



Accessing your data

Two steps to generate and download your CSV file

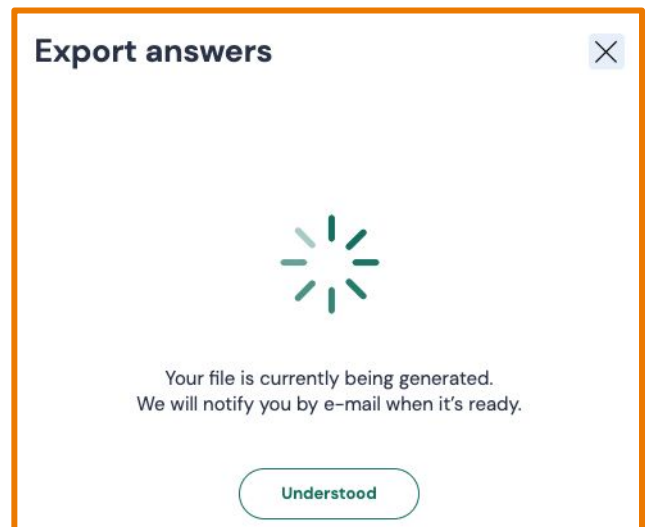
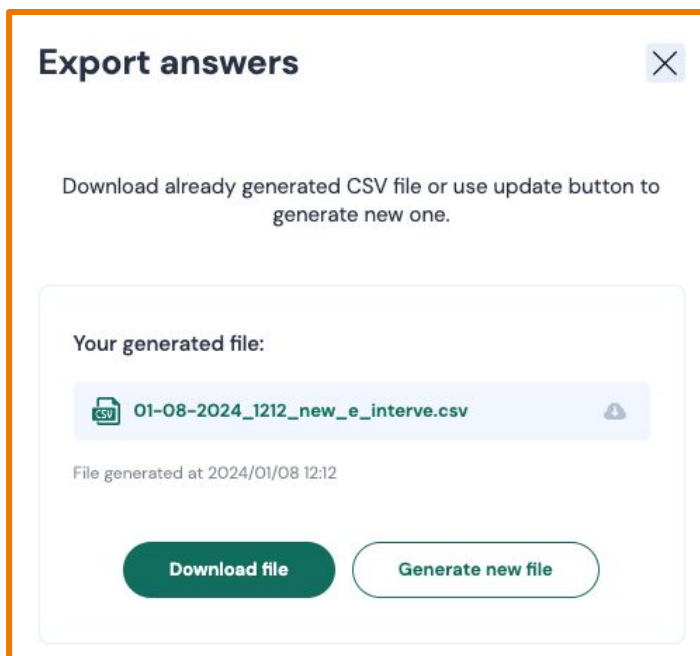
There are two steps that need to be completed in order to access your CSV file. First, you will need to **generate** the file which will ensure you have the most up-to-date data. Second, **refresh** your browser and **download** the file onto your device. **Note:** only the intervention owner and collaborators given data access will be able to generate and download the CSV file.

Step 1: Generate CSV file

Once you click into your intervention tile on your dashboard, you will be directed to the intervention landing page. This is where you will see all of your sessions, sending settings, invite participant options, intervention status, and **'Export answers'** button.




Click **'Export answers'** to view the pop-up below. Here you will see the most recent generated file for this intervention. To ensure that you will be downloading the most up-to-date data, click **'Generate new file'**, followed by **'Understood'**. **Note:** if this is your first time generating a CSV file for this intervention, you will only be shown the option to generate a file (not download a previous one).

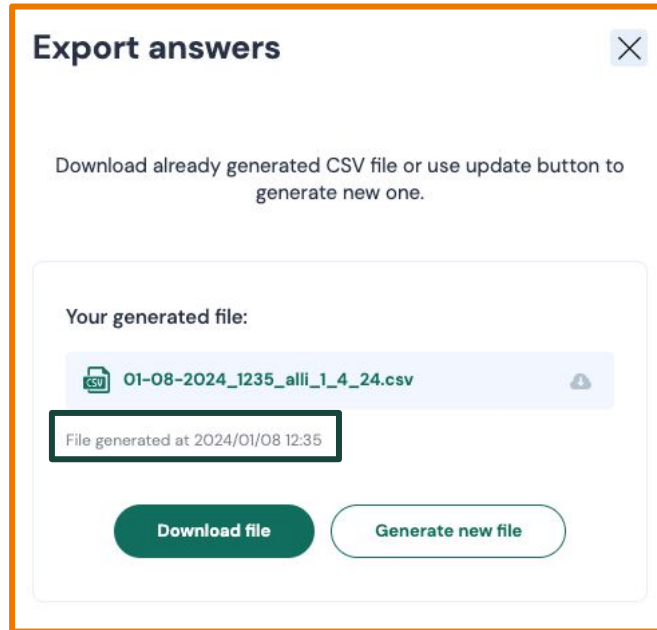


Step 2: Download CSV file

There are two ways to know when your CSV file is done generating and is ready for download:

1. You will receive an email letting you know your CSV file is ready to download
2. Refresh your browser 

Click '**Export answers**' and you will now see a new file ready to download with today's date. Click '**Download file**' and your new CSV file will download into your device's downloads folder.



How do I give a collaborator data access?

Please see our resources on adding collaborators to your intervention and how to give them data access permissions [here](#).

