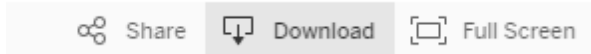

EXPORT USER GUIDE

HOW TO EXPORT

The following is a quick guide on how to export the dashboard reports.

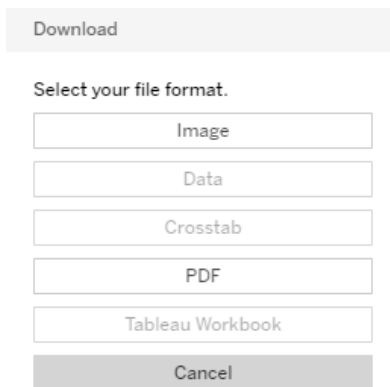
1. Click on the Download Icon

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.)
- **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 (additional steps):

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. Choose a Layout and Paper Size

Select **Portrait** or **Landscape** orientation, **Paper Size**, and **Scaling** option.

Download PDF

Layout:  



Paper Size:

Scaling:

5. 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:




Download PDF

Layout:  

Paper Size:





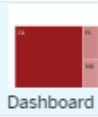
Scaling:

Content:

This Dashboard Sheets in Dashboard Sheets in Workbook

Sheets to Download:

Summary HPSAs by Ty... HPSAs by Sc... HPSAs by Ru... Dashboard

Click on the **This Dashboard** icon to export content to PDF only from the currently displayed dashboard view.



Click on the **Sheets in Dashboard** icon to export to PDF data from selected components (e.g. tables, bar charts, graphs, maps, etc) from the currently displayed dashboard view.

Instructions: On the dashboard view, click on the components you want to export and then follow instructions from Step 1 to export.



Click on the **Sheets in Workbook** icon to export to PDF data from selected one or more dashboard views, organized by tabs.



Sheets in Workbook

In the Download PDF dialog box, click **Sheets in Workbook**.

Under **Sheets to Download** section of the **Download PDF** dialog box, click on the dashboard views you want to export data from.



6. Generate the PDF

In the Download PDF dialog box, click **Generate**. After a few seconds, another Download PDF dialog box will appear. Click **Download** again to export content to PDF file.

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.