

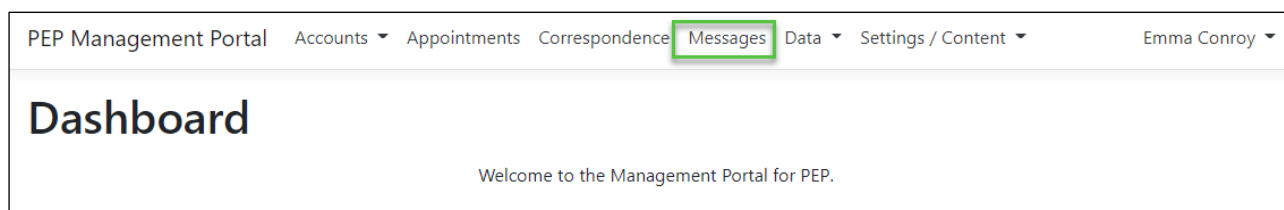
Management Portal – Export messages

Scenario

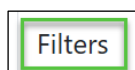
This guide explains how to utilise the Export functionality within the Messages section of the My GNCR Management Portal. Export is available for users with a 'Global' access role.

Export Messages

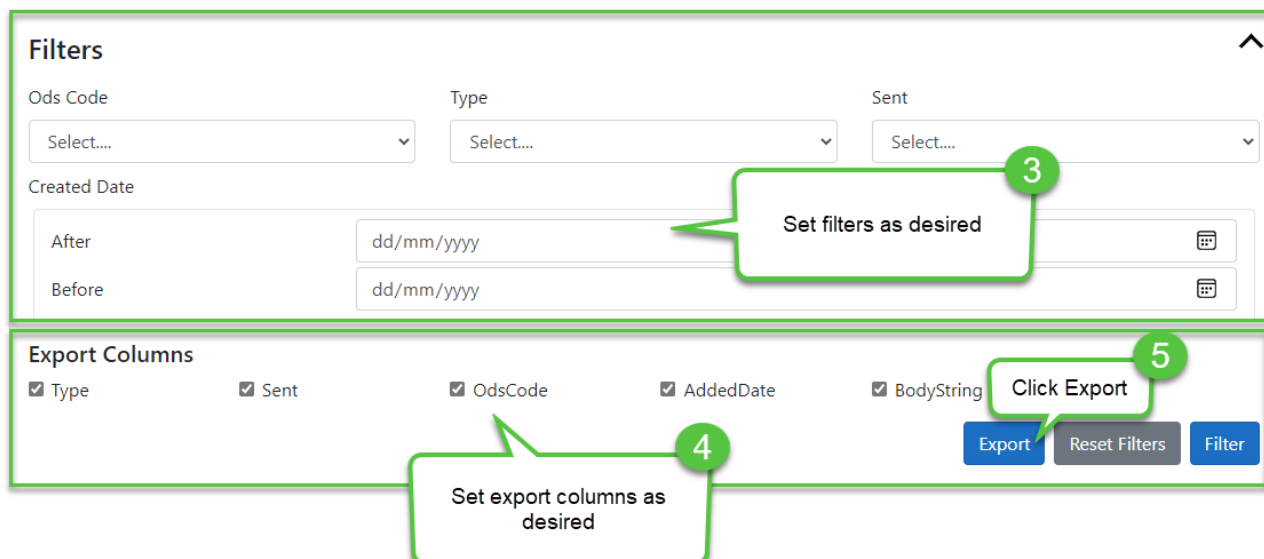
1. Select **'Messages'**



2. Select **'Filters'**



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



6. File will be downloaded in .csv format:

