
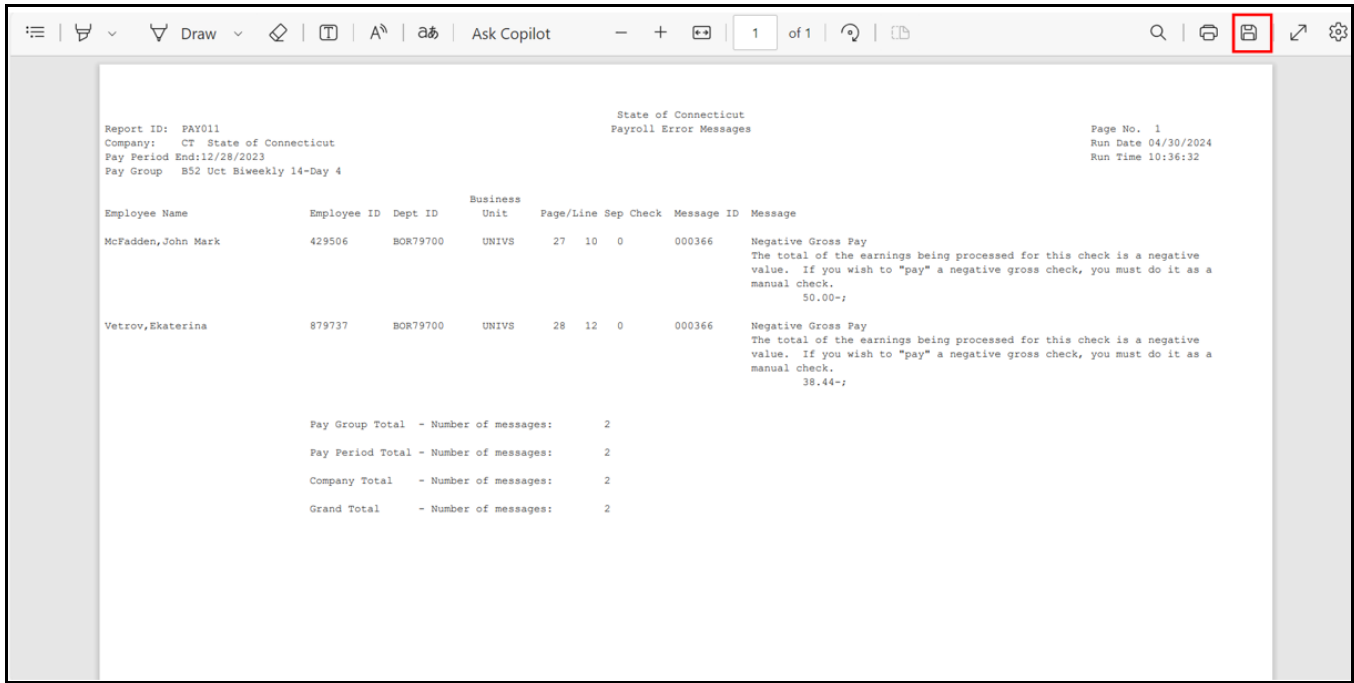


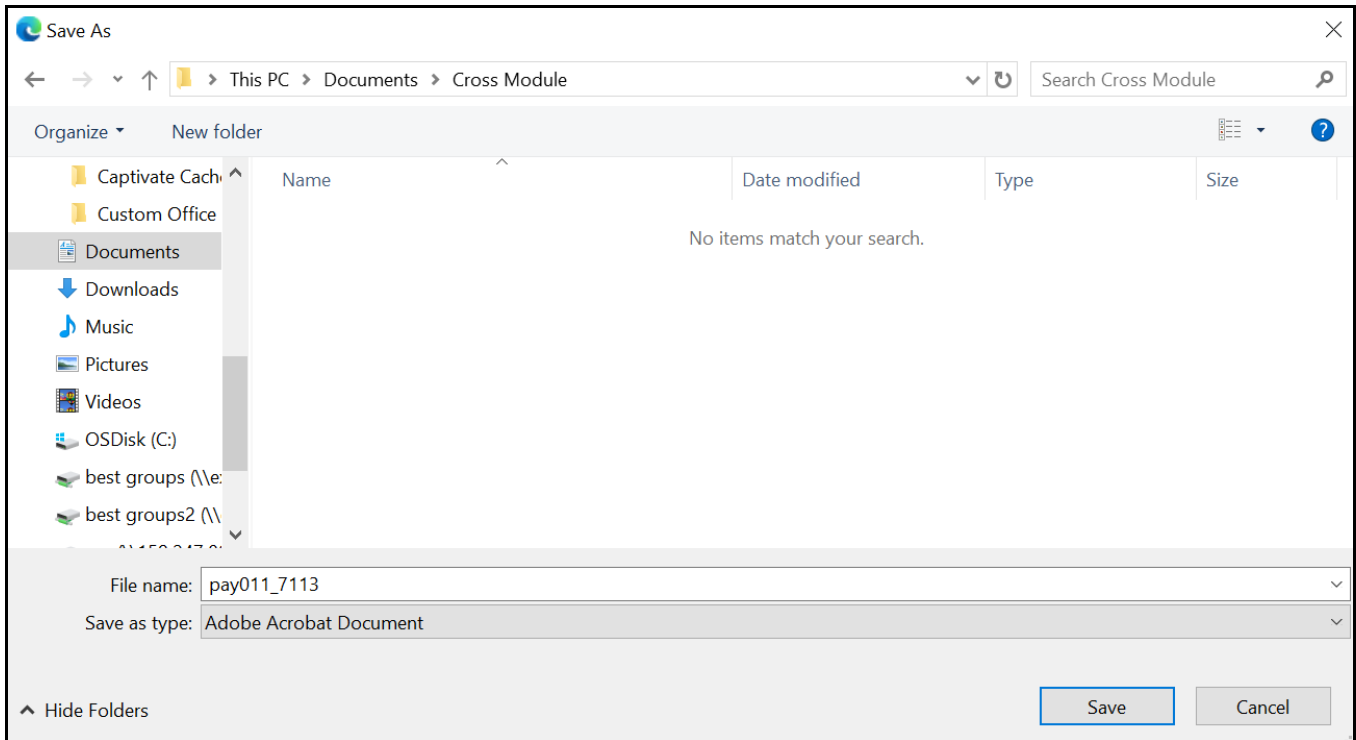
PURPOSE: Use these instructions to save a report to a hard drive, either a local or network drive.

PROCEDURE:

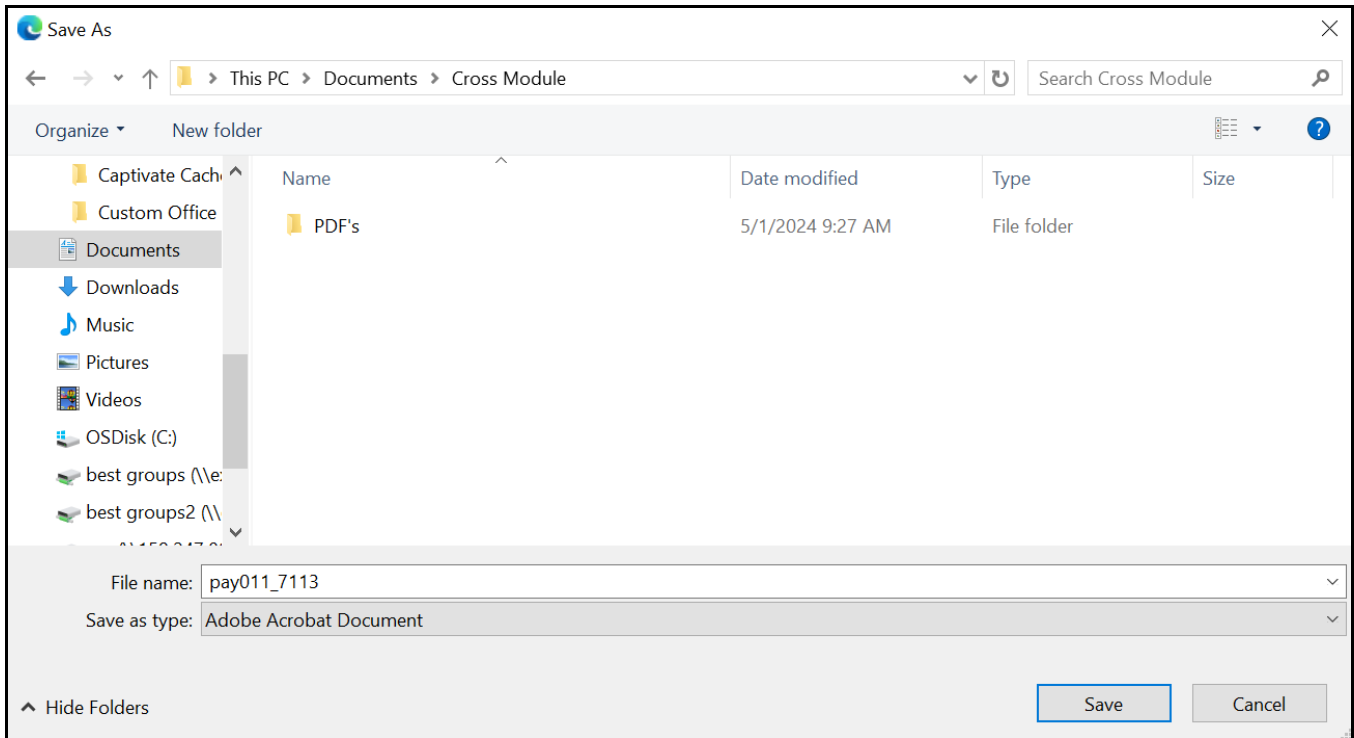
1. Run your report and view it in a PDF format. Then, click the  icon (the diskette)



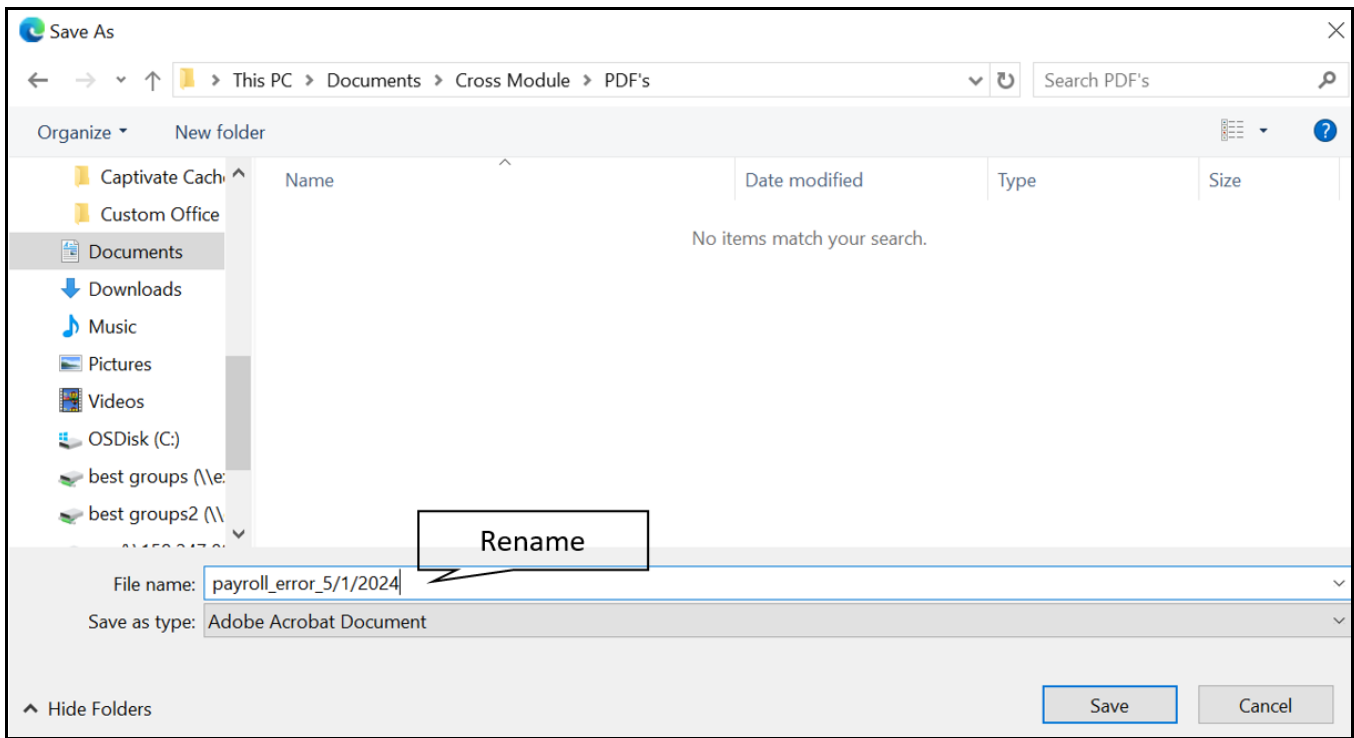
2. Select the drive to which you wish to save your report and rename the report so that you can identify it later. Make sure you remember to which drive you have saved the file and what you have renamed it.



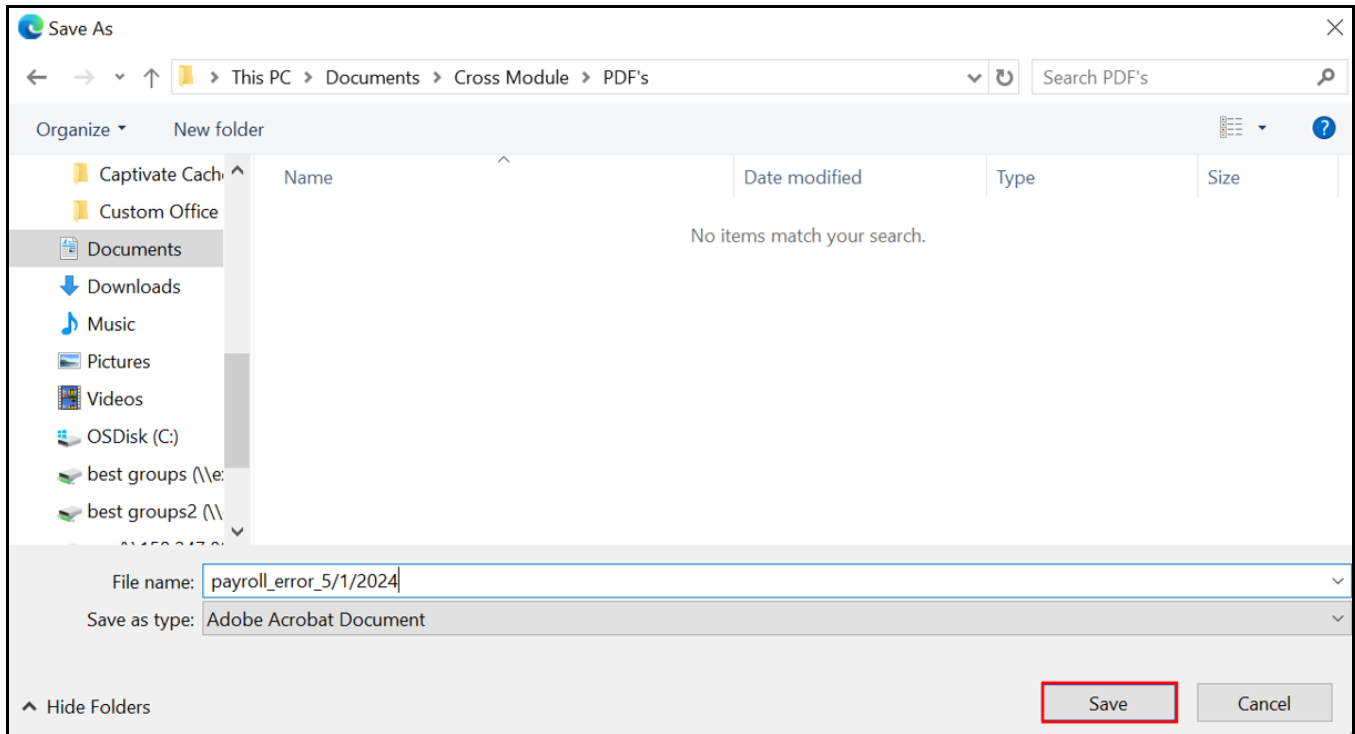
3. You may want to create a new folder on your local drive just for reports that you have saved for your own use. Use a name that is specific to your purpose for easy identification (ex: Budget Status Reports, Trial Balance Reports, CFSR's, Timesheet, etc.).



4. Open your new folder and rename the report. Use a date as well if your report is for a snapshot in time.



5. Click 



Your report is now accessible by you in your local drive. You can also share it with others by copying it to a shared network drive or by attaching it to an e-mail.