

Here are the steps to export the information from Call Steward.

Step 1: Choose the Job/Event

The screenshot shows the 'Jobs / Events' interface. At the top, there is a search bar with the text 'Job#, Event, Employer, Venue' and a '+ Add' button. Below the search bar, there are tabs for 'My Jobs' and 'All Jobs', and a 'Show Deleted Jobs' toggle. The main area displays a list of events. The first event is 'Event: Nutter Center - Men's Basketball Robert Morris' with a red arrow pointing to it. The second event is 'Event: DCC strike Ebony set cheer' with a red arrow pointing to it. The third event is 'Event: DPAA Warehouse call'.

Event	Employer	Start Date	End Date	Pub	Report	HW	Other	HTS	Progress
Event: Nutter Center - Men's Basketball Robert Morris	@ Nutter Center for Nutter Center - Tech, Nathan Moore	February 22 2026	February 22 2026	Pub	Report: *	HW: *	Other: *	HTS: *	0/1/1
Event: DCC strike Ebony set cheer	@ Dayton Convention Center for Dayton Convention Center, Wilton Bunn	February 22 2026	February 22 2026	Pub	Report: *	HW: *	Other: *	HTS: *	0/0/4
Event: DPAA Warehouse call	@ DPAA - Ballet Warehouse for Dayton Performing Arts Alliance (DPAA) Chris, Chris Brislin	February 22 2026	February 22 2026	Pub	Report: *	HW: *	Other: *	HTS: *	0/2/7

Step 2: Choose the New Sheet button

The screenshot shows the 'Jobs / Events: DCC strike Ebony set cheer' interface. At the top, there are buttons for 'Clone Job', 'Edit Job', and '+ Add New Call'. Below these, there is a section for job details including 'Job Number: #308877', 'Start Date: February 22 2026', 'End Date: February 22 2026', 'Steward: Jeff Junker', and 'Dispatched by: Brian Shawhan'. There is also a section for 'Employer: Dayton Convention Center' with contact information. A 'Global Skills' section lists '1. NA', '2. NA', and '3. NA'. A 'Delete Call Without Notify' toggle is visible. The 'Created by' section shows 'IATSE Local 66' and 'February 11 2026 11:44 am'. There are also 'Global Call Timer' and 'Job Call Timer' sections. Below the details, there is a navigation bar with buttons for 'View Calls', 'Phone Sheet', 'Attendance', 'Sign In Sheet', 'New Sheet', 'Employee Data (.csv)', 'Archive Report', and 'Wishlist Summary'. A red arrow points to the 'New Sheet' button. At the bottom, there is a summary card with 'Issues require attention' and 'Calls have no employee assigned.' and 'Assignments are unconfirmed.' There is also a map showing the venue location: 'Dayton Convention Center, 22 E 5th St, Dayton, 454502, Ohio, USA'.

Step 3: Choose the Export icon

The screenshot shows a web application interface with a top navigation bar containing navigation and utility icons. On the left, a dark blue sidebar contains a search icon, a list icon, and an export icon (a document with an arrow) which is highlighted by a red arrow. The main content area displays a report titled "Sign In For **DCC strike Ebony set cheer**" at the "Dayton Convention Center". The report includes a table with the following data:

Start	02/22/2026	End	02/22/2026						
Steward	Jeff Junker	Created By	IATSE Local 66						
Request									
Comments									
Feb 22, 2026		Count	4						
#	Name	Sen	Position	Sign In	In	Out	In	Out	Notes
1	Toliver,Diann	10	01 Stagehand		12:00 AM				
2	Sumner,Joel	16	01 Stagehand		12:00 AM				
3	Junker,Jeff	17	01 Stagehand		12:00 AM				
4	Owings,Jon	34	01 Stagehand		12:00 AM				

Step 4: Open the Format selection dropdown

The screenshot shows the same web application interface, but with the 'EXPORT' dropdown menu open on the left sidebar. A red arrow points to the 'HTML file' option. The main content area displays the same sign-in report as in Step 3, with the following data:

Start	02/22/2026	End	02/22/2026						
Steward	Jeff Junker	Created By	IATSE Local 66						
Request									
Comments									
Feb 22, 2026		Count	4						
#	Name	Sen	Position	Sign In	In	Out	In	Out	Notes
1	Toliver,Diann	10	01 Stagehand		12:00 AM				
2	Sumner,Joel	16	01 Stagehand		12:00 AM				
3	Junker,Jeff	17	01 Stagehand		12:00 AM				
4	Owings,Jon	34	01 Stagehand		12:00 AM				

Step 5: Choose Excel workbook (xlsx) format

The screenshot shows the 'EXPORT' interface. On the left, a 'Format' dropdown menu is open, listing options: Excel workbook (xlsx), HTML file, Excel workbook (xlsx), Tabular data, and PDF document. The 'Excel workbook (xlsx)' option is selected, indicated by a red arrow. Below the format menu are fields for 'File Name', 'ActiveReports', 'INFO' (Author), and 'PAGE' (Size, Orientation). An 'Export' button is at the bottom.

The main content area displays a sign-in form for 'DCC strike Ebony set cheer' at the 'Dayton Convention Center'. It includes a logo, a 'Call Steward' button, and a table with the following data:

Start	02/22/2026	End	02/22/2026
Steward	Jeff Junker	Created By	IATSE Local 66
Request			
Comments			

Below the form is a summary table for 'Feb 22, 2026':

Feb 22, 2026		Count		4					
#	Name	Sen	Position	Sign In	In	Out	In	Out	Notes
1	Toliver,Diann	10	01 Stagehand		12:00 AM				
2	Sumner,Joel	16	01 Stagehand		12:00 AM				
3	Junker,Jeff	17	01 Stagehand		12:00 AM				
4	Owings,Jon	34	01 Stagehand		12:00 AM				

Step 6: Change the File Name to a valid name (optional)

The screenshot shows the 'EXPORT' interface with the 'File Name' field highlighted by a red box. The field contains the text 'DCC 2026-02-22'. The rest of the interface, including the format dropdown and the sign-in form content, is identical to the previous screenshot.

Step 7: Click Export to download the xlsx file

EXPORT

Format: Excel workbook (xlsx)

Sheet Name

Page

Password

File Name

ActiveReports

INFO

Author

PAGE

Size: Letter

Orientation: Portrait

Export

Sign In For *DCC strike Ebony set cheer*
@ Dayton Convention Center
Employer Dayton Convention Center

Call Steward

Start	02/22/2026	End	02/22/2026
Steward	Jeff Junker	Created By	IATSE Local 66
Request			
Comments			

Feb 22, 2026 **Count** **4**

#	Name	Sen	Position	Sign In	In	Out	In	Out	Notes
1	Toliver,Diann	10	01 Stagehand		12:00 AM				
2	Sumner,Joel	16	01 Stagehand		12:00 AM				
3	Junker,Jeff	17	01 Stagehand		12:00 AM				
4	Owings,Jon	34	01 Stagehand		12:00 AM				

Step 8: An indicator of the file being download should occur in the browser

reports.callsteward.com/#/jobReports/aHR0cHM6Ly9z...

DCC 2026-02-22 (1).xlsx
18.2 KB • Done

DCC 2026-02-22.xlsx
18.2 KB • Done

Step 9: Open the file explorer (for Windows open Windows Explorer) and goto Downloads to find the file.

Downloads

Downloads

Name	Date modified	Type	Size
Today			
DCC 2026-02-22 (1).xlsx	2/20/2026 6:03 PM	Microsoft Excel Work...	
DCC 2026-02-22.xlsx	2/20/2026 6:03 PM	Microsoft Excel Work...	

