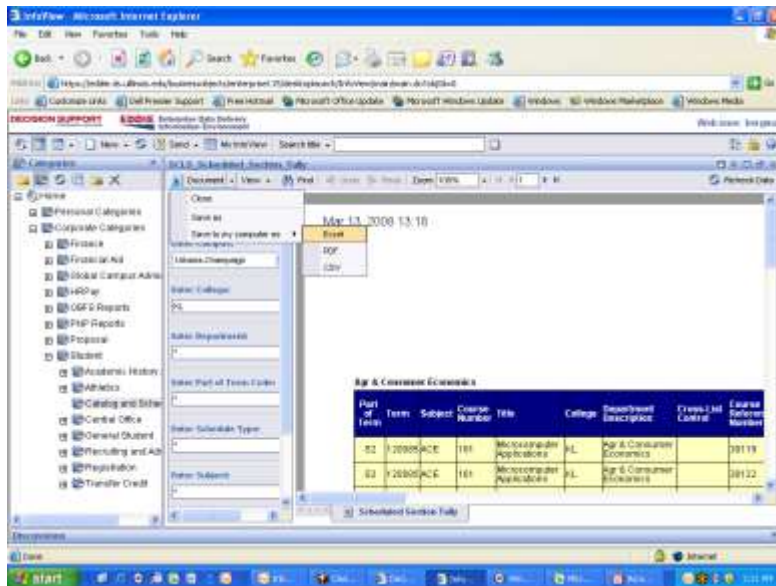


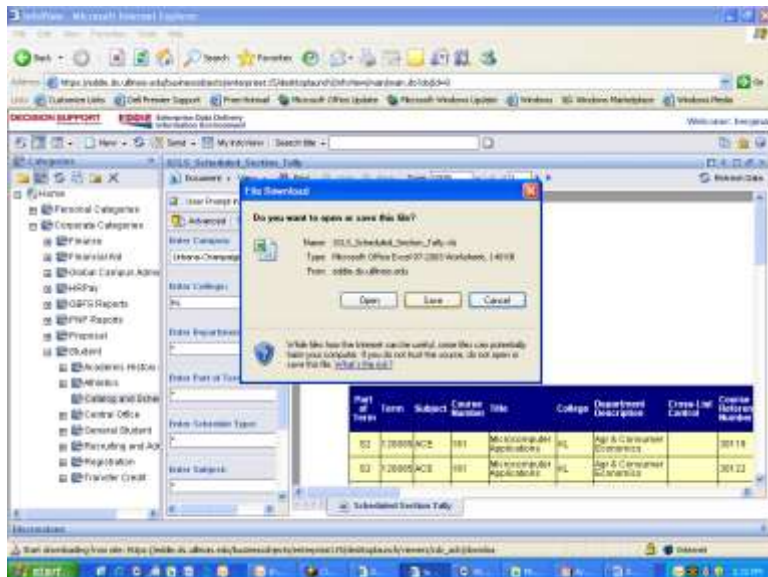
Print Standard Report to EXCEL

After the report finishes running:

- 1) Go To: DOCUMENT
- 2) Click: SAVE TO MY COMPUTER AS



- 3) Click SAVE

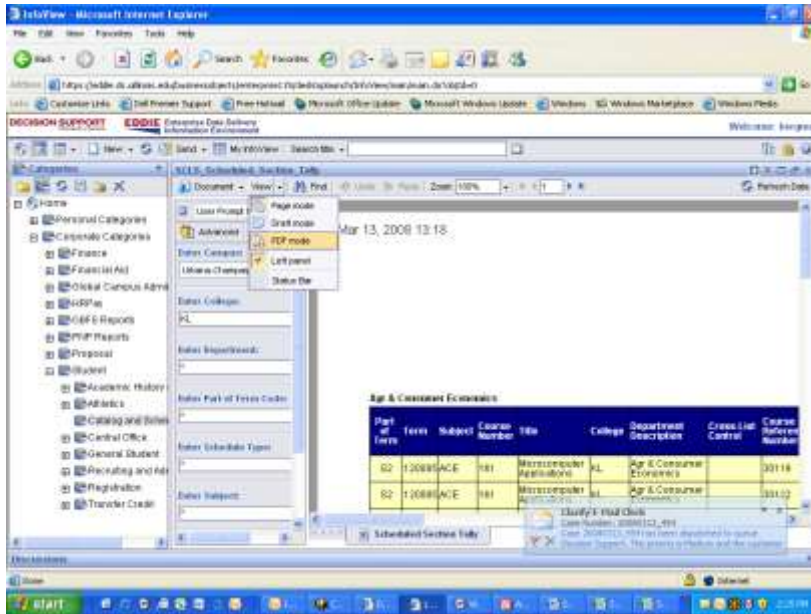


- 4) The data will appear in an EXCEL format, Go To FILE, SAVE AS and then save the file where you want it.

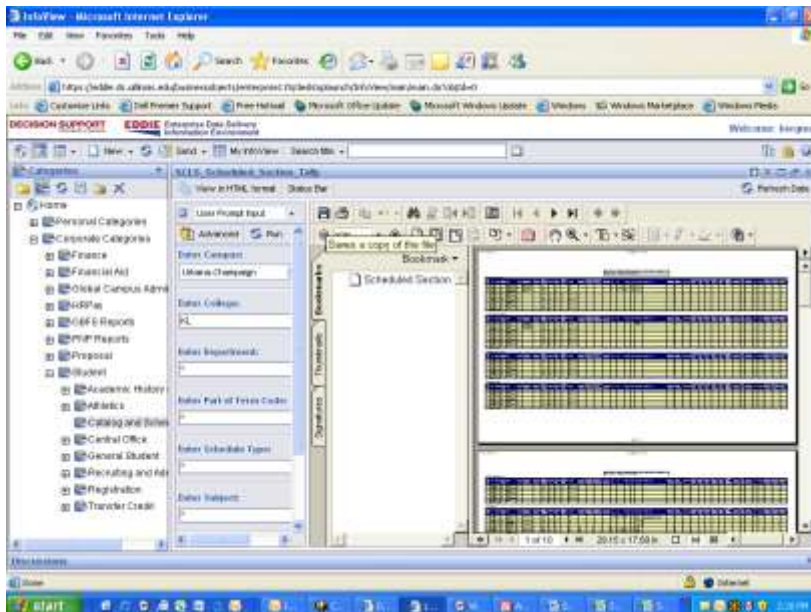
Print Standard Report via PDF from Desktop

After the report finishes running:

- 1) Go To: VIEW
- 2) Click: PDF



- 3) Once the PDF has launched, go to the SAVE button in the PDF. Click SAVE – enter the save location and a file name.



- 4) Go to the location where you saved the PDF, open the document and print the pages you want.