

Download Company Configuration

To download your company configuration your role need to be set as a "Super User".

• On the *Dashboard* screen, select **Extracts**

PPL	Preferences Extracts	Help	Logged in as Howard Paley	Log Out
Dashboard He	oward Pale		Thursday 12 March 2020	

2 On the *Extract* screen, under **Actions**, select **New**

PPL	Preferences Help			Logged in as Log Out Howard Paley
Extract L	ist (Howard Paley) Howa	rd Paley		Thursday 12 March 2020
1	Page 1 of 1 (2 results)		Cear + Advanced	Quick Links
Extract		Owner	Status	Howard Paley (2)
Select All				Actions
E Firm Orders - v1.0		oly-howard-paley	Completed successfully.	2 • New
	Submitted: 13 Feb 2020 11:24:11		S Remove	
	Started: 13 Feb 2020 11:24:12 Completed: 13 Feb 2020 11:24:17		Filters 🕄	
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Et Stamme/II	eare	olv-howard-palev	Completed successfully.	[-] Order By
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			Started: 15 Jan 2020 13:06:30	oly-howard-paley (2)
			Completed: 15 Jan 2020 13:06:30	[-] By Extract
				Firm Orders - v1.0 (1)
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• The following company configuration extracts can be downloaded:



- **Organisations stamps**: lists all the stamps your teams are connected to
- User Configuration Extract: lists all users, their configuration and their last login date.
- Select the extract you wish to download and choose the delivery method (sent via email or direct download):

Deliver Extract via Email	Yes No.	
Email Address		
Email Text		
Password for Attachment (zip)		T

Once the report is ready, you can always download it in the Extract List, by clicking the report name, regardless of the delivery method selected

User Configuration Extract		oly-howard	d-paley	Complete	d successfully.
Email Options Email Report: No	Extract Options LoggedInUserOrgId: LoggedInUserId :	1000186 761	Scheduled Request:	No	Submitted: 12 Mar 2020 08:30:12 Started: 12 Mar 2020 08:30:23 Completed: 12 Mar 2020 08:30:25