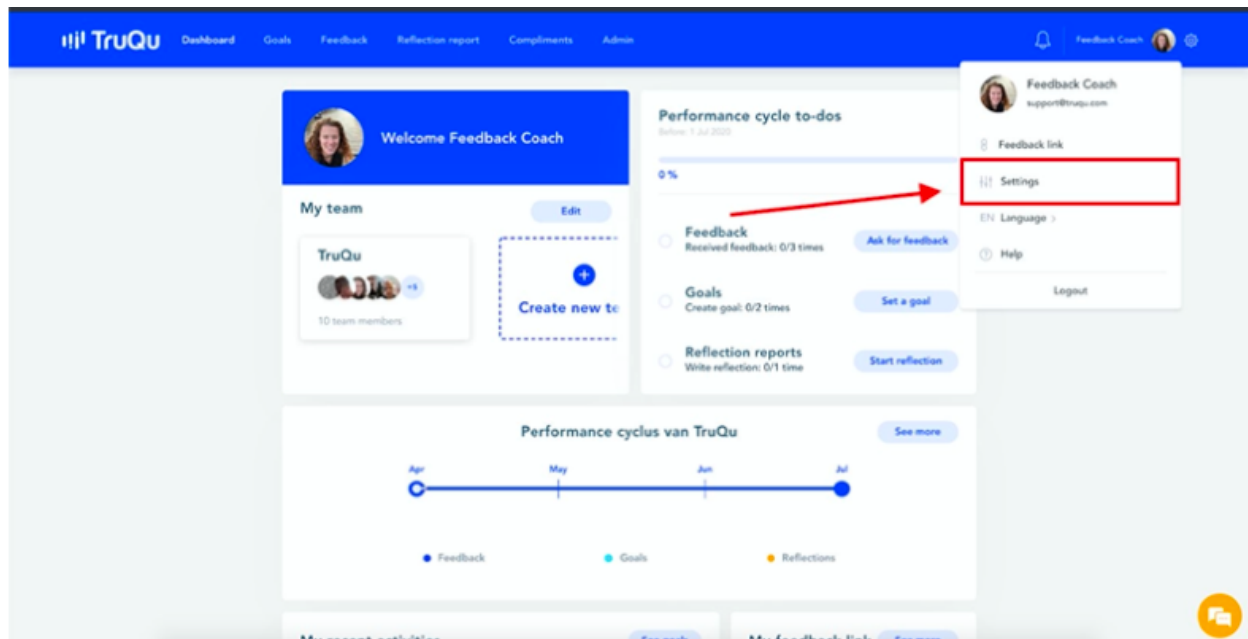


Data extraction manual TruQu

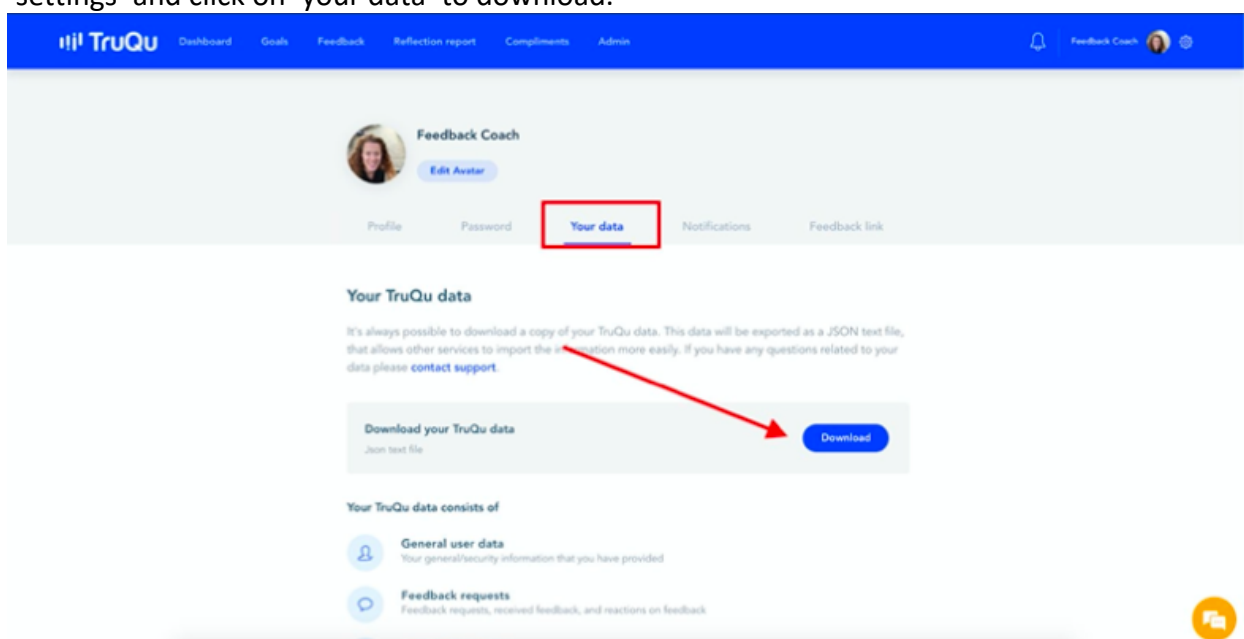
There are 4 different ways to export data from TruQu:

1. Per user - all data in a JSON file;
2. Per user – all actions loaded into a reflection report;
3. Per action – a feedback action or a reflection report in a PDF file;
4. Per template – (anonymous) data entries in a CSV or Excel file.

1. Per user – JSON file



Download all your TruQu data in a JSON file, in order to be able to upload your data to another tool in the future. In the right upper corner, click on your profile picture, press 'settings' and click on 'your data' to download.

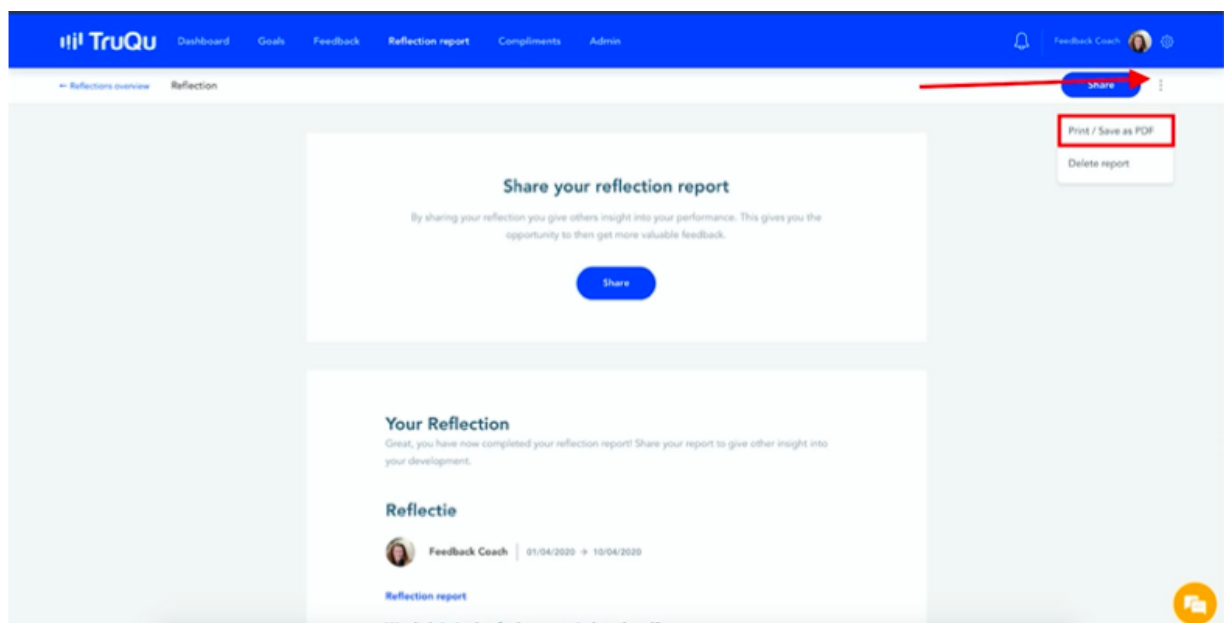
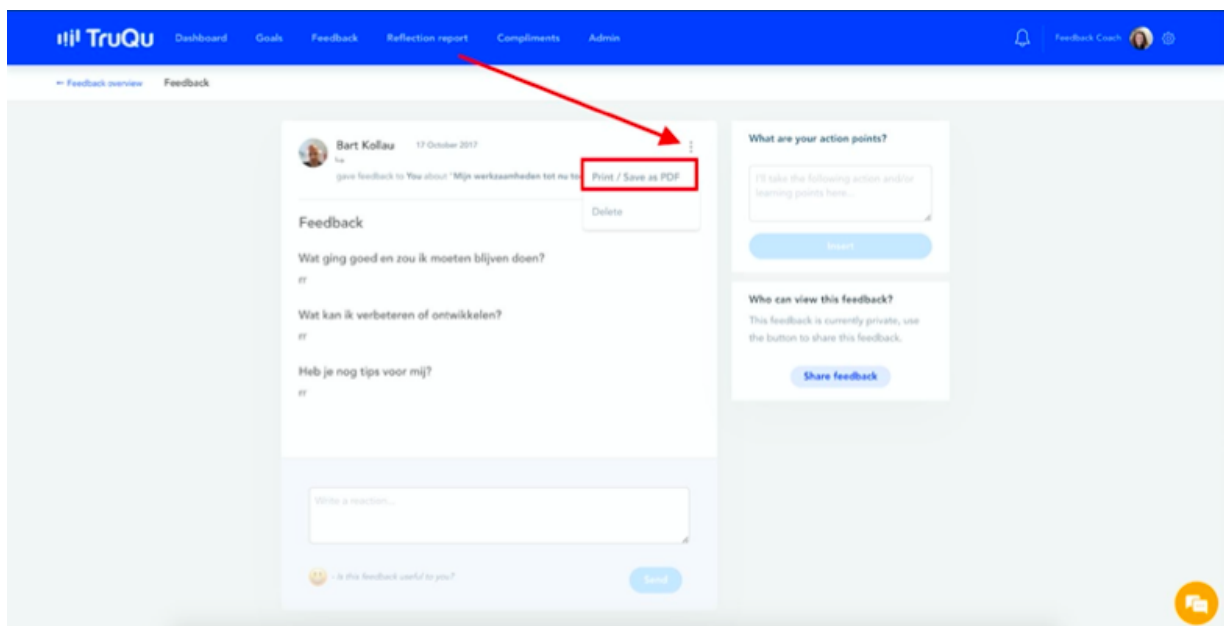


2. Per user – Reflection report

Navigate to the reflection module and choose to write a new reflection. When selecting the time period you'll be reflecting on, select the entire time period you have had your TruQu account. Reflect as you'd normally do or leave reflection open and be sure to add all the actions TruQu shows in your overview. Complete your reflection and print/save as pdf, like stated in the next section of this document.

3. Per action

Save your feedback or reflection report to a PDF file by clicking on the three dots in the right upper corner of your action page, and press 'print/save as pdf'.



4. Per template

If you are an admin or coach, you're able to download data per template. In order to do so, navigate to the admin panel and click on 'template analysis'. Select the template and press 'DOWNLOAD CSV' or 'DOWNLOAD Excel'.

