

## Generating a CSV Report

CSV stands for comma separated value. These files are typically opened in Microsoft Excel and other similar spreadsheet programs.

Anywhere within your PolicyStat site that you see the Excel icon, a report can be generated. These reports contain information about the selected policies displayed on the screen.

Whether you are generating a report of your search results or policies requiring acknowledgments, the process is the same. Simply click the CSV report icon in the header.

After the report generates, click the download button.

How it downloads may vary based on your local browser settings.