

HOW TO: **COPY & PASTE** NAVIGATE DATA TO EXCEL

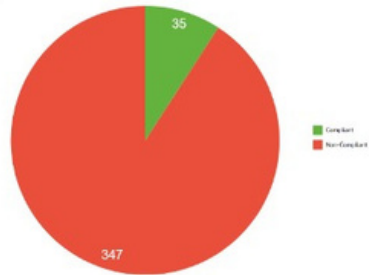
HOW TO: COPY & PASTE DATA

Data from Navigate can be copied and pasted into an Excel spreadsheet for analysis and reporting.

On the staff site, anywhere data is shown in a grid format it can be highlighted, copied, and pasted into an excel document.

1. Select the module that data needs to be taken from, click on 'See All' to access the data grid.

Employers - Overall Compliance Status



See All

2. If the data is more than 50 rows amend the 'items per page' drop down option at the bottom of the page to to show all data (Max 2500 records per page)



3. Left click the mouse, click above the first column data is to be copied from then drag the mouse across the data to be copied, the data will be highlighted in blue. Make sure to include all headings.

