

# Exporting Report Content

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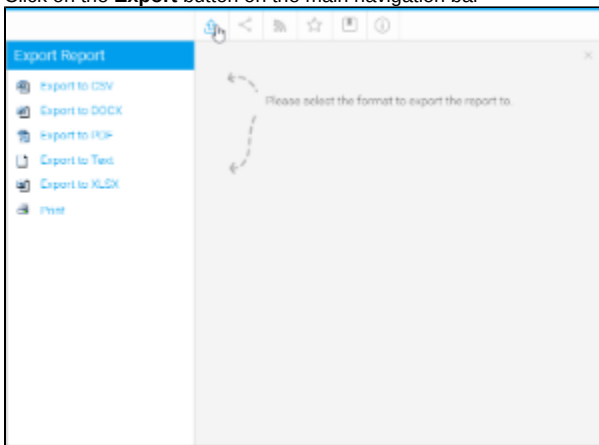
## Overview

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Report content can be exported to a number of file formats for use outside the system. These formats include CSV, DOC, PDF, Text, XLS, and Print.

To export a report from the Output step:

1. Click on the **Export** button on the main navigation bar



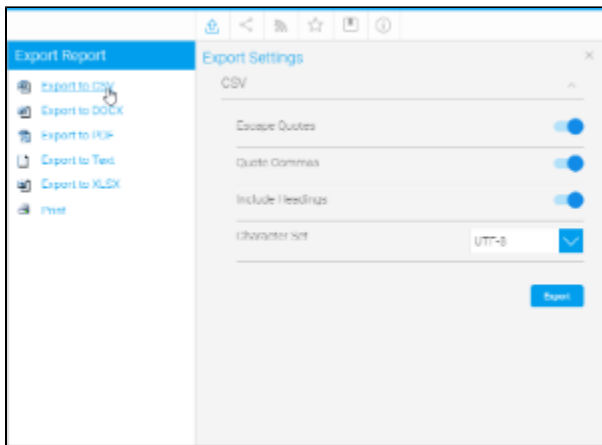
2. Select the format you wish to report to  
From here, you may need to provide additional options based on the selected format. CSV, PDF, and Print formats have additional options, for all others simply follow browser instructions to download the file.

**Note:** if you choose to export report which contains a chart, your chart will not be updated if you change your data in XLS format. The chart will not be exported to CSV or Text formats.

## CSV

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Once you have chosen the **CSV** format, you will be presented with export settings on the right panel of the menu.

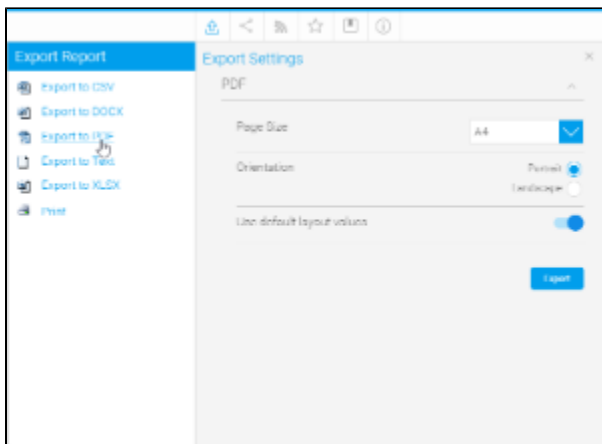


Select your preferred settings and click the **Export** button.

## PDF

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Once you have chosen the **PDF** format, you will be presented with export settings on the right panel of the menu.

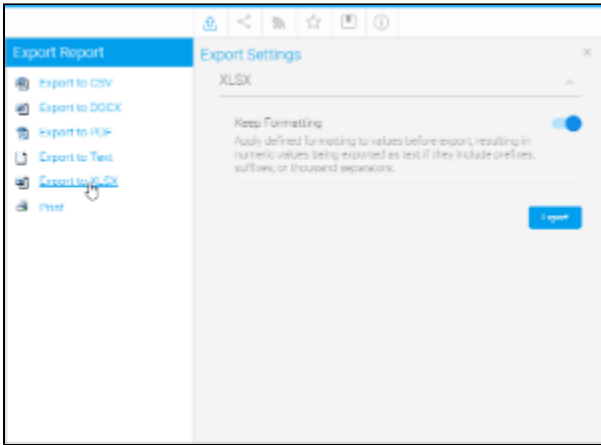


Select your preferred settings and click the **Export** button.

## XLSX

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Once you have chosen the XLSX format, you will be presented with export setting on the right panel of the menu.



Select your preferred settings and click the Export button.

## Print

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Once you have chosen the **Print** format, you will see a preview window displayed. This window allows you to view the output and click the **Print** link to proceed.

Top N Agencies

| Agency Name                     | Invoiced       | Accum % of Invoiced |
|---------------------------------|----------------|---------------------|
| Buzz Adventures                 | \$4,008,185.04 | 9%                  |
| Big Foot Adventures             | \$3,129,830.27 | 15%                 |
| Travel Capital                  | \$3,071,711.72 | 22%                 |
| Thrill Seeker Winter Adventures | \$2,976,960.17 | 28%                 |
| Travel Bug Adventures           | \$2,974,569.19 | 34%                 |
| Spectacular Destinations        | \$2,870,580.24 | 40%                 |
| Nomad Travel                    | \$2,812,840.72 | 46%                 |
| Explorer Travel                 | \$2,575,370.68 | 52%                 |
| Ski Zone                        | \$2,505,131.95 | 57%                 |
| Yellowfin Travel                | \$2,414,769.23 | 62%                 |

**Note:** you may be prompted to select your printer settings. These settings are determined by your printer and local software / hardware components. Choose the settings that are appropriate for you, and click the print button.

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