



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	FULL NAME	ASP NAME	USER TYPE	AUTHORISATION #	LEVEL	ASP NUMBER
AUTH_47369	Aaron Grace	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
AUTH_47322	Aaron Sciberras	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
AUTH_47325	Aaron Sciberras	Yellow Electrical Pty Ltd	AUP	Carry out Electrical Testing and Inspection (Ground) - Level 1	Level 1	1234
AUTH_47359	Aaron Sciberras	Yellow Electrical Pty Ltd	AUP	Construct and Maintain OH Mains - Distribution - Level 1	Level 1	1234
AUTH_47321	Adam Delacour	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
AUTH_47357	Bradley Sharne	Yellow Electrical Pty Ltd	AUP	Disconnect and Reconnect - Class 2A (Cat 1) - Level 2	Level 2	5678
AUTH_47315	David Hunter	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234
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.

Bulk Actions Selected: 50

Select This Page (50)
Select All (100)
Deselect All

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

Search Clear

Bulk Actions Selected: 50

Delete
Export Authorisation Report

RECORD NUMBER	FULL NAME	ASP NAME	USER TYPE
AUTH_2923	Christopher Jowett	CJ Doyl	ITRL