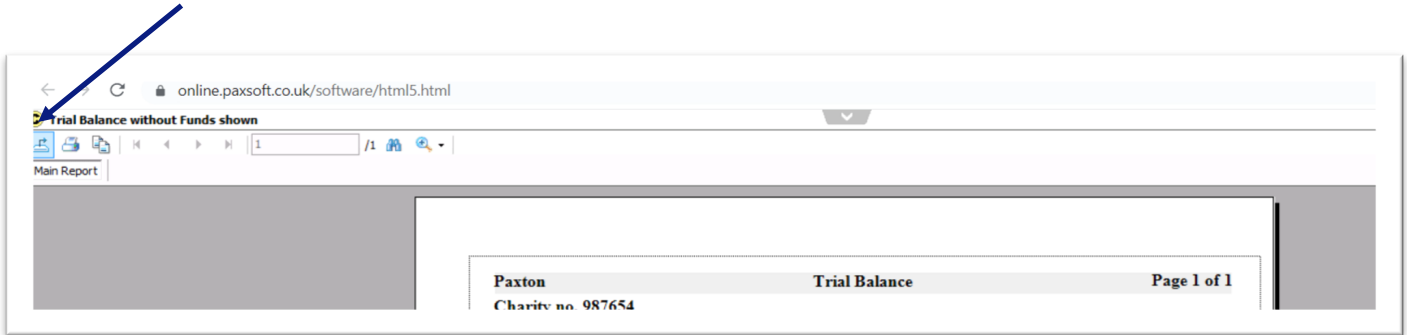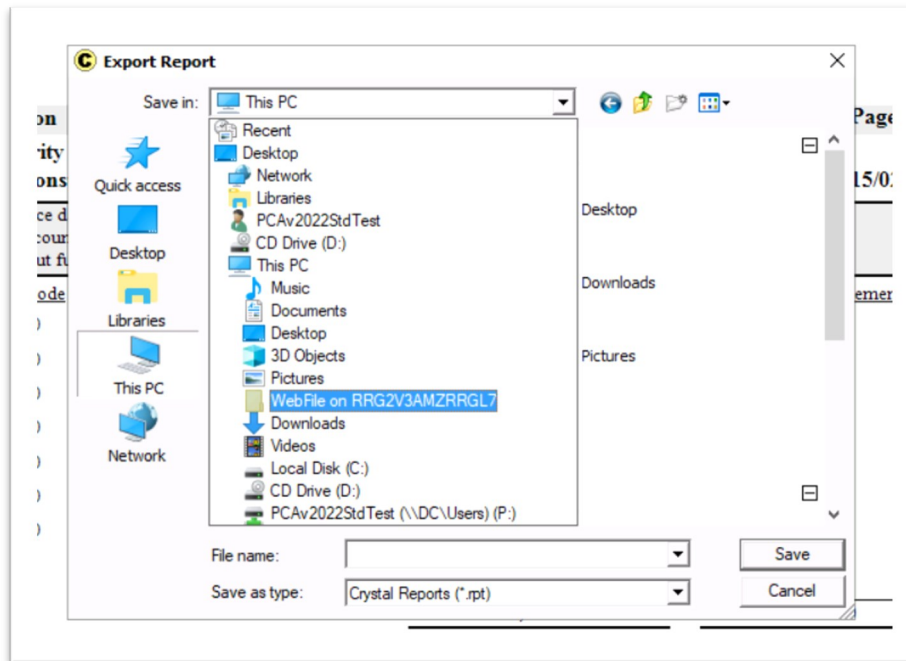# EXPORTING REPORTS

Preview the report that you wish to Export and click on the Export icon at the top left of the preview window.

Click the down arrow next to 'Save in' and choose 'WebFile on ….' This will download the report straight into the downloads folder on your local computer.

Enter your file name and file type, e.g. PDF and click on Save. Depending on your web browser you should get the option to Save or Open the file. If you choose Save it will open your Downloads folder for you to be able to copy and paste the file into the desired location. If you choose Open then it will open the document and you can choose to print or save it from there.