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

Step 2

Click on the little down arrow next to the box and Select All to ensure you select all staff.
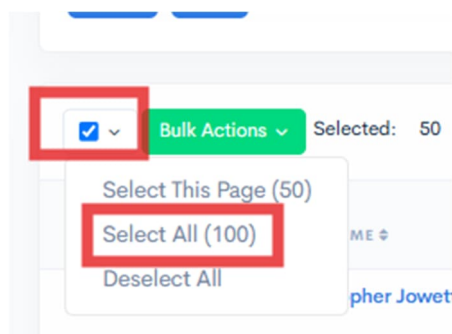
Step 3

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 colum with the email addresses