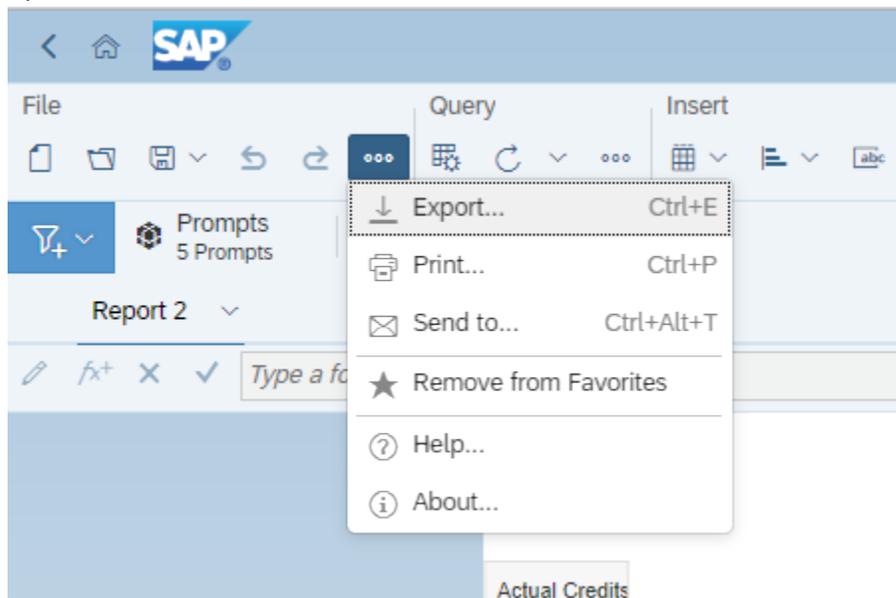


## Export A Report

*You can export a report to view the data more closely.*

**\*\*\*Do not export a report and send it via email. If a report needs to be shared with others, please export, and move the report from your downloads folder to a private drive or SFT the report to the user.**

1. If you do not see the export option in the toolbar at the top of the report, click on the ellipsis to reveal more options within the File section. The export icon will then be an option.



2. Determine what data from the report you want to export.
3. When selecting CSV or Excel, CSV removes the report formatting, and Excel keeps the report formatting.

**\*\*\*Do not export a report and send it via email. If a report needs to be shared with others, please export, and move the report from your downloads folder to a private drive or SFT the report to the user.**