Export an Event View

You can export the details of events to which you have access, including those for your region and other regions, through the Event Status page.

If you have the Report - Event Snapshot right, you can take a "snapshot" of nearly any event at a specific point in its history and then export it in the sp readsheet (XLSX) format. This can be useful, for example, when you need to provide the information to a regulatory body. If the event details include resources and/or status types that did not exist at the time of the snapshot, "N/A" appears as the status.

To export an event view

1. In the top banner's event bar, click the event. The *Event Status* page opens.
2. Click **Export**. The *Generate Snapshot Report* window opens.
3. Take one of these actions.

If you want to...	Then...
Use the current date and time,	Click **Use Current Date And Time**,
Use a specific date and time,	a. Click **Specify Date And Time**. b. For **Select Date**, enter the date and time you want to capture.

4. Click **Generate Snapshot Report**. The window updates with the completed report.
5. Click the name of the report (XLSX). The report downloads according to your browser settings.