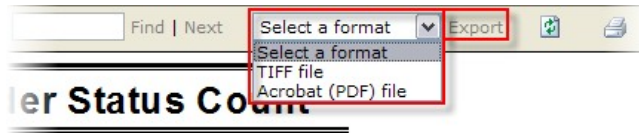


Exporting Reports

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: <ol style="list-style-type: none">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	<ul style="list-style-type: none">• 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.