# Exporting Reports

Reports can be exported into three formats for distribution or record-keeping.

Format	Purpose
PDF	Easy viewing and distribution. Creates a report in Adobe's Portable Document Format, visit http://www.adobe.com/products/acrobat/main.html for more information.
Excel	Creates a report in Excel format. **IMPORTANT NOTE**: If Internet Explorer is not set up to download files automatically, you may encounter a warning message in a yellow bar across the top of your browser widow. In order to enable automatic downloading, open Internet Explorer and complete the following: 1. Select **Internet Options** from the **Tools** menu. 2. Select the **Security tab**. 3. Click the **Internet icon** in the **Web Content Zone** section. 4. Click the **Custom Level** button. 5. Scroll to the **Downloads section**. 6. Click the **Enable** radio button to select **Automatic Prompting for File Downloads**. 7. Click **OK**. 8. Click **OK** again to close the Internet Options window.
TIFF	• Creates a report in TIFF image format (used for electronic faxing). • Can be easily inserted into other documents.

1. Once a report is generated, it can be exported to .TIFF or .PDF format. To export the report to a desired format, click the **Select a format field**, highlight the desired format. See **Generating Reports** for more info.
2. Click **Export**.
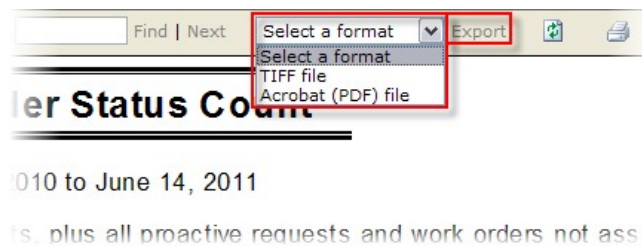
3. Select **Open this file from its current location** to open the file before saving it, or select **Save this file** to disk to save the file.