

## How to Export a Report

1. Please open your preferred web browser and go to the following URL: <u>https://laguardia.xendirect.com/login</u>

LaGuardia CC
XenDirect Enterprise
Sign In
Usemanie
Password O
Remember me Not recommanded on shared computers
SIGN IN
Estrat.my, password Eargat.my, username

- a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.
- 2. Once logged select Insight on the left side menu

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3. The left side will display a list of available reports according to your program.

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enDirect Reserves	ACTION				
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Enrollments >	Attendance Code Audit	List of Client Daily Attendance records missing an Attendance Code or using an Attendance Code that has been disabled.	Created By: Dev1 Xenegrade Last Edited: 08/04/2021		>
Financial > Outcomes >	Attendance Missing	List of Client Daily Attendance records missing based on dates.	Created By: Dev1 Xenegrade Last Edited: 07/01/2019		>
Staff > System >	Extra Attendance	List of Client Daily Attendance records on dates not scheduled, Grouped by Client.	Created By: Dev1 Xenegrade Last Edited: 08/04/2021		>
Visualizations >	No Attendance	List of Clients with no Daily Attendance records.	Created By: Dev1 Xenegrade Last Edited: 06/18/2019		>
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a. If you do not have access to a report please contact your program manager or director for access.

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## 4. Select the report.

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Local Reports 🗸	ABS Case Notes	List of the Client Case Note records. Grouped by Client.	Greated By: Holya Kartal Last Edited: 01/04/2022			>	1
ACE Enrollment Bursar and Busin	ABS Courses About to Start	List of the Course Sections that start within the value of the filter parameters. Includes numerous highlights to quickly ide .	Created By: Hulya Kartal Last Edited: 01/04/2022			>	Ī
CAPP	ABS Discount Line Items	List of the invoice line items tagged as Discount. Grouped by Discount Name.	Created By: Hulya Kartal Last Edited: 01/04/2022			>	
Course Lists	ABS Enrollment for Program Groups	List of the Courses with enrollment counts. Grouped by Program Group.	Created By: Hulya Kartal Last Edited: 01/04/2022			>	H

5. Once the report is opens the top right side will display available features for the report.

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## 6. From the options select **Export**.

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## 7. Based on the options available you can select to export to Word, Excel, PDF or CSV.

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8. The report will begin to be exported to the bottom right of the page.

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9. The report will be save on your Downloads folder.

For further info, please visit the Xendirect Knowledge Base page:

https://xenegrade.kayako.com/article/494-what-is-insight