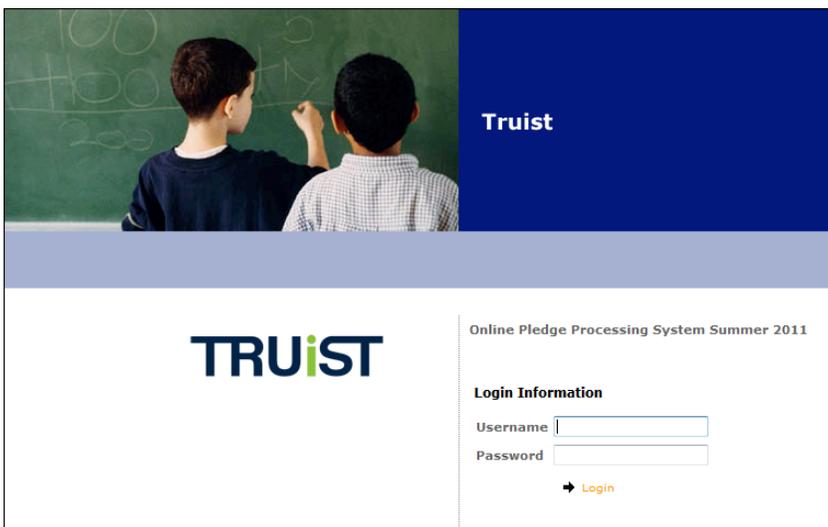




EXPORTING PANEL GROUP AGENCIES

This document contains the steps to export OPPS agencies in your Panel Groups.

1. Log in to OPPS.



2. Expand  **Organizations** > [your organization (Truist)].



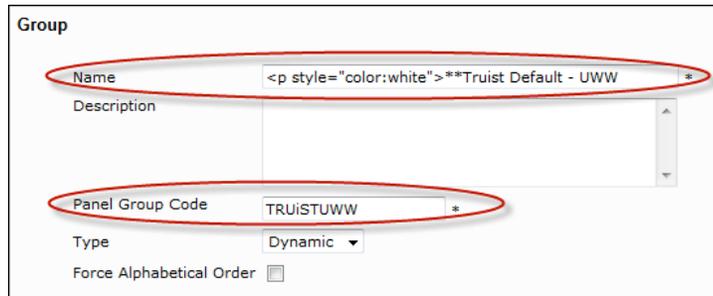


3. Obtain the Panel Group code.

a. Open **Panel Groups** > [your Panel Group(s)].



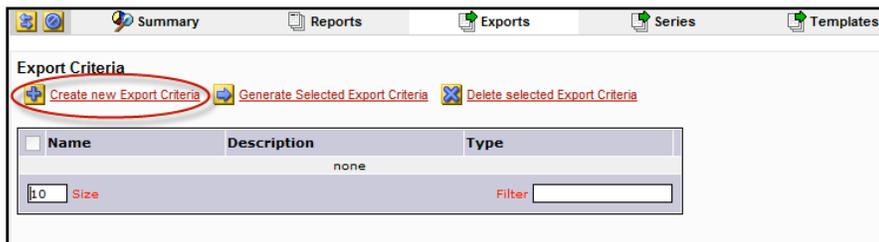
b. Note the Panel Group code and name.



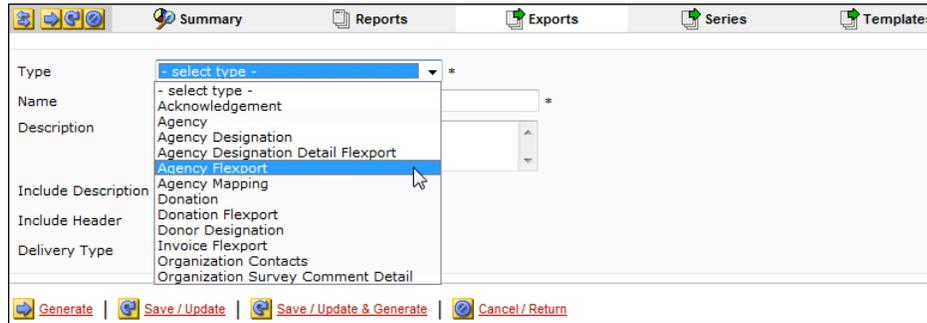
4. Expand the **Reporting** node and click **Exports**.



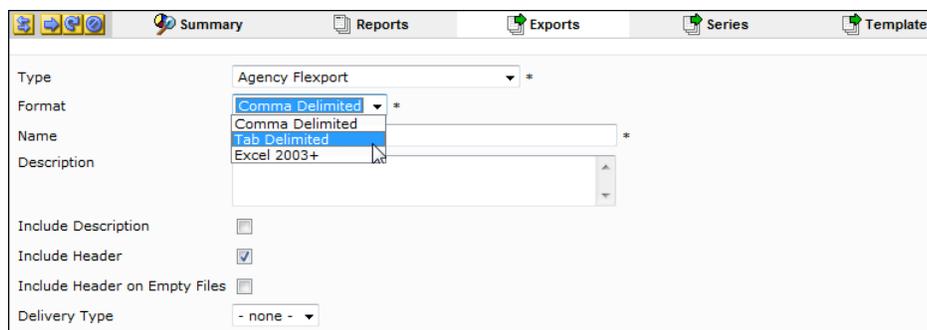
5. Click  **Create new Export Criteria**.



a. From the *Type* dropdown menu, select “Agency Flexport.”

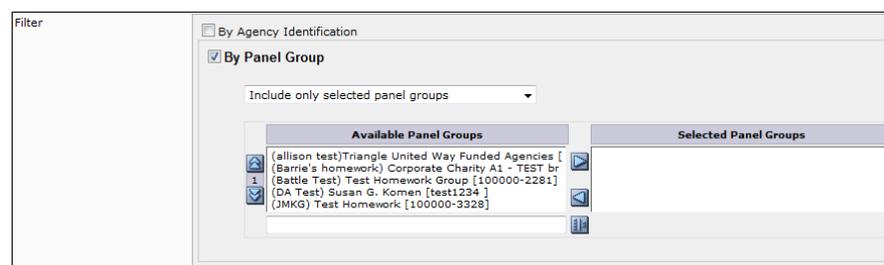



b. Choose tab delimited format.



c. Filter by Panel Group.

- i. Select **“Include only selected Panel Groups”** from the dropdown menu.
- ii. Find your Panel Group(s) using the Panel Group Code.



6. Click  **Save / Update & Generate**.

7. Once complete, save the file and open it in Excel. The report will list the agency for each panel group it is aligned to, including Panel Groups you did not select. You will need to filter out the Panel Groups of other companies.