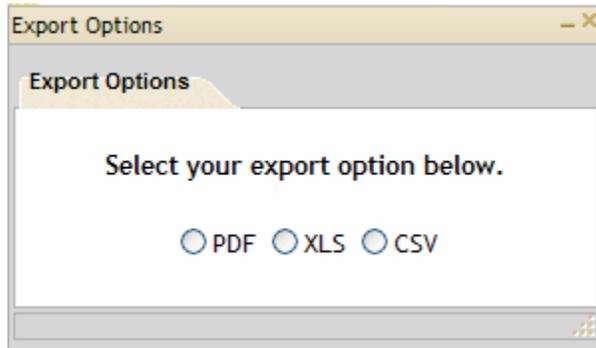⇦ ⇨
Printing Reports PM2

Printing a Report

- To print a report, click on the Export Icon , which is usually located in the header of the report.
- Each report may have different options:

  - Choose **PDF** for an exact duplicate of the report, great for a report that is 1 page. Non-tabular reports only provide the PDF option.
  - Choose **XLS** (Excel) whenever a report shows multiple pages in its view, if you want to remove columns or perform multiple column sorting..
  - **CSV** (comma separated value) is a database type file and used to load results into other programs.

  Download to save or print the report.

For step-by-step instrustions try the Exporting Reports Tutorial!

Printing a Graph

- Right click on the graph and a menu will popup to allow you to print or save the image.