

Quick Reference Guide:

How to Export all Active Projects



Purpose:

Follow these steps to export a list of all Active Projects. This is only available to employees who can access the Projects Tab in WaveWorks.

Step-by-Step:

Once signed into WaveWorks, click on the Projects tab.



Click on Project Financial Management.

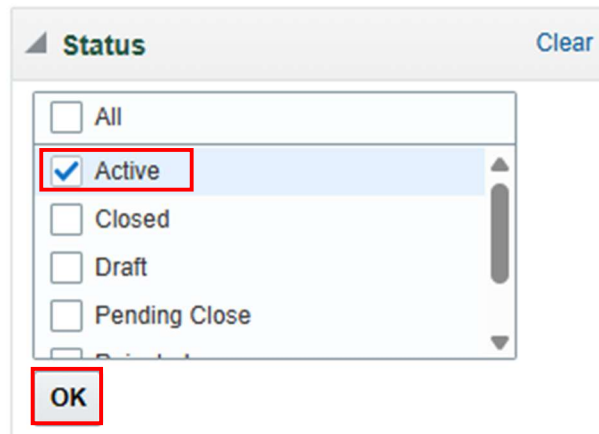


Project Financial Management

Click on Show Filters.



Make sure Active Status is chosen and click ok.



Click Export to Excel.

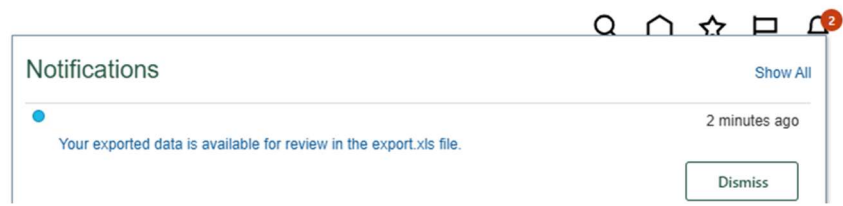


The report takes several minutes to export

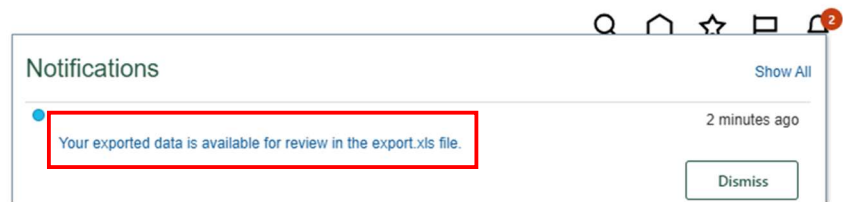
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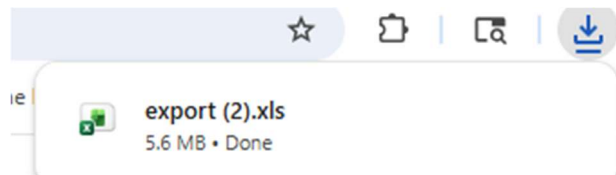
The export will appear in the bell notifications.



Click on the export.



Open the download.



Sort or Filter as needed.

