SAVING A REPORT

- To save a report, before you run the report,
- On the left side of the screen click on the hyperlink next to **PRINT TO or FILE TYPE,** select PDF, Excel or another file format.
- Below Print To, click on the hyper link next to **FILE NAME.** You will see a Windows Explorer screen with Libraries and Document Library at the top. At the bottom enter the file name. It can be anything you want, but you might want to include the name of the report (Verified Volunteers Status, for example), your program/county name and the date of the report.
- OPTIONAL: you can create sub-folders to organize your report.
- When you have entered the name, hit enter and you will return to the report screen and be able to finish the specifications for your report and run it.

FINDING A SAVED REPORT

- Click on the **Windows Explorer** icon on your desktop. (outside of V/Sys)
- Click on the left hand side – the folder where you saved your file. If you did not create sub folders, the file will be in **Documents**
- Click on the file name on the right hand side of the screen and it will open.