Exporting SGreports

This tutorial goes over exporting a report from SGreports. This procedure is the same for all media types. If you have any questions, please contact support@streamguys.com.

Please note: The accuracy of your reports depends on how well you filter for your target population (e.g. your audience).
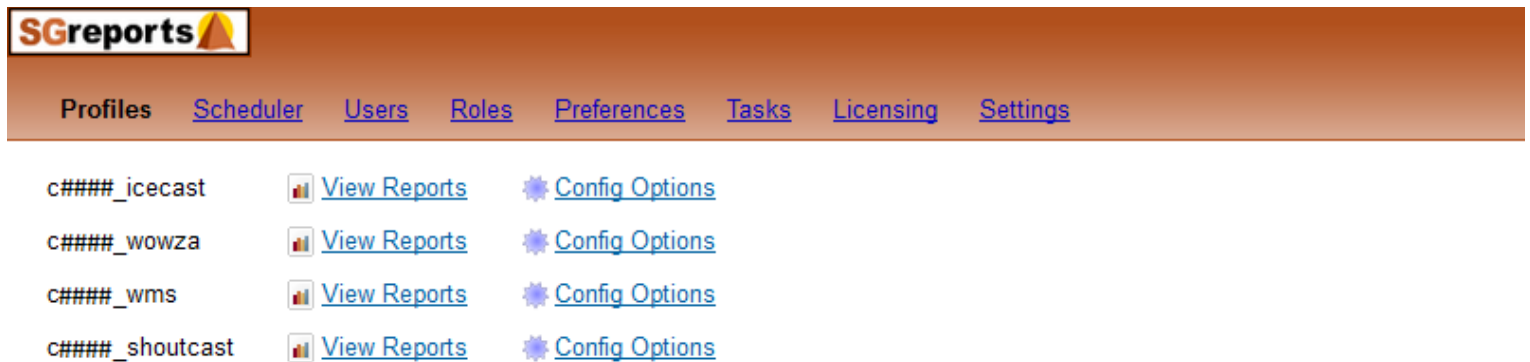
For instructions on filtering, please see the [Filters](#) section of [SGreports How-Tos (Downloadable PDFs)](#).

To have all announcements, prerolls, and Adswizz insertions filtered out as well, please contact support@streamguys.com about setting up a SGreports playlist profile.

If you are exporting for spreadsheets, please see [How To Change the CSV Delimiter.pdf](#).

If you are exporting for NPR, please see [NPR Export Format (CSV to Tab).pdf](#).

Log into your SGreports manager, and select your respective profile.

In the left column, go to one of your report sections (e.g. Pages). *

* Please note: SGreports does not necessarily have a "Pages" section for all media-types. If you need assistance with your specific media-type, please contact support@streamguys.com.

The Pages section; as well as all other exportable sections, will have an icon that looks like a dog-eared page on the top right of the report table. To export your report, click this icon.

<table>
<tr><td>☐ Calendar</td><td colspan="9">**Pages** 20/Aug/2013 – 09/Sep/2013, 21 days (entire date range)</td></tr>
<tr><td>☐ Overview</td><td colspan="9"></td></tr>
<tr><td>☐ npr_report</td><td colspan="9"></td></tr>
<tr><td>▸ Date and time</td><td colspan="9"></td></tr>
<tr><td>☐ Pages</td><td colspan="3">1 - 10 of 49</td><td colspan="6">☐ ◀ ▶ Rows ▾</td></tr>
<tr><td>☐ File types</td><td>Page</td><td>↓ Accesses</td><td></td><td>Visitors</td><td>Size</td><td>Duration</td><td colspan="2">Average duration</td></tr>
<tr><td>☐ Hostnames</td><td>🔍 1 /live.aac</td><td>56,976 86.5 %</td><td>▬▬▬▬▬▬</td><td>2,560</td><td>1111.98 G</td><td>41513:54:14</td><td colspan="2">0:43:43</td></tr>
<tr><td>☐ Countries</td><td>🔍 2 /status.xsl</td><td>5,610 8.5 %</td><td>▪</td><td>2</td><td>20.65 M</td><td>0:00:24</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Regions</td><td>🔍 3 /live</td><td>2,804 4.3 %</td><td>▪</td><td>378</td><td>42.63 G</td><td>799:05:26</td><td colspan="2">0:17:05</td></tr>
<tr><td>☐ Cities</td><td>🔍 4 /live.aac.m3u</td><td>60 0.1 %</td><td></td><td>4</td><td>4.98 K</td><td>0:00:02</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Referrers</td><td>🔍 5 /{default}</td><td>50 0.1 %</td><td></td><td>19</td><td>84.24 K</td><td>0:00:36</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Referrer descriptions</td><td>🔍 6 /style.css</td><td>26 0.0 %</td><td></td><td>2</td><td>128.45 K</td><td>0:00:04</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Search engines</td><td>🔍 7 /corner_topleft.jpg</td><td>26 0.0 %</td><td></td><td>2</td><td>209.17 K</td><td>0:00:02</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Search phrases</td><td>🔍 8 /corner_bottomleft.jpg</td><td>26 0.0 %</td><td></td><td>2</td><td>209.55 K</td><td>0:00:06</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Web browsers</td><td>🔍 9 /tunein.png</td><td>26 0.0 %</td><td></td><td>2</td><td>54.08 K</td><td>0:00:00</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Operating systems</td><td>🔍 10 /corner_topright.jpg</td><td>26 0.0 %</td><td></td><td>2</td><td>209.22 K</td><td>0:00:00</td><td colspan="2">0:00:00</td></tr>
<tr><td>☐ Spiders</td><td>39 other items</td><td>246 0.4 %</td><td></td><td>–</td><td>360.28 K</td><td>0:00:06</td><td colspan="2">0:00:03</td></tr>
<tr><td>☐ Authenticated users</td><td>Total</td><td>65,876 100.0 %</td><td></td><td>–</td><td>1154.64 G</td><td>42313:01:00</td><td colspan="2">1:00:51</td></tr>
<tr><td>☐ Server responses</td><td colspan="9"></td></tr>
</table>

In the Export Table dialog box, make sure All is selected, then click the Export button.

Export Table   ✕

Number of rows

◉ All (118)

◯ Range: 1-10

☐ Export active aggregation rows (Average, Min, Max, Total)

[Export] [Cancel]

Right click the "Open or save CSV file" link, and select "Save Link As..." from the pop-up menu.

Export Table   ✕

The export is complete. Please click the link to open or save the exported CSV file.

Open or save CSV file

| Open Link in New Tab |
| Open Link in New Window |
| Open Link in New Private Window |
| Bookmark This |
| Save Link As... |
| Copy Link Location |
| Inspect Element (Q) |

97,978   1.8 %   09:28:38
69,133   1.2 %   04:44:39
40,514   0.7 %   01:50:17

Name and designate the location of your file accordingly, then click Save.