



Exporting Reports from ETO

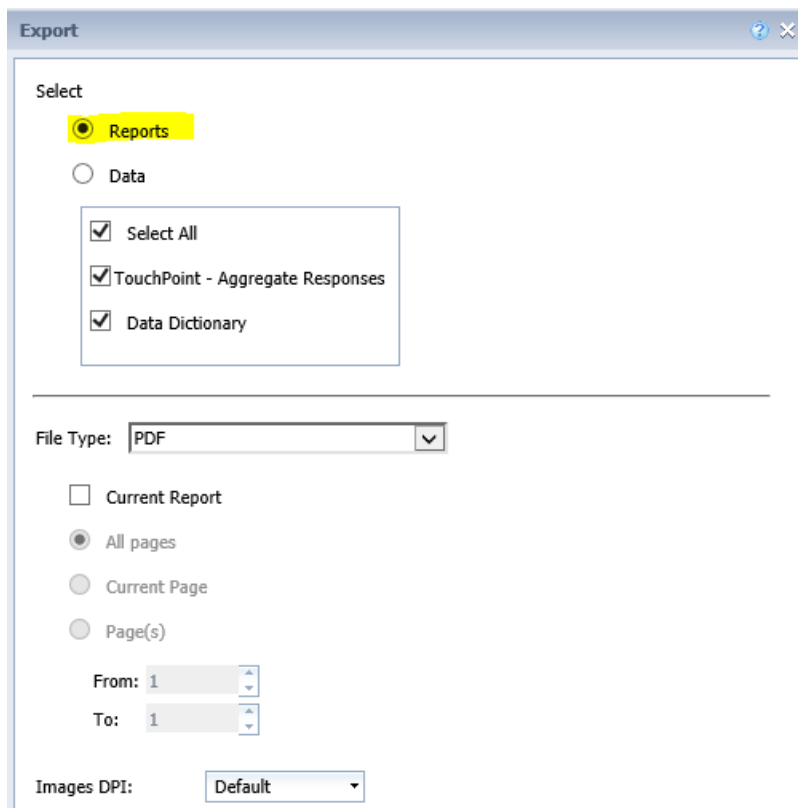
April 2018

The process for exporting reports from ETO to Excel or PDF has changed slightly as a result of the recent upgrade to ETO. This has not changed any of the reports or the way the data displays, it only changes the way you perform the steps to export reports. To export a report, use the following steps:

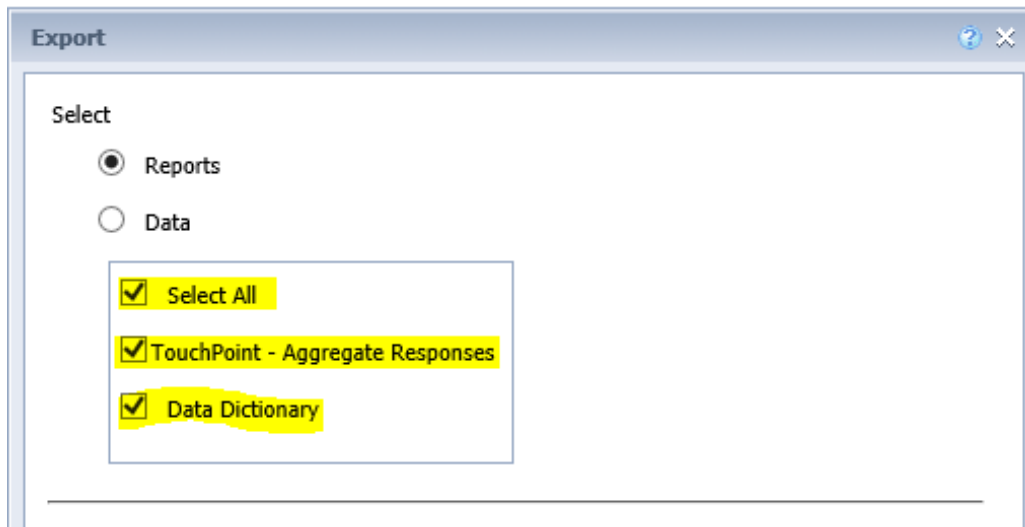
1. Click on the Export icon. The icon looks like a flat box with a right turn arrow on top (highlighted in the screen shot below).



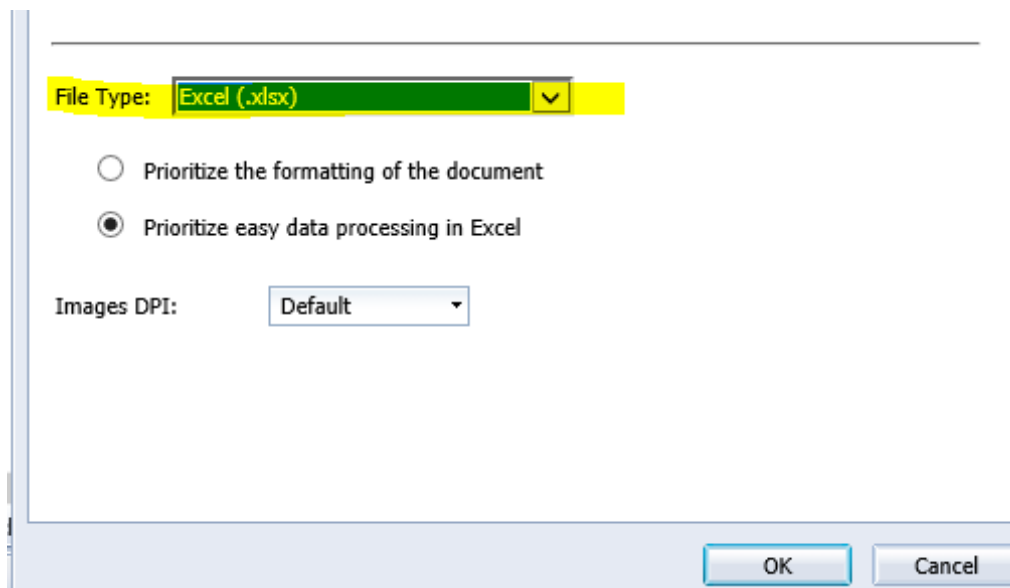
2. Select Reports.



3. Select which parts of the report you wish to export. You can select individual report tabs, or choose Select All to export the entire report.



4. Select the file type (.pdf, .xlsx)



5. Click OK.

6. Select Open to open the document, or Save to save it to your computer.

