

Run an Offline Report

For a description of all offline reports, see [Running Reports](#).

To run an offline report

1. On the Admin Portal navigation bar, click Reports.
2. On the Reports page, click the Offline tab.
3. In **Select Report Type**, choose one of the available reports.
4. In **Select Date Range**, choose the dates for which you want to retrieve data.
5. Click **Generate New Report**. The report is generated in the background, and at this point you can navigate away from the page and come back later to open it. Generated reports appear in the list.



If a report is exceptionally large, it may not be immediately available. If this happens, the list entry will display `Report Requested` in the Status column. You can click **Refresh List** to update the status column until it says `Report Available`.

6. Once the report becomes available, click the **Download** icon in the Actions column to download a ZIP file which contains the CSV.
7. (Optional) To remove a report from the list, click the **Delete** icon in the Actions column.