

This article will show you how to download CSV File from Data Exports functions.

Maintenance Manager allows you to generate CSV file exports of your data based on your needs.

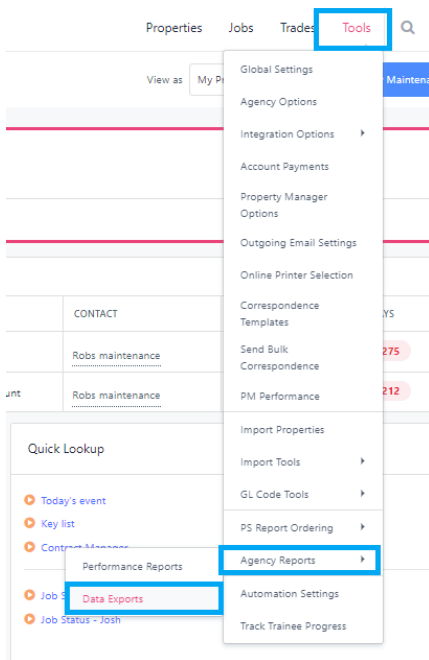
There are 2 types of Data Exports available for your type of organisation:

- Work Orders
- Invoices

You can select to Export all available data or modify the template as desired.

## To Generate a Data Export:

Go to **Tools > Agency Reports > Data Exports**



Select what Export Type you choose.

### Data Exports

#### Generate data export

Generate a CSV export of your data using the form below.

Export Type \*

- Work Orders  Invoices  Inspections  Assets  Properties

## To Generate a Work Order Data Export:

From the Export Types options, select Work Orders.

The Work Order Status options will appear. Two options will be available to select, Open Work Orders and Completed Work Orders. Select as desired.

Data Exports

---

Generate data export  
Generate a CSV export of your data using the form below.

Export Type \*

Work Orders  Invoices  Inspections  Assets  Properties

Work Orders status \*

Open Work Orders  Completed Work Orders

Please note when you selected Open Work Orders, the date range field won't be available as the system will gather all open work orders.

When you selecting Completed Work Orders, you will have the options to filter the date range

Generate data export  
Generate a CSV export of your data using the form below.

Export Type \*

Work Orders  Invoices  Inspections  Assets  Properties

Work Orders status \*

Open Work Orders  Completed Work Orders

From Date: \*

16-01-23

To Date: \*

23-01-23

Data Columns

Select All

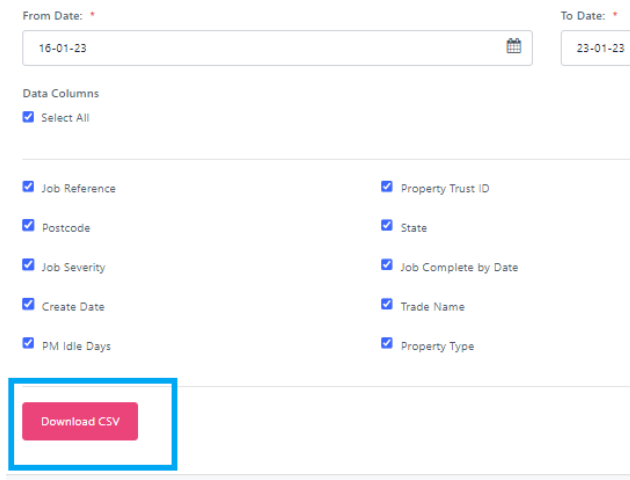
From the Data Columns that appear, you have the option to either Select All data columns or customise as you wish. Selected all:

Data Columns

Select All

<input checked="" type="checkbox"/> Job Reference	<input checked="" type="checkbox"/> Property Trust ID	<input checked="" type="checkbox"/> Property Trust GUID	<input checked="" type="checkbox"/> Street 1	<input checked="" type="checkbox"/> Street 2	<input checked="" type="checkbox"/> Suburb
<input checked="" type="checkbox"/> Postcode	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Short Description	<input checked="" type="checkbox"/> Long Description	<input checked="" type="checkbox"/> Responsible User	<input checked="" type="checkbox"/> Requested By
<input checked="" type="checkbox"/> Job Severity	<input checked="" type="checkbox"/> Job Complete by Date	<input checked="" type="checkbox"/> Request Status	<input checked="" type="checkbox"/> Work Order Status	<input checked="" type="checkbox"/> Contact	<input checked="" type="checkbox"/> Contact Number
<input checked="" type="checkbox"/> Create Date	<input checked="" type="checkbox"/> Trade Name	<input checked="" type="checkbox"/> Trade Start Date	<input checked="" type="checkbox"/> Trade Complete Date	<input checked="" type="checkbox"/> Trade Category	<input checked="" type="checkbox"/> Age (Days)
<input checked="" type="checkbox"/> PM Idle Days	<input checked="" type="checkbox"/> Property Type	<input checked="" type="checkbox"/> Estimated Cost	<input checked="" type="checkbox"/> Approver Name	<input checked="" type="checkbox"/> Allocation Date	

When all necessary data has been selected, click on the Download CSV button:

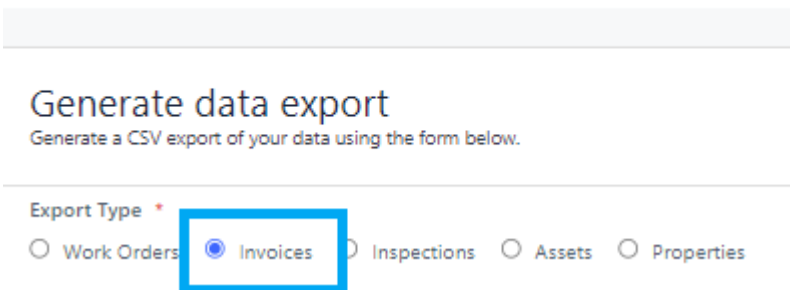


The CSV file will be downloaded and available for you to view.

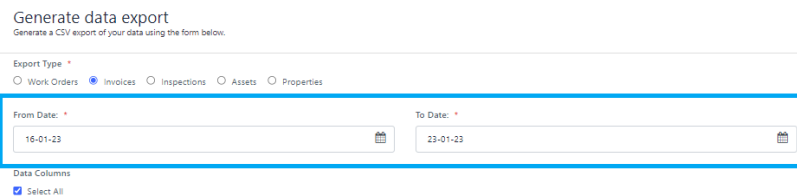
## To Generate an Invoice Data Export:

From the Export Type options select Invoice:

### Data Exports



Select the date range that you wish to download.



Specify if you need to Select All Data Columns or customise and click on Download CSV:

Data Columns

Select All

---

<input checked="" type="checkbox"/> Job Reference	<input checked="" type="checkbox"/> Invoice Number	<input checked="" type="checkbox"/> Invoice Total	<input checked="" type="checkbox"/> Invoice Received Date	<input checked="" type="checkbox"/> Property Trust ID	<input checked="" type="checkbox"/> Property Trust GUID
<input checked="" type="checkbox"/> Street 1	<input checked="" type="checkbox"/> Street 2	<input checked="" type="checkbox"/> Suburb	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Postcode	<input checked="" type="checkbox"/> Short Description
<input checked="" type="checkbox"/> Long Description	<input checked="" type="checkbox"/> GL Code	<input checked="" type="checkbox"/> GL Code Value	<input checked="" type="checkbox"/> Trade Name	<input checked="" type="checkbox"/> Trade ASN	<input checked="" type="checkbox"/> Trade Category
<input checked="" type="checkbox"/> Inclusive GST (YES/NO)	<input checked="" type="checkbox"/> Property Type	<input checked="" type="checkbox"/> Approver Name	<input checked="" type="checkbox"/> Invoice Approved By		

---

The file will download and you will be able to view all the data that was exported: