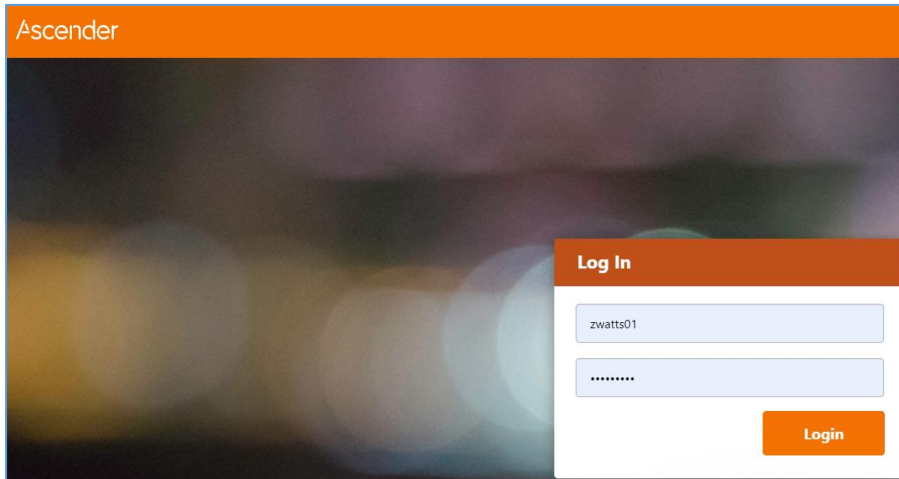
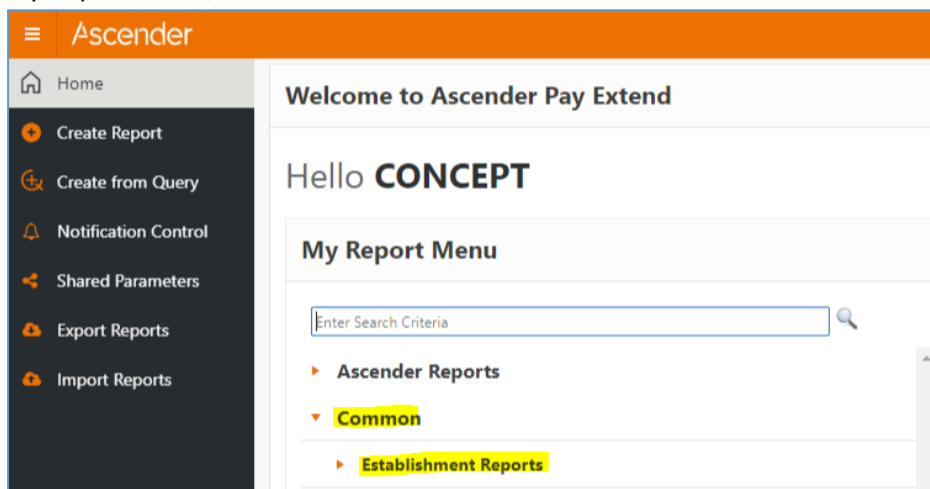


## HOW TO: ACCESS EXTEND REPORTS

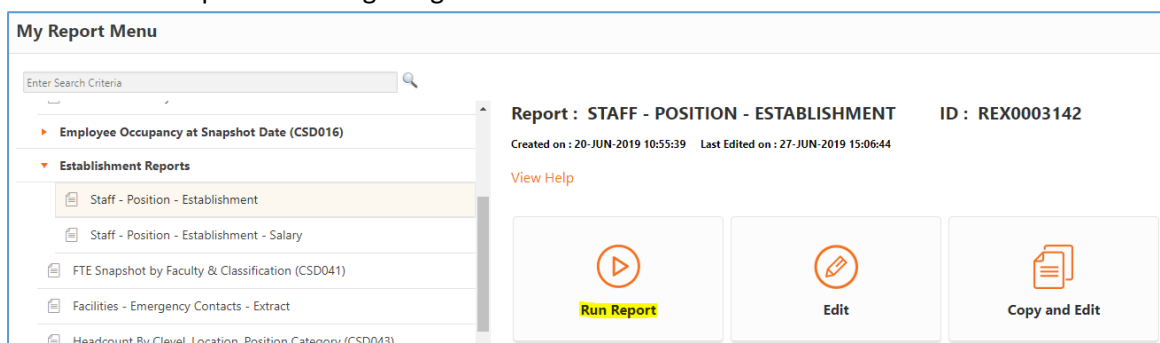
1. Using your Web Browser, go to the [HR Applications Portal](#)
2. From the portal, click on the link to 'Extend Reports'
3. You will be taken to the Extend Log In page, shown below



4. Log in to Extend with your *CSU Username and Password*
5. From the Home page of Ascender Pay Extend select 'Common' then your desired report from the My Report Menu, as below



6. Select the report you would like to run from the options presented then press 'Run Report' in the window pane to the right e.g.



## HOW TO: ACCESS EXTEND REPORTS

- Fill in **ALL** report parameters using the interface and select 'View Report'

Campus

EXCLUDE Classification

**View Report**

- Your report will appear beneath the 'View Report' button. You can work with the results by clicking on the 'Actions' menu. From this menu you can **select columns, filter and format** prior to **downloading** the report.

STAFF - POSITION - ESTABLISHMENT

Division/Faculty	School/Unit	Pos #	Pos Title	Pos Loc
Charles Sturt University	Charles Sturt University	000001	AWM Check Snapshot Position	BA
Charles Sturt University	Charles Sturt University	643656	Extended Terminal Leave	UN
Charles Sturt University	Charles Sturt University	643656	Extended Terminal Leave	UN
Charles Sturt University	Charles Sturt University	643656	Extended Terminal Leave	UN

Actions menu:

- Select Columns
- Filter
- Rows Per Page
- Format
- Flashback
- Save Report
- Reset
- Help
- Download

- Report format (e.g. CSV, Excel, PDF etc.) can be chosen after pressing download

Download

Choose report download format:

CSV HTML Email PDF XLSX

Cancel