

System Exports

System Exports is a collection of exports global to the system. My Exports contains saved copies of system exports, holding exports you save for later use in a particular configuration.

Types of System Exports

System exports are grouped by the following export types:

- **Employee Records**
Employee Records exports save employee personal information to a file. This type of export includes the Simple Employee Export and the Comprehensive Employee Export.
- **Payroll Exports**
Payroll Exports save payroll information to a file. This type of report includes the Payroll Export.

System Exports Generation

Step 1: Select Export Type

Click the Employee Records or Payroll Exports tab.

System Exports	
▶ Employee Records ▶ Payroll Exports	
Export Title	Description
Simple Employee Export	Simple Employee Export
Comprehensive Employee Export	Comprehensive Employee Export

Step 2: Click Export Title

Step 3: Select Export Destination

Choose to display the export on screen or send it via email.

Comprehensive Employee Export

Build Export Now

Build and present the Export immediately. You will have the option to download the file when the build is completed.

eMail Export File

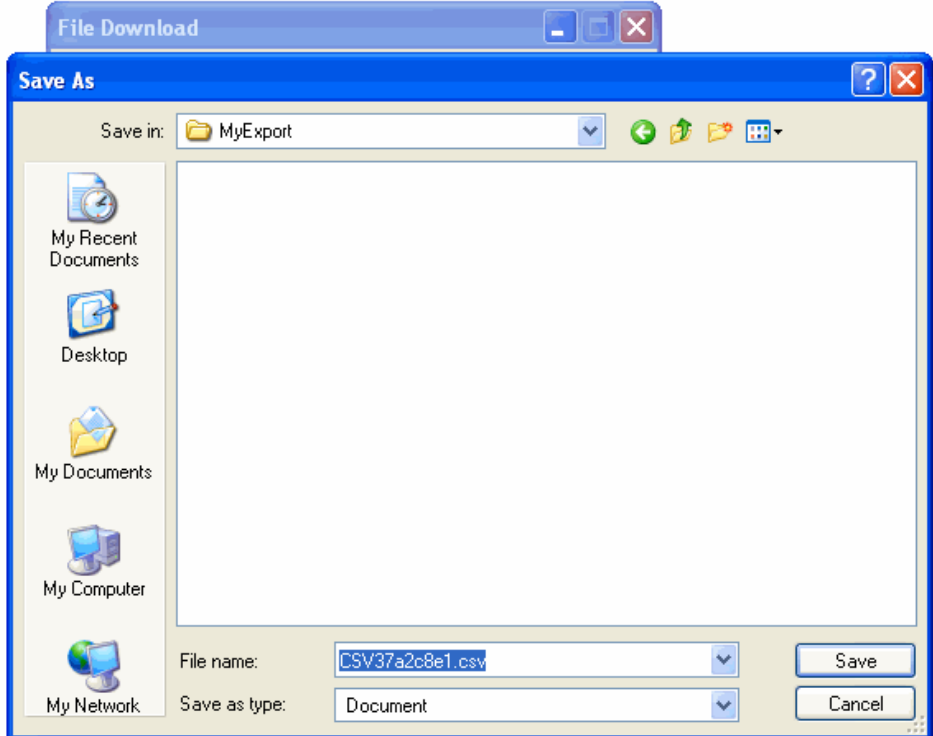
Build and email the Export immediately. The Export will be sent as an attachment.

Click Run Export to continue this process and build your Export.

Step 4: Click Run Report

If you selected to Build Export Now, click the Download button. Once the file is downloaded, the Save As window is displayed.

Export Built. Click To Download.



File Download

Save As

Save in: MyExport

File name: CSV37a2c8e1.csv

Save as type: Document

Save Cancel

Append the file name with either .csv or .xls. In this example, add .csv, making the file name CSV37a2c8e1.csv.

or

If you selected Email Export, type the recipient's email address, as well as the subject line and body text of your email, then click Run Export again. The export is emailed to the recipient you specified.

Simple Employee Export

EMAIL INFORMATION

Recipients
List of eMail addresses designated to receive this Export.

Subject Line
Information that will appear in the Subject Line of the eMail message.

Body Text
Additional information that will be placed into the body of the eMail message.

Click Run Export to continue this process and email your Export.