

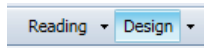
SAVING REPORTS TO EXCEL

Steps involved:

1. Verify that you are using 'Design' mode
2. Save to Excel (option 1 or option 2)

Step 1 - Make sure you are in design mode

In your WebI report, you will find these buttons on the top right-hand side:



Step 2 - Save to Excel (option 1)

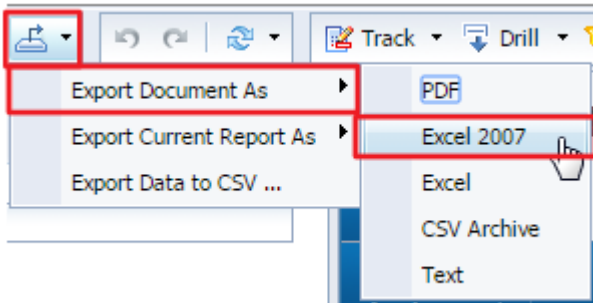
When you're in your report you'll see some buttons at the top left that look like this:



WARNING: If you do not see this button  skip these instructions and go to page 2!

Choose the one that's 4 over from the 'save' button (it has the arrow sticking out of the top of it).

Select 'export document as' from the dropdown and choose 'Excel 2007'.



You can choose to Open the spreadsheet in Excel and save from there, or 'Save As' to the location of your choice.

Step 2 – Save to Excel (option 2)

When you're in your report you'll see some buttons at the top left that look like this:



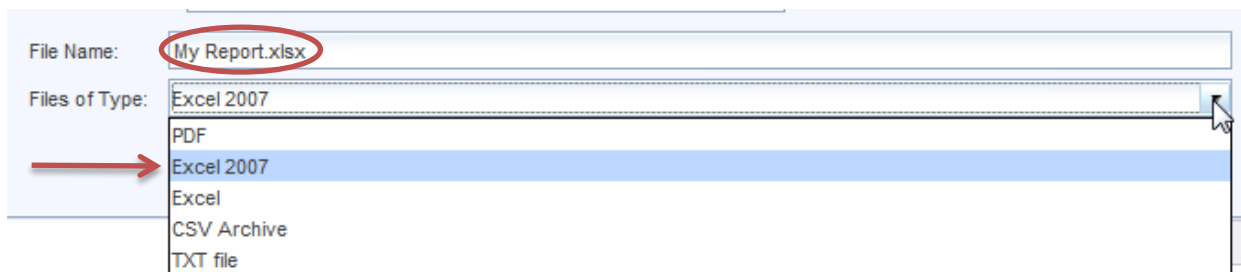
Choose the 'save' button.

Select 'save as' from the dropdown.

Choose 'My Desktop' from the options on the left and decide where you would like to save this report. In this example, we're saving the report to a folder called 'Documents' on the desktop:



At the bottom of the 'Save Document' screen, click on the 'Files of Type' dropdown and choose 'Excel 2007'. Then give your report a name in 'File Name':



Then click on 'Save' and you're done!