

# EXPORTING REPORTS

## Reports

**MSite Reports** allows a user to access a huge wealth of **data** relating to their company and workforce. This data can be used in many ways to better understand **efficiencies** and drive **business decisions**. Often, a user will have a requirement to **export** this data.

### Exporting Reports

- Exportable Formats:
- MS Word
  - MS Excel
  - PDF
  - Raw CSV (Comma Delimited)
  - Raw TSV (Tab Delimited)

To Access reports and export data.  
**Log into MSite**, and navigate to:

### Reports

- Then select the required report.



### Run Report

- Select the required data fields and select **Run**.



### Export

- At the bottom of the report page select **Export**.
- And select the **Format** the data is to be **Exported** into.

