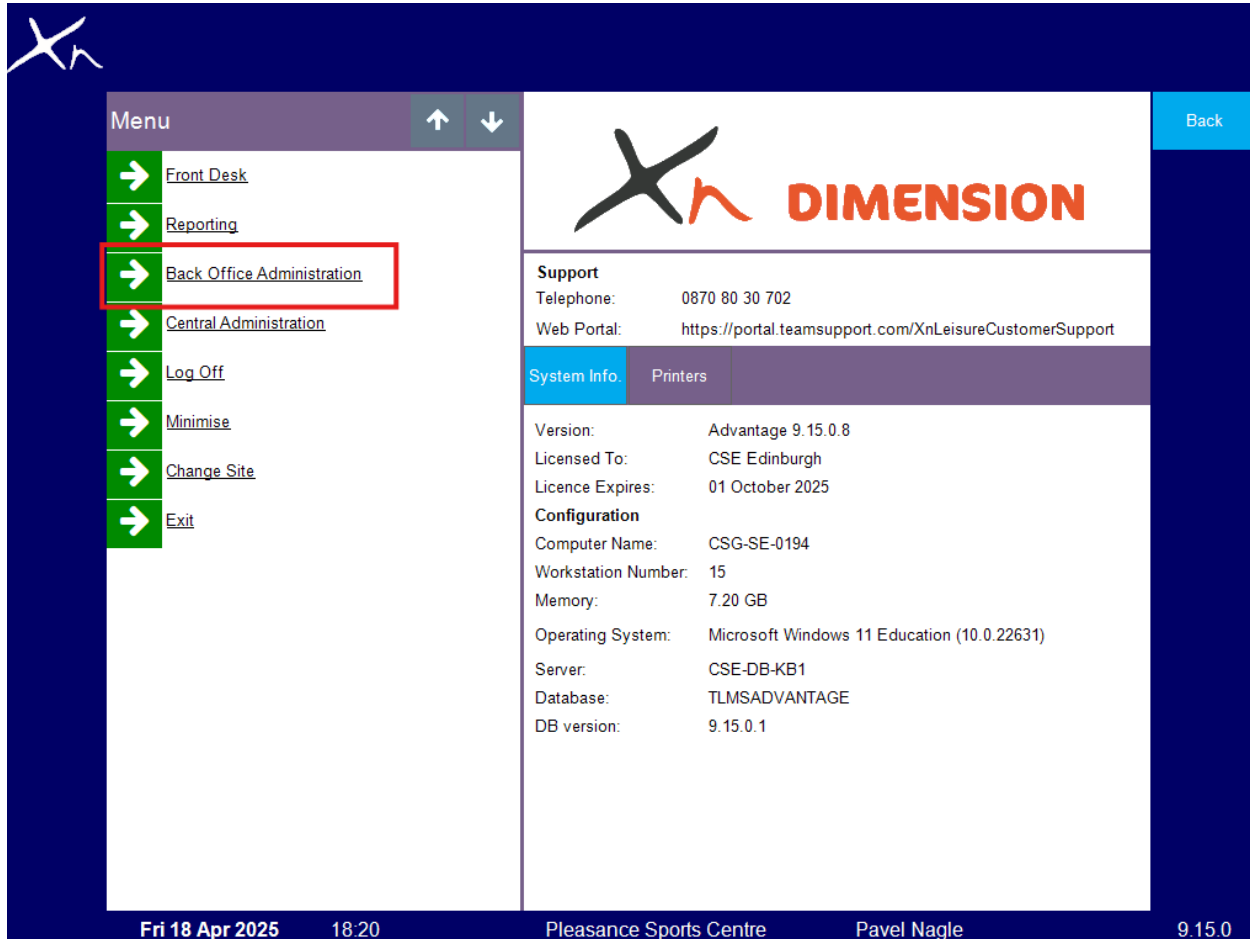


The following guides you step by step how to obtain the CSV file from Xn back office that can be uploaded into WebXn.

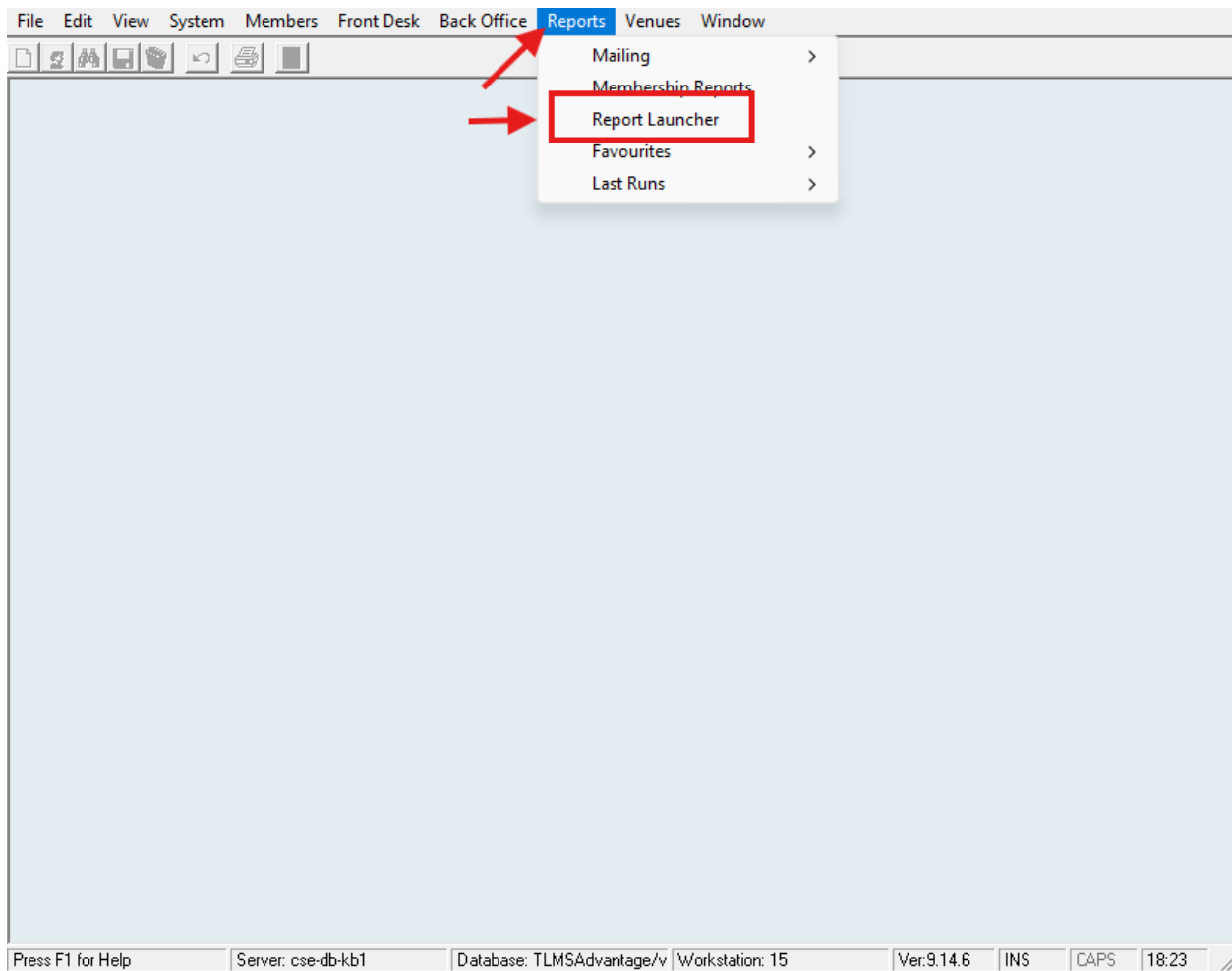
1. In the Xn Menu, go to “**Back Office Administration**”.



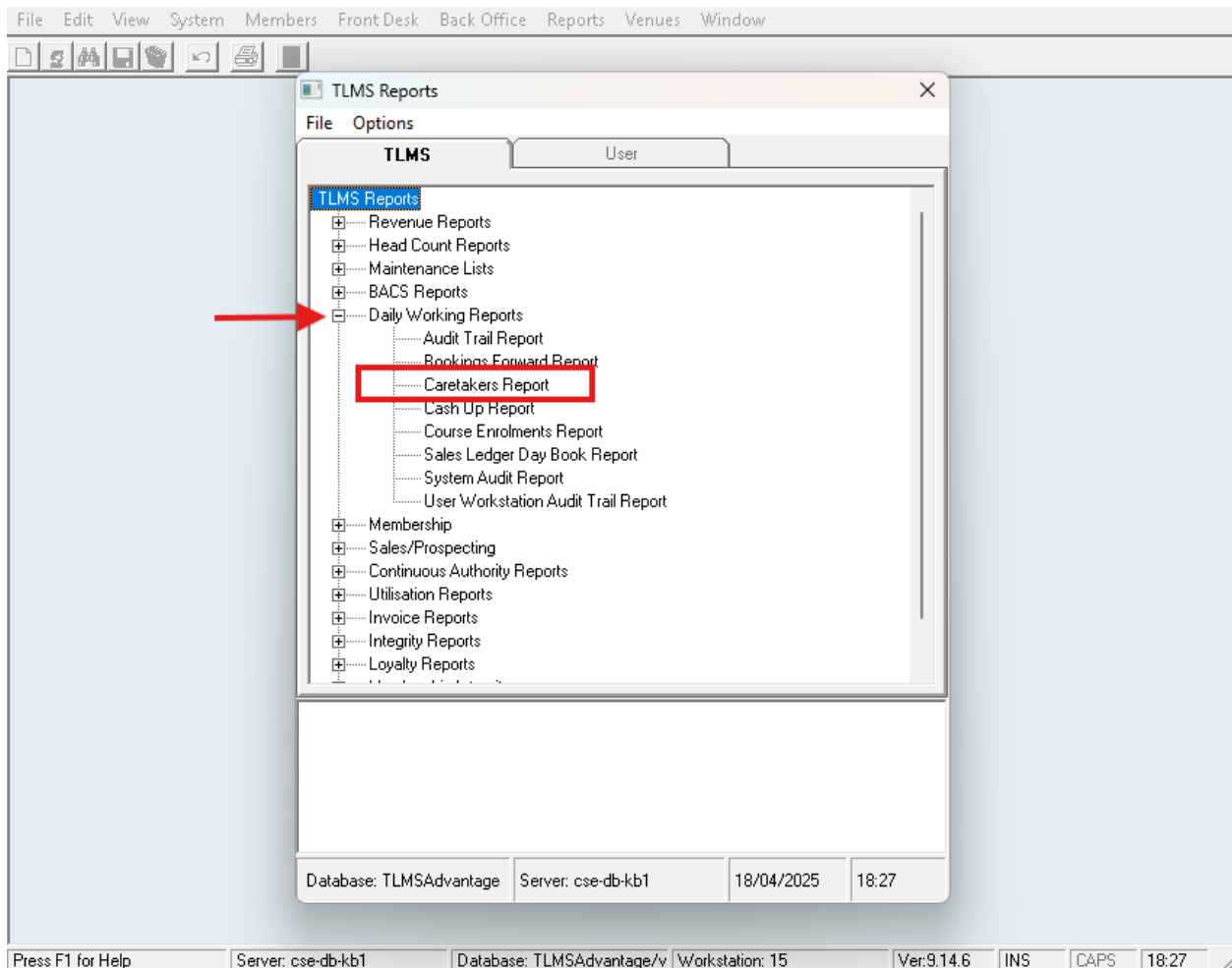
The screenshot displays the Xn Dimension software interface. On the left, a vertical menu lists several options: Front Desk, Reporting, Back Office Administration (highlighted with a red box), Central Administration, Log Off, Minimise, Change Site, and Exit. The main content area on the right features the Xn Dimension logo at the top, followed by support contact information (Telephone: 0870 80 30 702, Web Portal: https://portal.teamsupport.com/XnLeisureCustomerSupport). Below this, there are tabs for System Info and Printers. The System Info tab is active, showing details such as Version (Advantage 9.15.0.8), Licensed To (CSE Edinburgh), Licence Expires (01 October 2025), Configuration (Computer Name: CSG-SE-0194, Workstation Number: 15, Memory: 7.20 GB, Operating System: Microsoft Windows 11 Education (10.0.22631), Server: CSE-DB-KB1, Database: TLMSADVANTAGE, DB version: 9.15.0.1). The bottom status bar indicates the date and time (Fri 18 Apr 2025, 18:20), the location (Pleasance Sports Centre), the user (Pavel Nagle), and the version (9.15.0).

System Info	Printers
Version:	Advantage 9.15.0.8
Licensed To:	CSE Edinburgh
Licence Expires:	01 October 2025
Configuration	
Computer Name:	CSG-SE-0194
Workstation Number:	15
Memory:	7.20 GB
Operating System:	Microsoft Windows 11 Education (10.0.22631)
Server:	CSE-DB-KB1
Database:	TLMSADVANTAGE
DB version:	9.15.0.1

2. Select **“Reports”** from toolbar and then **“Report Launcher”** from the dropdown menu.



3. In the TLMS Reports console, select **“Daily Working Reports”** followed by **“Caretakers Report”**.



4. Input the parameters. **Venue** must be set to **Peffermill Playing Fields**. Select a **Start/End Date**. Note that if you are using WebXn for Grounds or a grass sheet, your **start date** must be a Monday. The 4 toggle buttons to the right **in blue** must remain “Off”. Once parameters are set, click “**Run**”. This will generate a **Caretakers Report**.

File Edit View System Members Front Desk Back Office Reports Venues Window

TLMS Reports

File Options

TLMS User

Parameters for: Caretakers Report

Select Venue Peffermill Playing Fields ☒ On

Select Start Date 18/04/2025

Select End Date 18/04/2025

Select Start Time 06:00 ☐ Off

Select End Time 06:30 ☐ Off

Select Location 3g-1 ☐ Off

Select Activity 10 Swim Voucher ☐ Off

Run Quit

(To select a Time-Band - Enter a Start and End Time setting)

Database: TLMSAdvantage Server: cse-db-kb1 18/04/2025 18:28

Press F1 for Help Server: cse-db-kb1 Database: TLMSAdvantage/v Workstation: 15 Ver: 9.14.6 INS CAPS 18:28

5. Once the report has been generated, click the **Envelope Icon** in the top left hand corner. In the resulting userform, ensure that you select “**Seperated Values (CSV)**” from the “**Format**” dropdown. Click “**OK**”.

Preview of Caretakers Report

Preview

Caretakers Report

Parameters : Venue : Peffermill Playing Fields
Dates : From 18/04/2025 To 18/04/2025
Times : All Times

Location : All Locations
Activity : All Activities

Date - Location	Sub Location	Activity	Person	Notes
Peffermill Playing Fields				
18 April 2025 - Astro 1				
09:00 to 17:00	Half 1	Hockey (training)	COMPLETE HOCKEY COACHING	
09:00 to 17:00	Half 2	Hockey (training)		
18:00 to 20:00	Half 1	Hockey (training)		
18:00 to 20:00	Half 2	Hockey (training)		
20:00 to 21:30	Half 1	Hockey (training)		
20:00 to 21:30	Half 2	Hockey (training)		
18 April 2025 - Astro 2				
09:00 to 17:00	Half 1	Hockey (training)		
09:00 to 17:00	Half 2	Hockey (training)		
17:00 to 19:00	Half 1	Hockey (training)	SU MENS HOCKEY CLUB	
17:00 to 19:00	Half 2	Hockey (training)	SU MENS HOCKEY CLUB	
19:00 to 20:00	Half 1	Hockey (training)	MEDICS HOCKEY	Medics C/o Ma edinbu
19:00 to 20:00	Half 2	Hockey (training)	MEDICS HOCKEY	Medics C/o Ma edinbu
18 April 2025 - 3g-1				
10:00 to 15:30	Half 1	Rugby (training)	ACCELERATE RUGBY	Acceler

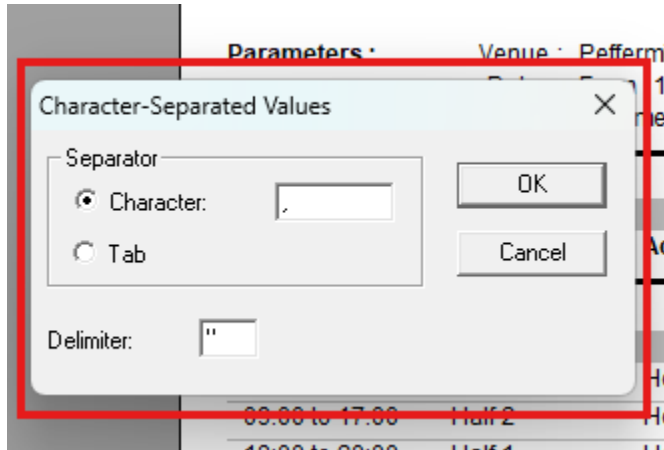
Export

Format: **Separated Values (CSV)**

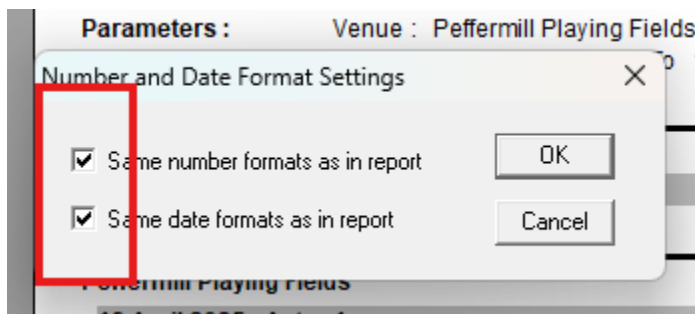
Destination: **Disk file**

OK Cancel

6. Xn will ask how you would like to format your values in the CSV. YOU SHOULDN'T NEED TO CHANGE ANYTHING IN THIS USERFORM. Ensure that you select **“Character”** and have the comma (,) as your separator. Your delimiter should be the double quotation (“). Click OK.



7. In the **Number and Date Format Settings** userform, select both boxes. Hit OK. You can now download the CSV file as you would any other file.



IMPORTANT: You must File → Exit the back office of Xn after you have finished.