

Running Reports

To generate and download an Authorisation Report, follow these steps:

1. **Selection**: go to the Authorisations Report Area, Select the authorisations or profiles you want to include in the report.
2. **Bulk Actions**: Once you have made your selection, look for the 'Bulk Actions' option, usually located at the top or bottom of the page.
3. **Export Authorisation Report**: In the 'Bulk Actions' dropdown menu, find and select the 'Export Authorisation Report' option.
4. **Download**: After selecting 'Export Authorisation Report', the system will generate an Excel spreadsheet containing the report. This file will automatically be downloaded to your computer.
5. **Locate the File**: The downloaded file typically goes into your 'Downloads' folder, but this location can vary depending on your browser settings.
6. **Open and Filter**: Open the downloaded spreadsheet. You can then use Excel's filtering and sorting features to view the information you need.

Remember to save the downloaded file in a secure location if you plan to refer to it again in the future

Follow the steps on the following pages.

Step 1

Click Search until all your staff are visible

Search Authorisations Report

RECORD NUMBER ASP NAME

FULL NAME ASP NUMBER

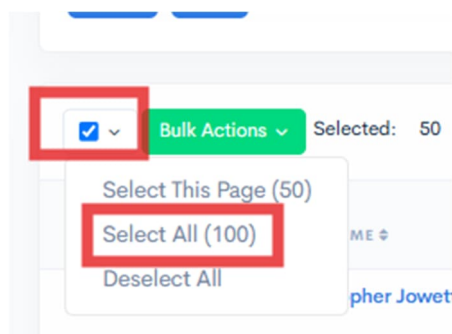
MANAGER NAME REPORTS TO ME ☐

☐ Bulk Actions ▾

RECORD NUMBER	FULL NAME	ASP NAME	USER TYPE	AUTHORISATION	LEVEL	ASP NUMBER
<input type="checkbox"/> AUTH_47369	Aaron Grace	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
<input type="checkbox"/> AUTH_47322	Aaron Sciberras	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
<input type="checkbox"/> AUTH_47325	Aaron Sciberras	Yellow Electrical Pty Ltd	AUP	Carry out Electrical Testing and Inspection (Ground) - Level 1	Level 1	1234
<input type="checkbox"/> AUTH_47359	Aaron Sciberras	Yellow Electrical Pty Ltd	AUP	Construct and Maintain OH Mains - Distribution - Level 1	Level 1	1234
<input type="checkbox"/> AUTH_47321	Adam Delacour	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
<input type="checkbox"/> AUTH_47357	Bradley Sharne	Yellow Electrical Pty Ltd	AUP	Disconnect and Reconnect - Class 2A (Cat 1) - Level 2	Level 2	5678
<input type="checkbox"/> AUTH_47315	David Hunter	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
<input type="checkbox"/> AUTH_47328	David Hunter	Yellow Electrical Pty Ltd	AUP	Construct & Maintain Distribution Substation Equipment & Connection Work -	Level	1234

Step 2

Click on the little down arrow next to the box and Select All to ensure you select all staff.



Step 3

Click on Bulk Actions and then Export Authorisation Report, this will download an csv file, which you open, remove any information you do not need, and create a new column with the email addresses

