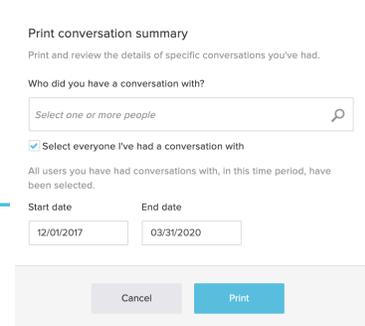
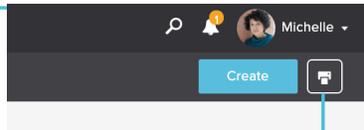


Betterworks Quick Start: Exporting your data

Printing Your Conversations

All Conversations can be printed and/or saved as PDFs from Betterworks.

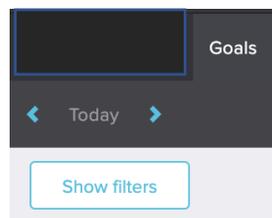
All users: Start by going to the **Conversations tab**. In the right hand corner, select the “print” button to determine which conversations & timeframe you would like print & save.



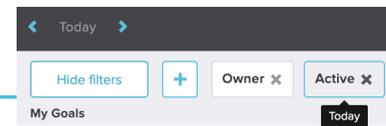
When you select the “print” button, this pop-up will appear allowing you to select which conversations and what timeframe you would like to print. **Note:** Once you click “print,” a print screen will appear. Look for an option to “save as PDF” if you would like to save it virtually.

Exporting Your Goals

All users: Start by going to the **Goals tab**. First, use the filters to select the specific set of goals you would like to export.

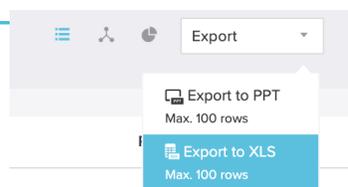


Using Goal Filters: Use the + sign to add/update the current filters.

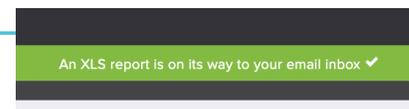


Note: To select your goals for all time, go to your My Goals tab and remove the “active” filter.

Exporting Goals: Once you have the set of goals you would like to export, select the “Export” option on the right-hand side of the goals module.



Note: If the Export to XLS option is greyed out, this means that there are too many rows included in your current filter. Try selecting a specific time-frame to reduce the rows included.



Email: You will receive a notification in the platform that an email with the XLS report is on its way. A report in XLS will be emailed to the email associated with your Betterworks account.

If you do not receive the email, please check your spam folder.