Exporting data to CSV

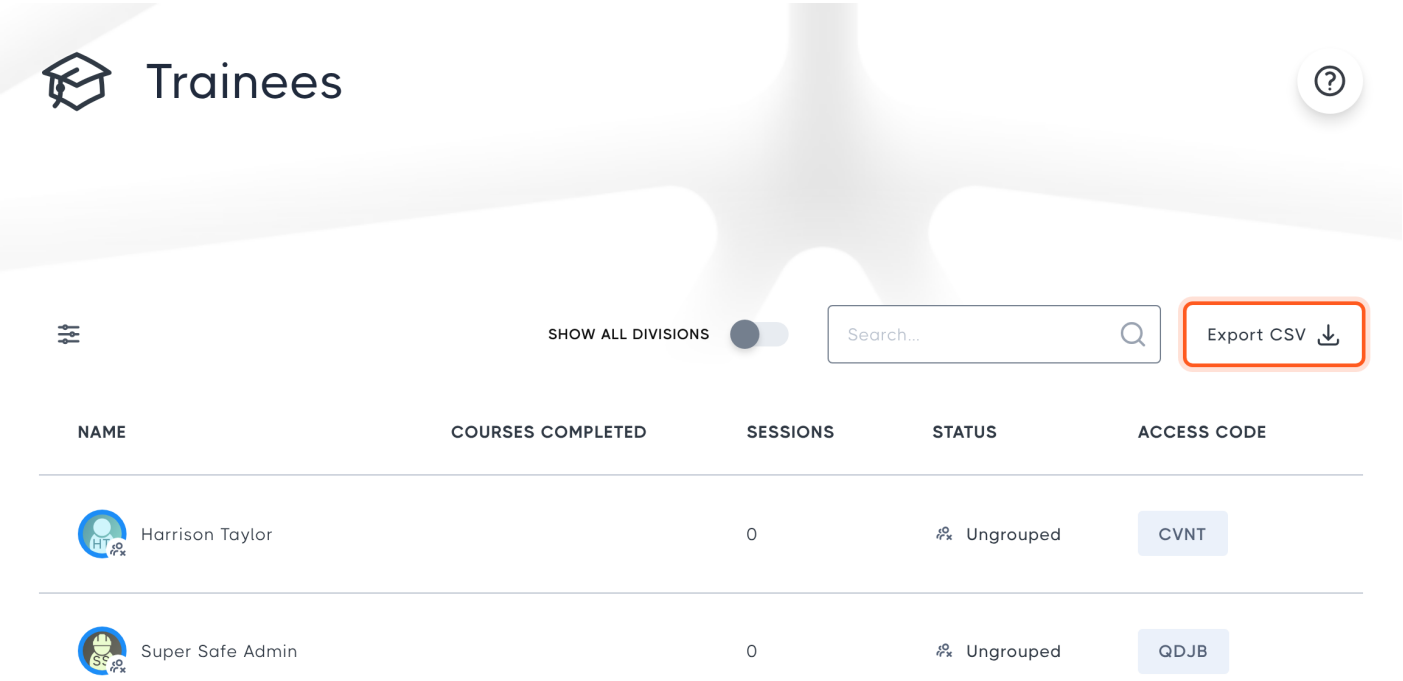
The Platform can export a number of different tables to a CSV file, which you can open in Excel or another spreadsheet program.

You can export the following tables:

- Training Insights (session data)
- Trainees
- Training Programs
- Divisions

How to export data

On the page you want to export, select **Export CSV** at the top-right of the table. The CSV file will download to your device.

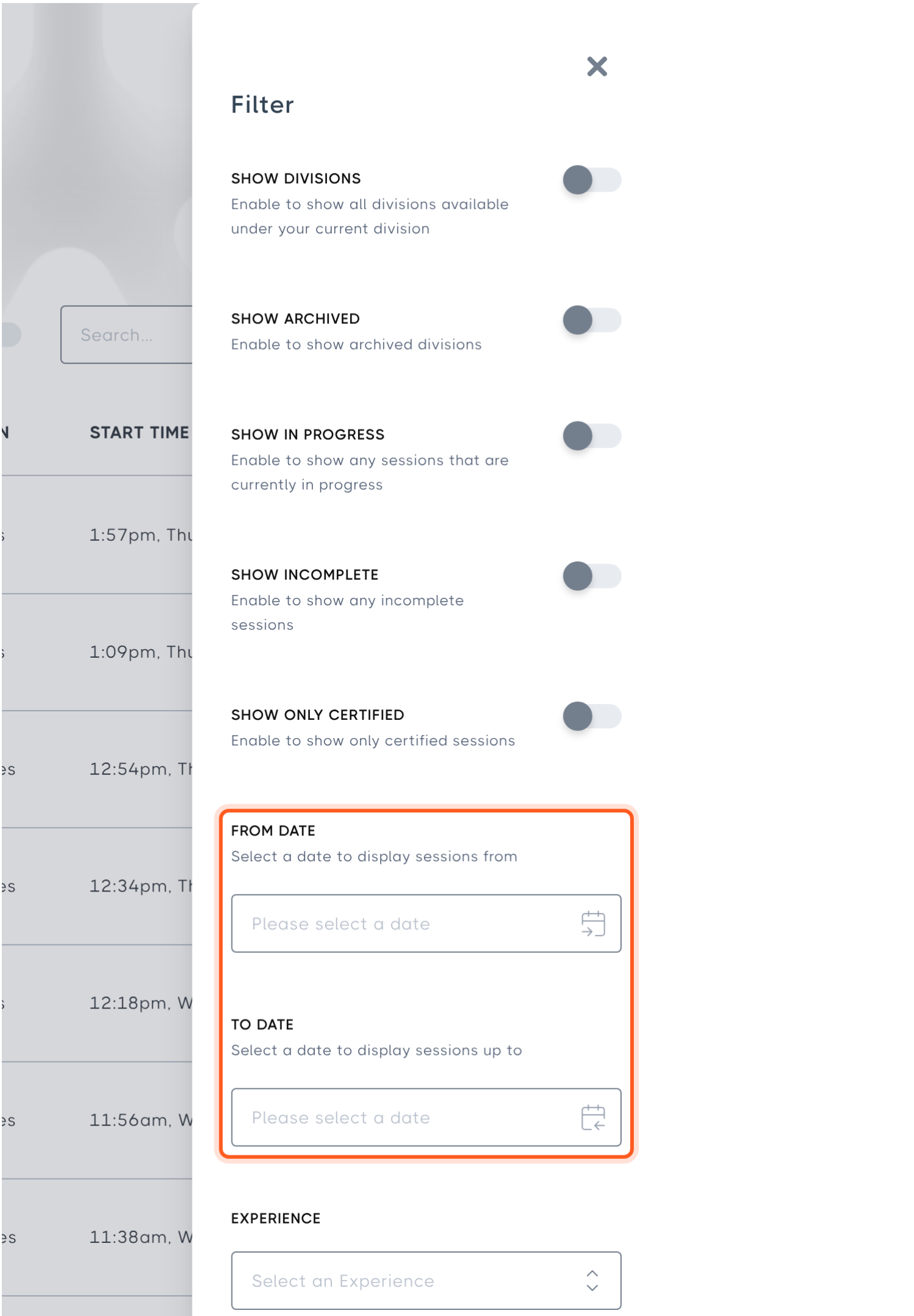


Any filters you have applied to the table also apply to the export. If you want a complete export of all data, clear any filters first.

How to export session data from a date range

To export only the sessions from a particular date range, use the filters. Go to **Training Insights**, select the filter icon, then enter a **From Date** and **To Date**. Close the filter panel and select

Export CSV.


Search...
START TIME
1:57pm, Thu
1:09pm, Thu
12:54pm, Th
12:34pm, Th
12:18pm, W
11:56am, W
11:38am, W
Filter
SHOW DIVISIONS
Enable to show all divisions available under your current division
SHOW ARCHIVED
Enable to show archived divisions
SHOW IN PROGRESS
Enable to show any sessions that are currently in progress
SHOW INCOMPLETE
Enable to show any incomplete sessions
SHOW ONLY CERTIFIED
Enable to show only certified sessions
FROM DATE
Select a date to display sessions from
Please select a date
TO DATE
Select a date to display sessions up to
Please select a date
EXPERIENCE
Select an Experience

The same approach works on any page that can be exported. For example, to export a list of every trainee whose training has expired, go to **Trainees**, apply the **Training Status** filter of **Expired**, then select **Export CSV**.

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