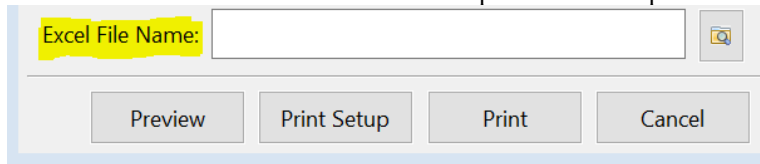

Export Reports to Excel

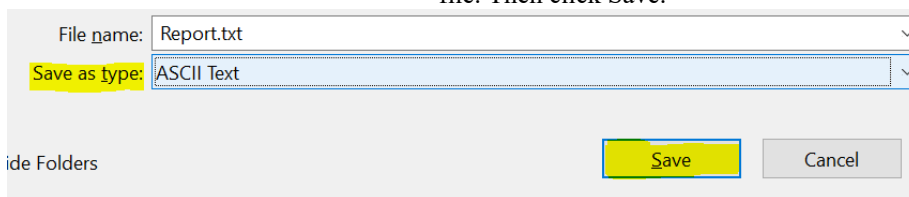
Some reports have the option to export to Excel, as seen in the following image.



How to export reports to Excel when no option is available on the report window:

If the option to export to Excel is not available for a specific report you are hoping to export to Excel, follow these steps:

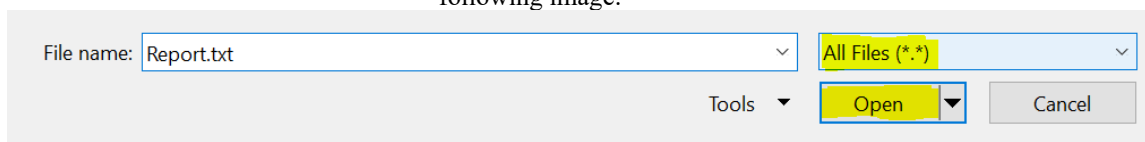
1. Open the report you want to export to Excel.
2. Enter your dates and any other information desired for the report.
3. Press **CTRL + A**, this will open your file explorer.
4. Select where you will save the file. Name your file and select **ASCII Text** file. Then click Save.



5. Click Preview on the report window. This will add the report to the file you just created.

Note: If you do **not** click Preview, this file will be blank.

6. Open Excel, click File > Open > Browse. Navigate to the file you just created and select it. Make sure to select **All Files**, as shown in the following image:



7. After you click **Open**, you should be able to press **Next** through their Text Import Wizard for formatting this file. Now your file will open in Excel.

Note: You will most likely need to edit the format of the file, this is to be expected.