

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.



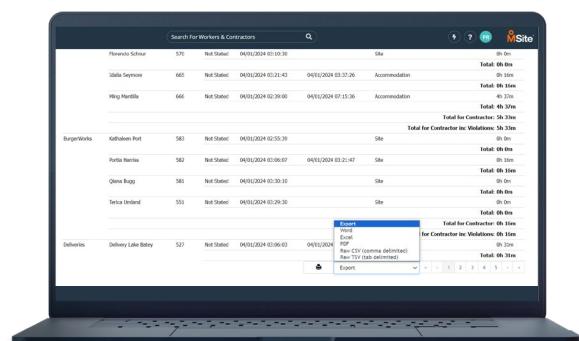
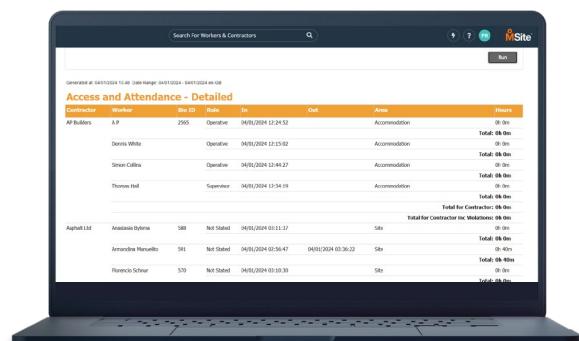
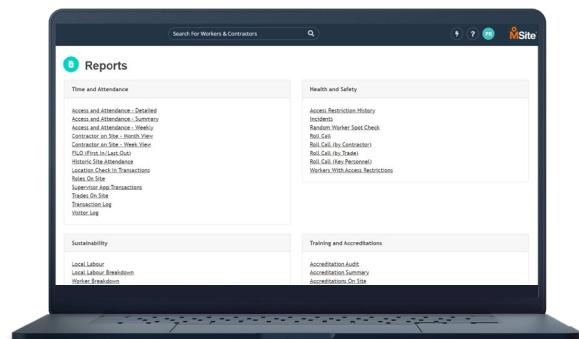
Run Report

- 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.



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