

SOP 52 | Daily operations

Export the operations view

Export the loaded reporting period for selected authorized properties.

For Web · Administrator / Supervisor

Before you start Verify selected properties and the loaded reporting period. Calendar day, status and text filters do not narrow this export.

Open Portfolio operations > Export operations CSV

Step 1 Choose the properties

Open Property schedule and select the intended properties in the portfolio operations filter. Confirm the authorized scope.

Step 2 Check the reporting period

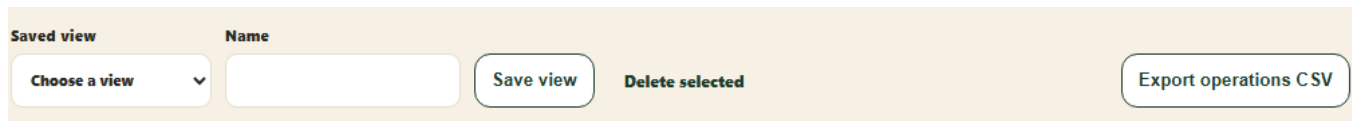
The export uses the full reporting period loaded by this page. Calendar date, Day/Week view, shift status and text search affect the screen but do not narrow the exported dataset.

Step 3 Export

Select Export operations CSV beside the saved-view controls. Wait for the download or read the export failure message.

Step 4 Verify the downloaded rows

Open the CSV and check property and date values. Filter the file to the required dates if necessary. Share workforce information only with authorized recipients and preserve unknown and degraded labels.

The screenshot shows a user interface for managing saved views. It features a table with two columns: 'Saved view' and 'Name'. Under 'Saved view', there is a dropdown menu with the text 'Choose a view' and a downward arrow. Under 'Name', there is an empty text input field. To the right of the input field are two buttons: 'Save view' and 'Delete selected'. Further to the right, separated by a vertical line, is a button labeled 'Export operations CSV'.

Export operations CSV uses the selected properties and full loaded reporting period. Application screenshot with training data.

Check your result The CSV contains the selected properties across the loaded reporting period.

If something goes wrong If the export fails, refresh the view and retry. Do not broaden the property scope to work around an access failure.