

Export the Test Results

[Home](#) > [EMTrack](#) > [EMTrack Juvare Events](#) > Export the Test Results



In relation to the Testing Plug-In, after the test results have been processed and sent to clients, you can export the file reporting.

To export the test results

1. In Juvare Events, on the left, click **Events**. The *Events* page opens.
2. Locate the event and, on that row, click **the open event dashboard icon**. The *Event dashboard*
3. On the left, for **Orders**, click to expand the menu.
4. Click **Export**. The *Data export* page opens.
5. In the list, click **Check-in list**.
Note: Do NOT click Check-in list (PDF). If you do click this one by mistake, simply close it and open the non-PDF option above it.
6. For **Export format**, select an Excel or CSV option.
7. For **Check-in list**, select **EMTrack**.
8. Enter the **Start date** and **End date**.
9. Optionally, for **Include questions**, select **Test result** and **Test type**.
10. Click **Start export**.