Pulling Data from eePoint by member

1. Login to eePoint.
2. Select the **Advance Search** tab and enter the following:

Value(s) = 5-digit employee ID (6 digit for WT employees) for the employee you require data for

3. Click on Search

4. Employees record will appear in a separate tab. Click back to the **Results** tab:

5. Select 'All Records' and click on Export:
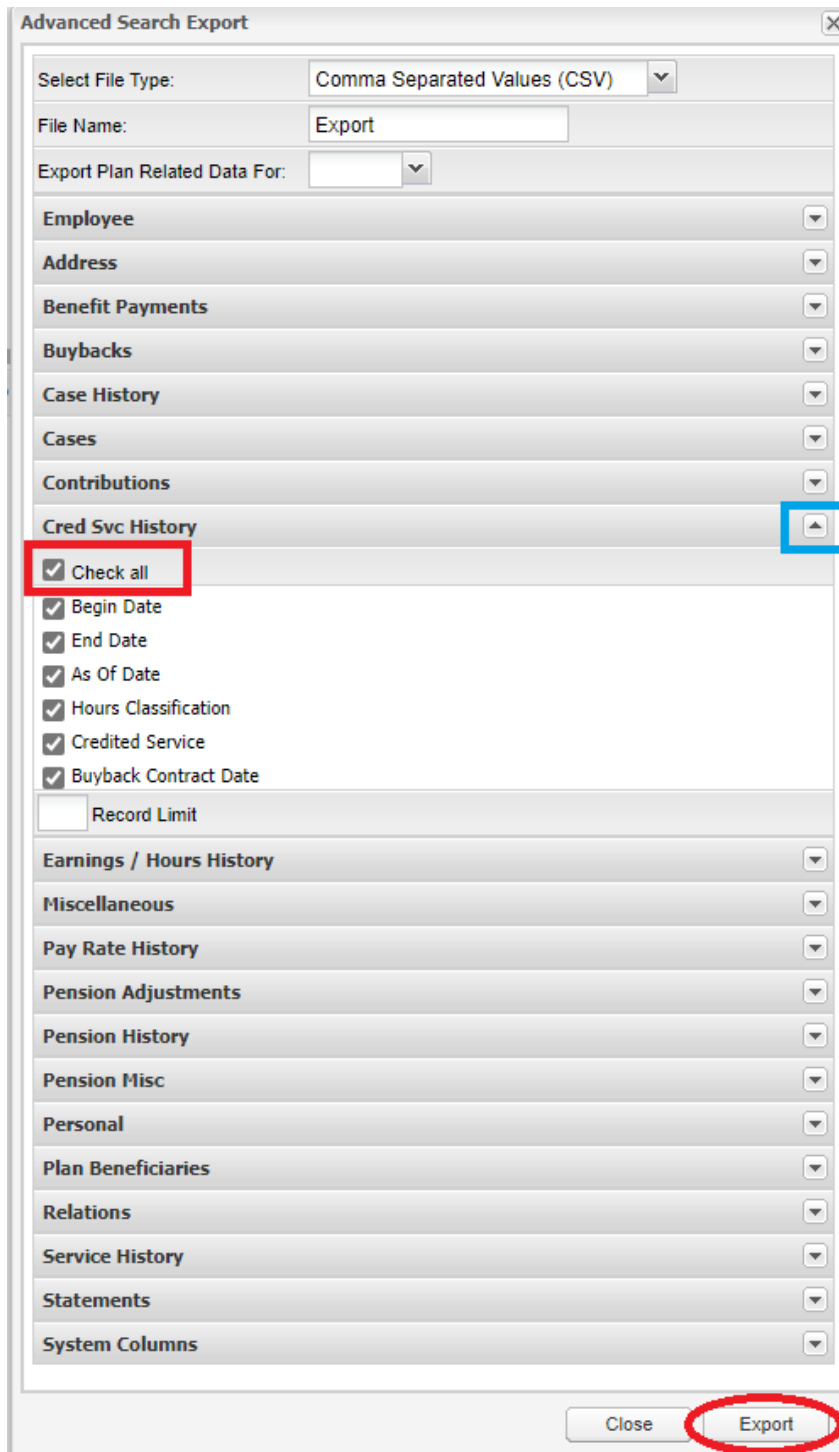
6. The **Advance Search Export** window will appear displaying the different sections/screen summaries in eePoint.

Select the dropdown of the particular section you require the data for (eg. Credited Service History) and either select Check All to select all of the column headings displayed, or select only the headings you require (most cases you will select them all and you can then delete/modify them in Excel once the report is run).

Note - You may need to run each section separately due to the way eePoint has been configured (too much data from other sections does not always work in these reports).
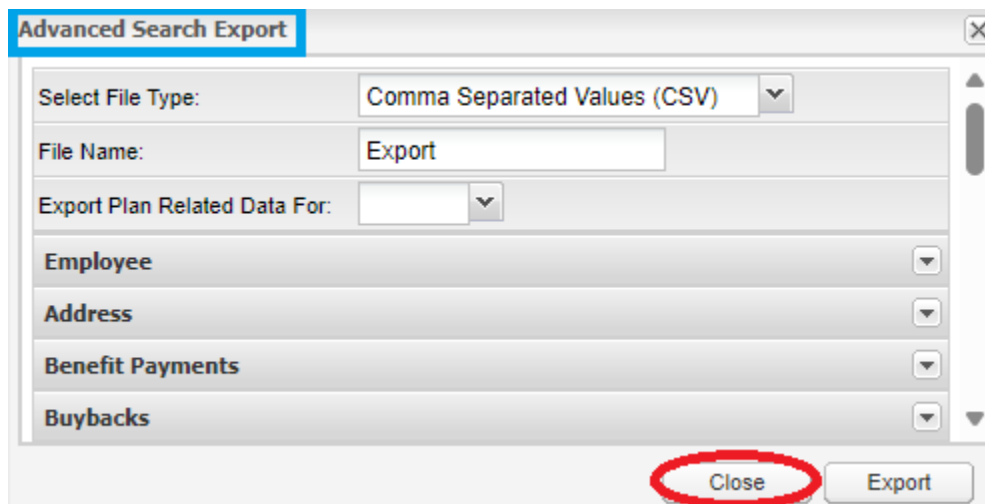
Click on Export:

**7.** eePoint report window will appear with the following message:
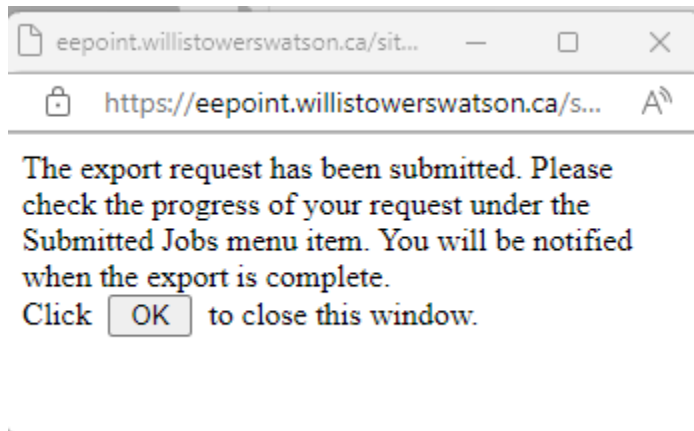
Click OK to close.

8. The Advanced Search Export window will still be on the screen. Deselect your current selection and pick your next data points and follow steps 6 and 7 above.

9. If no other data reports are required, click on 'Close' in the Advanced Search Export window:

10. On the lefthand side of the eePoint screen, expand **Submitted Jobs** and select **Export Jobs**.
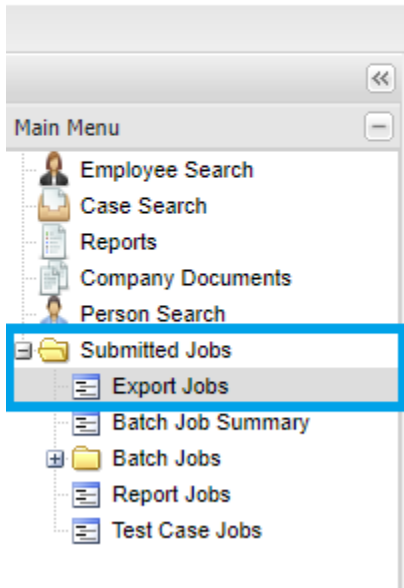
11. The Export Jobs window will appear. This is where you will find the reports you have just run in queue. Once the report(s) has successfully run, the status will show as 'Completed'. Expand the report and click on **Export** to download the .CSV file (this will download to your Downloads folders):

If the status shows as 'Started', you may need to refresh the queue a few times by clicking the icon (circled in green above).

12. Open the .CSV file and immediately save the file as an **Excel Workbook** or **.XLSX file**. This will ensure that the formatting/filtering you apply to the file will not be lost.