

## Exporting Your OnceHub Activities [New]

Our export feature allows you to generate a dataset of all guest activities in your account, with optional filtering to help you refine the data as needed. This guide will detail the export process, providing you with a valuable dataset that can serve as the foundation for creating comprehensive reports.

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### Available Export Formats

Reports can be exported in the following formats:

- CSV
  - Excel
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### Refining Your Dataset Before Exporting

To ensure your exported dataset includes only the data you need, you can apply filters to narrow down the records. For more details on filtering options, refer to our [Filtering Your OnceHub Activities article](#).

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### How to Export Activities

#### **Navigating to the Activities**

1. Click on **Activities** in the left-hand navigation menu

#### **Applying Filters (Optional)**

1. Apply filters or select a Custom filter as required.

#### **Exporting the Activities**

1. Click on **Export** in the top-right corner.
  2. Select your preferred export format from the dropdown menu (e.g., CSV or Excel).
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