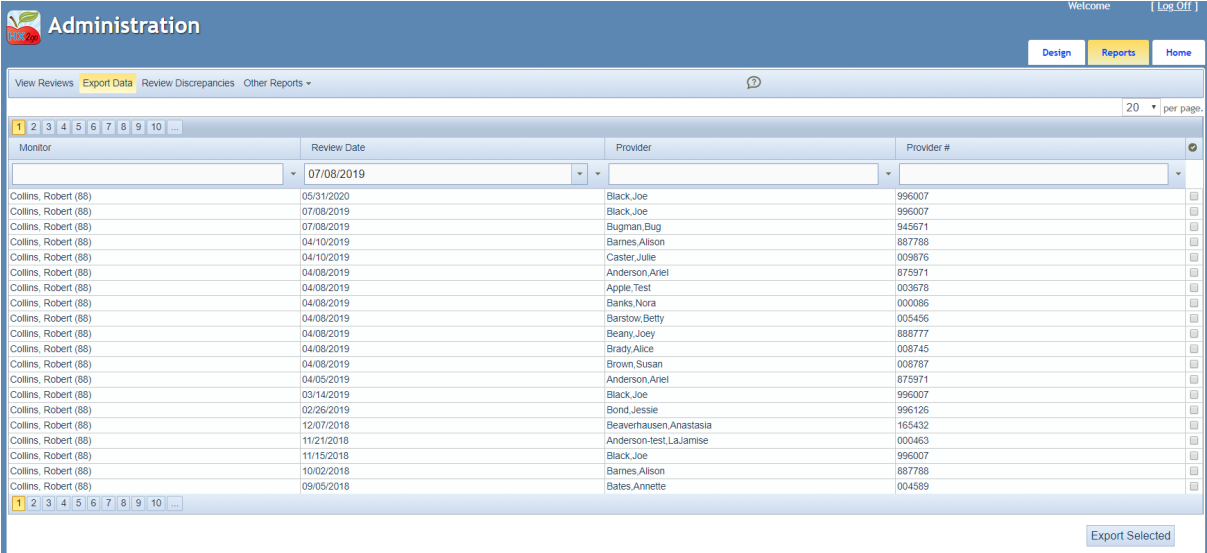


Export Review Data in Admin Review Site

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CST

To export review data:

1. Log in to <https://reviewadmin.minutemenu.com/Account/LogOn>.
2. Click the **Reports** tab.
3. Click **Export Data**.



The screenshot shows the 'Administration' interface with the 'Export Data' tab selected. The table displays review data with columns for Monitor, Review Date, Provider, and Provider #. A '20 per page' dropdown is visible at the top right of the table area. A 'Log Off' link is in the top right corner. The table contains 20 rows of data, each with a checkbox for selection. An 'Export Selected' button is located at the bottom right of the table.

Monitor	Review Date	Provider	Provider #	
Collins, Robert (88)	05/31/2020	Black, Joe	996007	<input type="checkbox"/>
Collins, Robert (88)	07/08/2019	Black, Joe	996007	<input type="checkbox"/>
Collins, Robert (88)	07/08/2019	Bugman, Bug	945671	<input type="checkbox"/>
Collins, Robert (88)	04/10/2019	Barnes, Allison	887788	<input type="checkbox"/>
Collins, Robert (88)	04/10/2019	Caster, Julie	003676	<input type="checkbox"/>
Collins, Robert (88)	04/08/2019	Anderson, Ariel	875971	<input type="checkbox"/>
Collins, Robert (88)	04/08/2019	Apple, Test	003678	<input type="checkbox"/>
Collins, Robert (88)	04/08/2019	Banks, Nora	000086	<input type="checkbox"/>
Collins, Robert (88)	04/08/2019	Barstow, Betty	005456	<input type="checkbox"/>
Collins, Robert (88)	04/08/2019	Beany, Joey	888777	<input type="checkbox"/>
Collins, Robert (88)	04/08/2019	Brady, Alice	008745	<input type="checkbox"/>
Collins, Robert (88)	04/08/2019	Brown, Susan	008787	<input type="checkbox"/>
Collins, Robert (88)	04/05/2019	Anderson, Ariel	875971	<input type="checkbox"/>
Collins, Robert (88)	03/14/2019	Black, Joe	996007	<input type="checkbox"/>
Collins, Robert (88)	02/26/2019	Bond, Jessie	996126	<input type="checkbox"/>
Collins, Robert (88)	12/07/2018	Beaverhausen, Anastasia	165432	<input type="checkbox"/>
Collins, Robert (88)	11/21/2018	Anderson-test, LaJamise	000463	<input type="checkbox"/>
Collins, Robert (88)	11/15/2018	Black, Joe	996007	<input type="checkbox"/>
Collins, Robert (88)	10/02/2018	Barnes, Allison	887788	<input type="checkbox"/>
Collins, Robert (88)	09/05/2018	Bates, Annette	004589	<input type="checkbox"/>

4. Use the **Monitor**, **Review Date**, **Provider**, and **Provider #** boxes to filter the reviews that display. You can also click each column header to sort.
5. Check the box next to each review to export.
6. Click **Export Selected**. A spreadsheet file (XLSX) downloads.