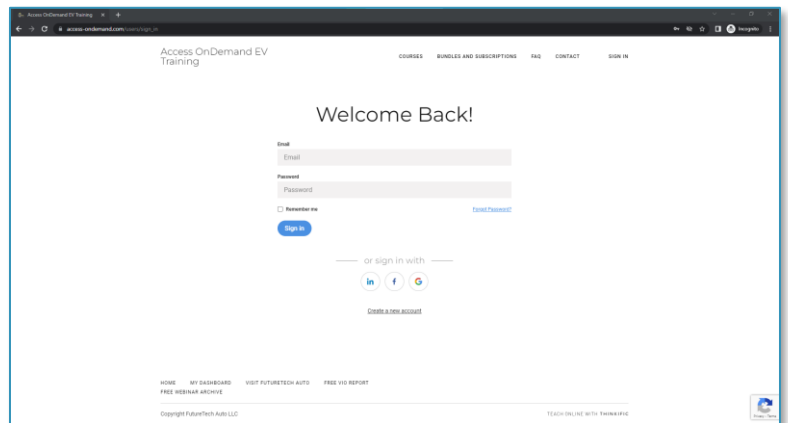# EV Safety Training
Running a report

The EV Safety Training report is run on **Monday**, **Wednesday**, and **Friday** and is pulled from **Access OnDemand EV Training**.

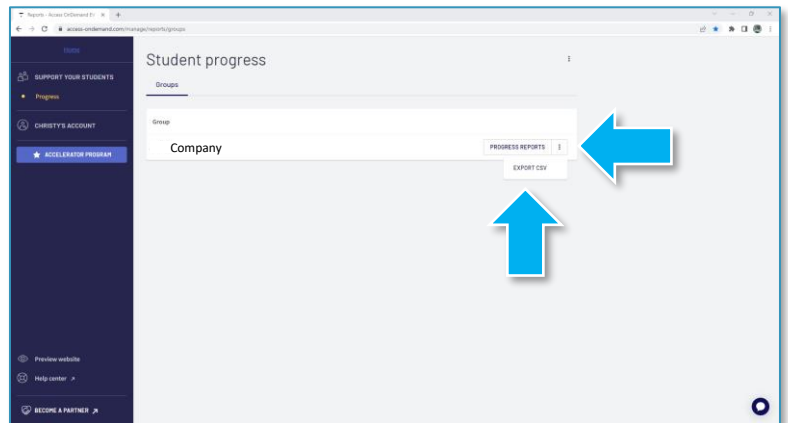Go to: (We address link removed)

1

Use your **company email** and assigned password to sign into the EV training admin page.
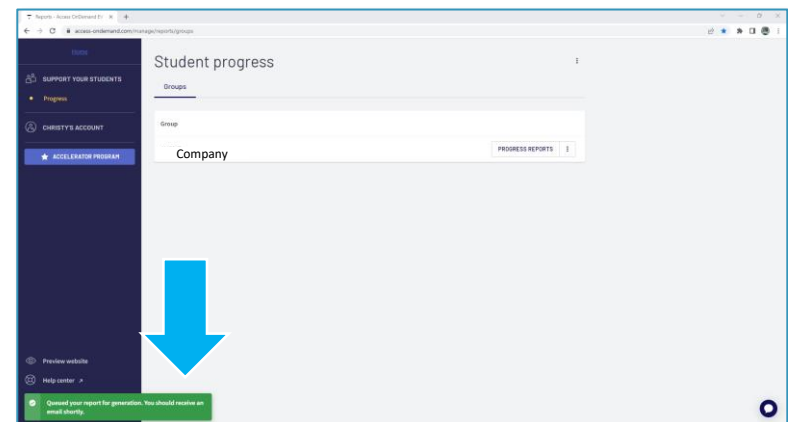

2

- Select the **kebab menu (three dots)**
- Click "Export CSV"

3

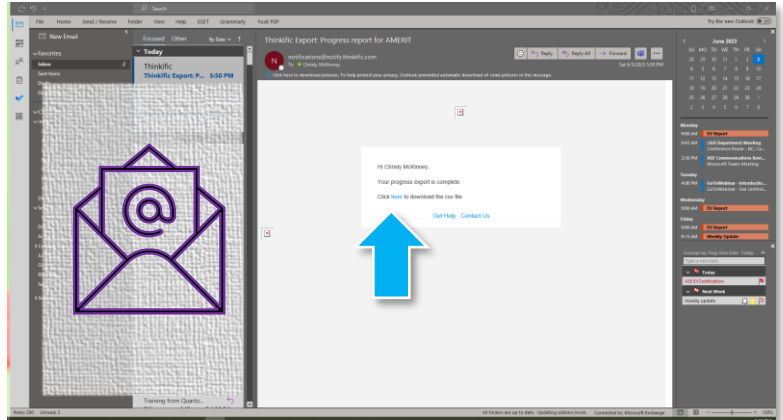In the bottom left of your screen, you will receive notification that your report is queued.
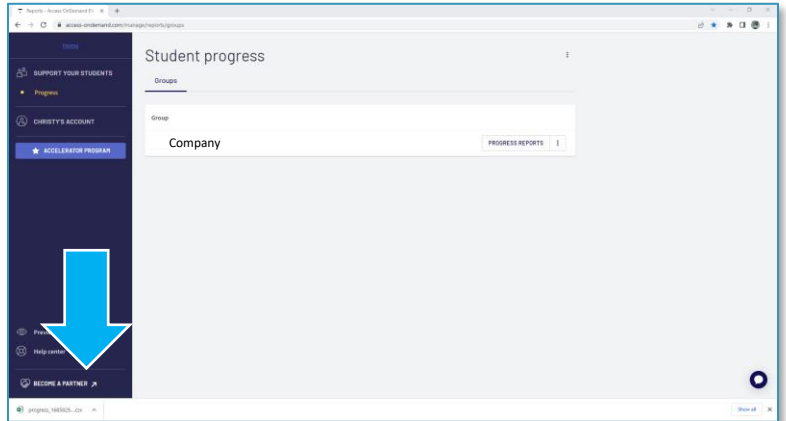
4

You will receive an email with a download link when your report is ready.

5

- Clicking the link will download the report in your browser.
- You may access the report in your downloads or by clicking the download link in the bottom left of your screen

6

- The report opens as a .CSV
- "**Save As**" an Excel Workbook file and organize it for delivery.