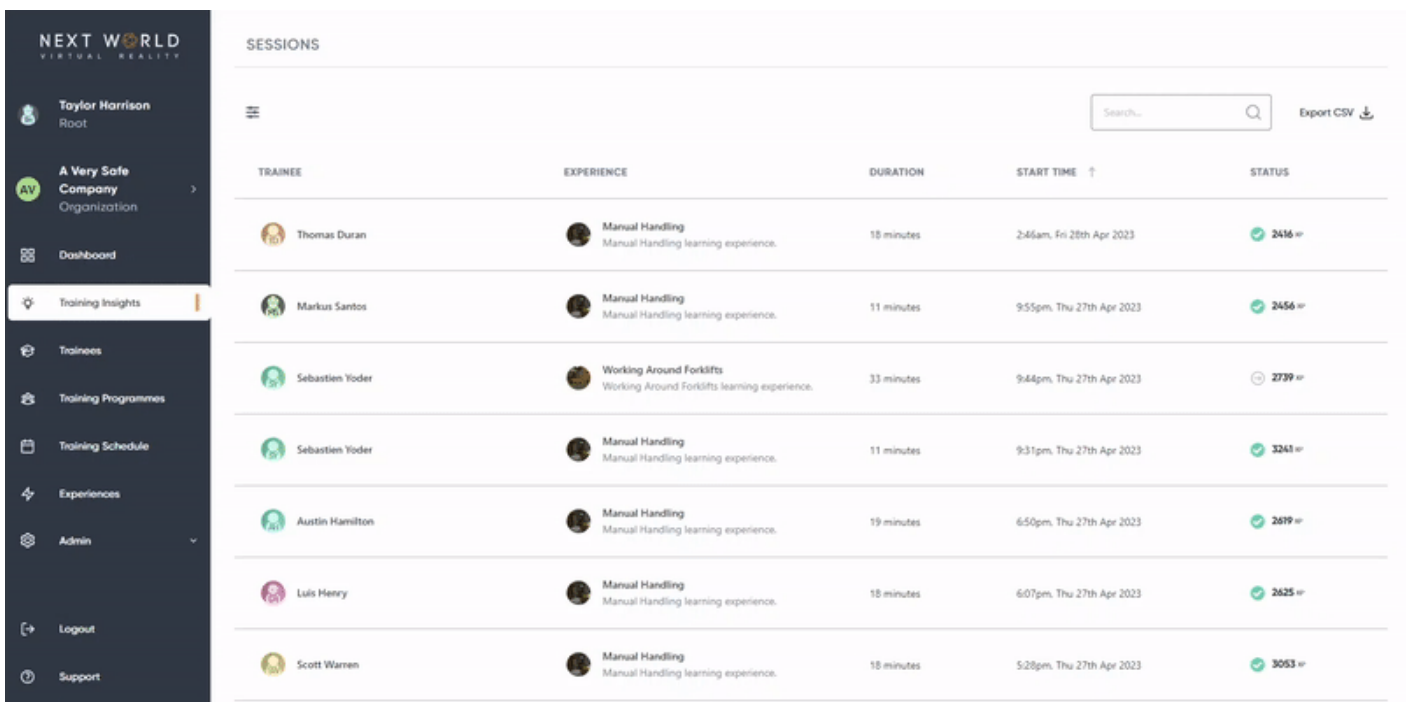
The portal has the ability to export a number of different datasets to a CSV file for your convenience.

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 area is titled 'SESSIONS' and contains a table with columns: TRAINEE, EXPERIENCE, DURATION, START TIME, and STATUS. There are 8 rows of session data. In the top right of the table area, there is a search bar and an 'Export CSV' button with a download icon.

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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