Endeavour Energy

A Guide – How to Run Reports

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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

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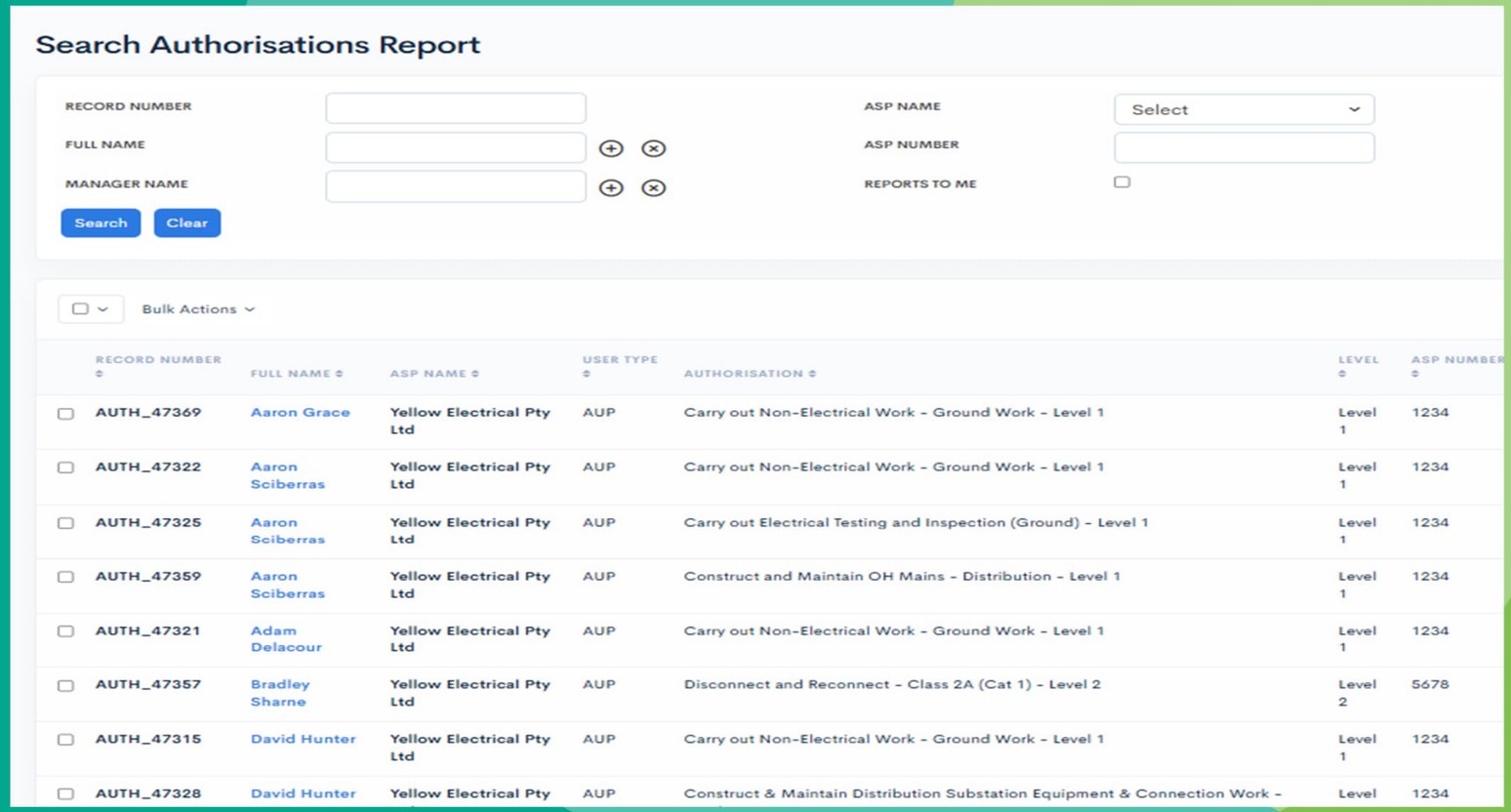
Step 1

Click Search until all your staff are visible



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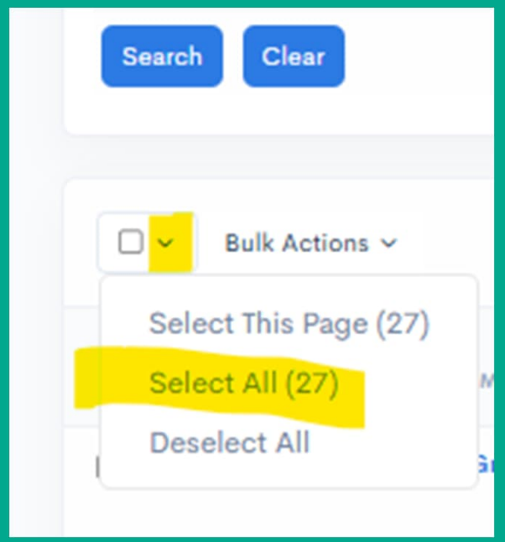
Step 2

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



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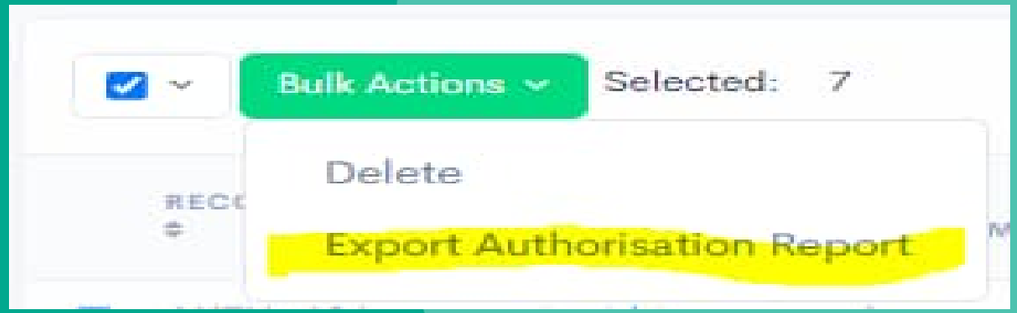
Step 3

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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