# EXPORT USER GUIDE

## HOW TO EXPORT
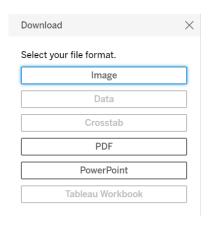The following is a quick guide on how to export the dashboard reports.

### 1. Click on the Download Icon
Locate a toolbar at the bottom of the page and click on the **Download** icon.



### 2. Select File Format
The buttons on the Download menu, allow users to export the report and its data.



- **PDF:** A user can download the current dashboard or the entire report as a PDF, allowing you to print what you see.
- **Image:** This allows a user to save an image of the current graph (with filters). (You may need to click a 2nd time.)
- **PowerPoint:** A user can download the current dashboard or the entire report as a PowerPoint, allowing you to print what you see.
- **Data** (restricted): The data feeding the report will open in a new window. This data can then be downloaded as a text file.
- **Crosstab** (restricted): Transfer the data from the dashboard into Excel by selecting any of the data from the report.
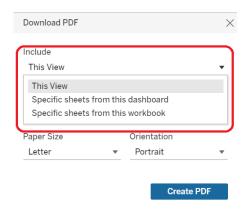
## EXPORTING TO PDF:
You can quickly export all or part of a workbook using the PDF command on the Download toolbar button. You can select your PDF orientation, paper size, and choose whether to print the entire workbook or selected sheets.

### 3. Select the PDF Option
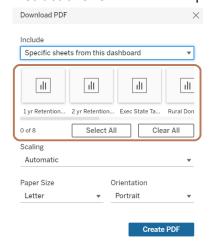From the Download menu, select **PDF.**

## 4.  Select Content
Choose whether to export to PDF the current dashboard view, selected components from the current view, or selected views by doing one of the following:
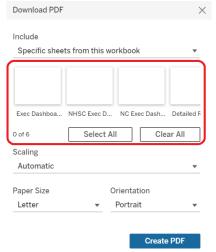


Choose **This View** to export content to PDF only from the currently displayed dashboard view.

Choose **Specific sheets from this dashboard** to export to PDF data from selected components (e.g. tables, bar charts, graphs, maps, etc.) from the currently displayed dashboard view.
**Instructions:** Click on the components you want to export data from.
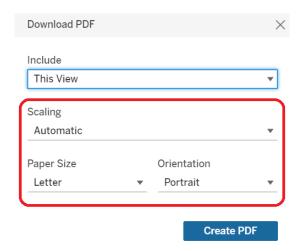


Choose **Specific sheets from this workbook** to export PDF data from one or more dashboard views.
**Instructions:** Click on dashboard views you want to export data from.

**5. Choose a Layout and Paper Size**
Select **Scaling**, **Paper Size**, and **Portrait** or **Landscape** orientation option.



**6. Generate the PDF**
In the Download PDF dialog box, click **Create PDF** to export content to PDF file.

**EXPORTING TO PowerPoints:**
You can quickly export all or part of a workbook using the PowerPoints command on the Download toolbar button. You can choose whether to print the entire workbook or selected sheets.

**7. Select the PowerPoint Option**
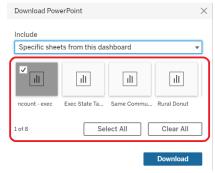From the Download menu, select **PowerPoint.**

**8. Select Content**
Choose whether to export to PowerPoint the current dashboard view, selected components from the current view, or selected views by doing one of the following:
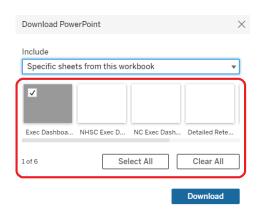


Choose **This View** to export content to PowerPoint only from the currently displayed dashboard view.

Choose **Specific sheets from this dashboard** to export to PowerPoint data from selected components (e.g. tables, bar charts, graphs, maps, etc.) from the currently displayed dashboard view.
**Instructions:** Click on the components you want to export data from.

Choose **Specific sheets from this workbook** to export PowerPoint data from one or more dashboard views.
**Instructions:** Click on dashboard views you want to export data from.



9. **Generate the PowerPoint**
In the Download **PowerPoint** dialog box, click **Download** to export content to **PowerPoint** file.

10. **TIPS & TRICKS:**



**REVERT:** This button allows the user to clear all filters and view the original report.



**PAUSE/RESUME:** As you interact with a report, you may find the report takes some time to update any changes made with a filter. Use the "Pause" button to pause those changes from occurring as you update the filters. Once you have selected all filters you desire, click the "Resume" button to have the report update.