

Export an Event View

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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 spreadsheet (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,	<ol style="list-style-type: none">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.