

A Guide – How to Run Reports

Running Reports

To generate and download an Authorisations Report, follow the steps below:

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

Step 1

Click Search until all your staff are visible

Search Authorisations Report

RECORD NUMBER ASP NAME

FULL NAME ASP NUMBER

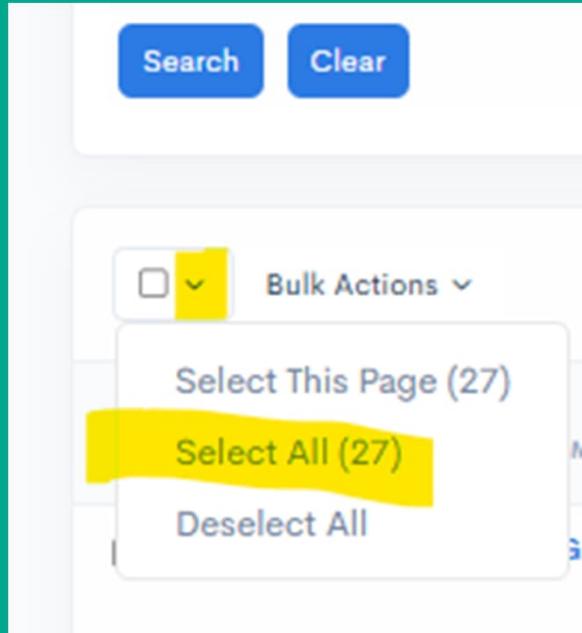
MANAGER NAME REPORTS TO ME

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	AUP	Construct & Maintain Distribution Substation Equipment & Connection Work -	Level	1234

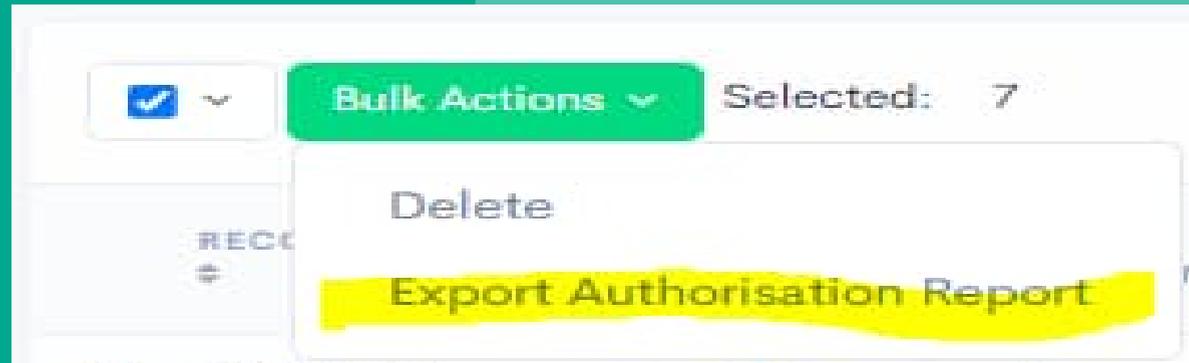
Step 2

Click on the little down arrow next to the tick 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, save and rename the file, and save as an excel spreadsheet.





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