

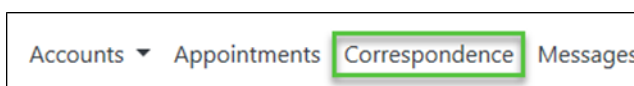
How to export correspondence

Scenario

This guide explains how to utilise the Export functionality within the Correspondence section of the My GNCR Management Portal. Export is available for users with a 'Global' access role.

Export Correspondence

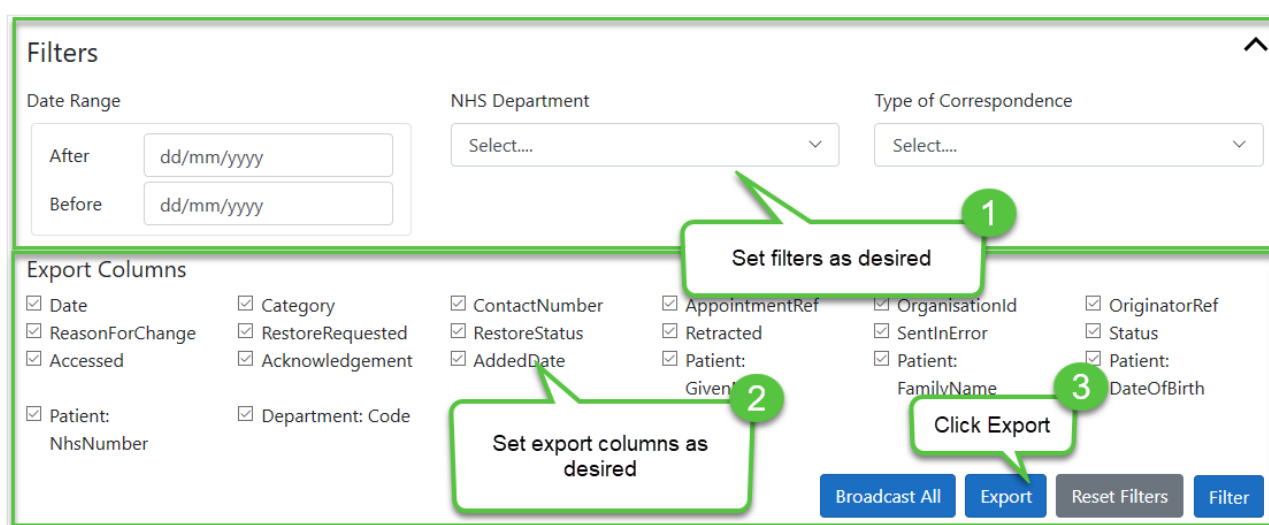
1. Select the **'Correspondence'** menu



2. Select **'Filters'**



3. Set the desired **Filter criteria**
4. Set the desired **Export Columns**
5. Click **'Export'**



6. The file will be downloaded in the .csv format:

