

Web Intelligence (WebI) reports can be exported with a variety of options. For example, you can export all tabs (views) of the report, specific report tabs, or raw data.

- Always consider data contents before exporting a document to shared files. If your document contains employee name or personnel number, you may need to purge or anonymize the personal information before sending it to a non-secure location.
- 1. Select: Export.

→ The export option is available on the report toolbar in design mode.

→ WebI uses standard options to export reports. This will be very similar to how you export files in other modern business systems.

2. Select: File type.

 \rightarrow Additional information and options will be based on the file type you selected.

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Description: Position availability, vacancy status, and position holder information.

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CSV	Position Detail (Current Report)	
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3. Select: Options.

→ Additional information and options will be based on the file type you selected.

4. Select: Export.

→ Webl will use your desktop downloads folder as a default location for the exported file.

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