

## Exporting Reports and Tables

On the menu bar go to 'Reports' and open the 'Reports' menu item.

In the reports screen is an export button. Click on 'Export' to open the export screen.

In the Export screen, click on the 'Word' symbol button and you can export any report you want out of the program. You can then modify the report to appear any way you want within any word processor program. Click on the 'Excel' symbol button and you can export tables listed to excel worksheets.

To export you first select either a report or table. Next is a screen that ensures that table or report is the one you want. **DO NOT CHANGE THE NAME.** The name is the name of the table or report, change it now and the program has no idea what it is you are exporting. Next screen shows a path to a location. Browse to a location you know of and place a back slash at the end of the path shown "\". If you do not put that back slash into the path statement the program will abort the export.