Exporting Report Content

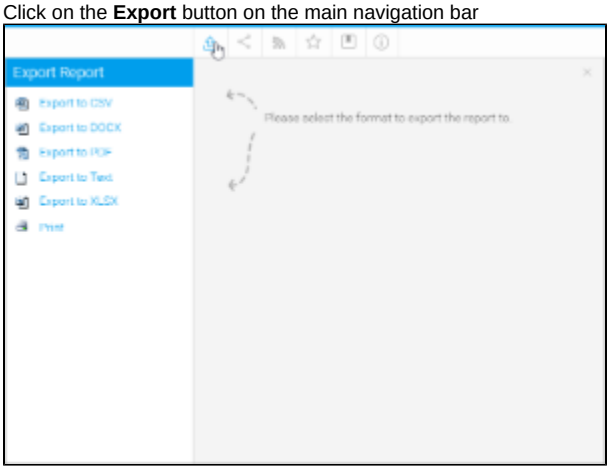
- Overview
- CSV
- DOCX
- PDF
- Text
- XLSX
- Print

Overview

top

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


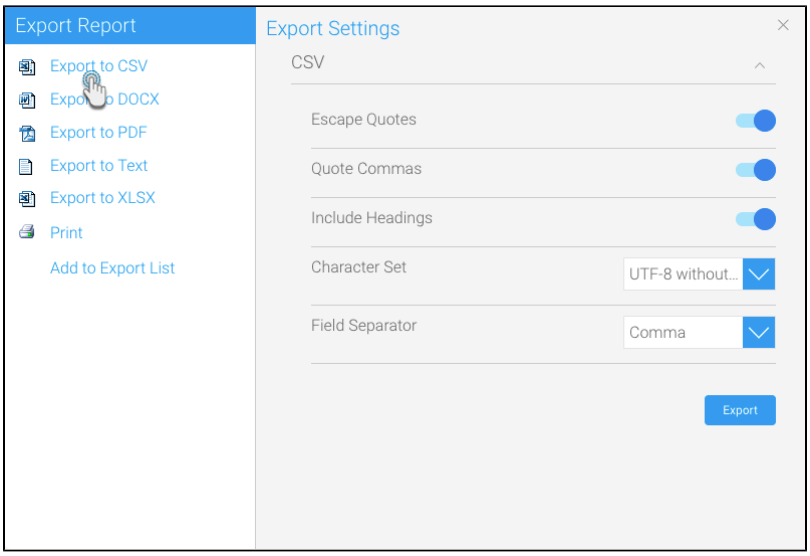
2. Select the format you wish to report to
   From here, you may need to provide additional options based on the selected format. CSV, PDF, and Print formats have additional options, for all others simply follow browser instructions to download the file.

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

top

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.

DOCX

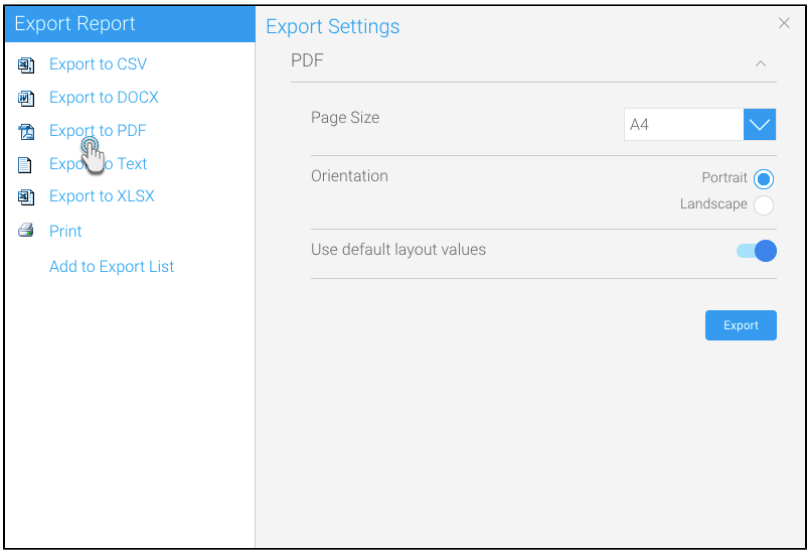
top

Once you have chosen the DOCX format, our report will be instantly exported and downloaded into your default folder. Note that there are no settings to be configured for this option.

PDF

top

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.

Text

top

Once you have chosen the Text format, your report will be instantly exported and downloaded into your default folder. Note that there are no settings to be configured for this option.

XLSX

top

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

blocked URL

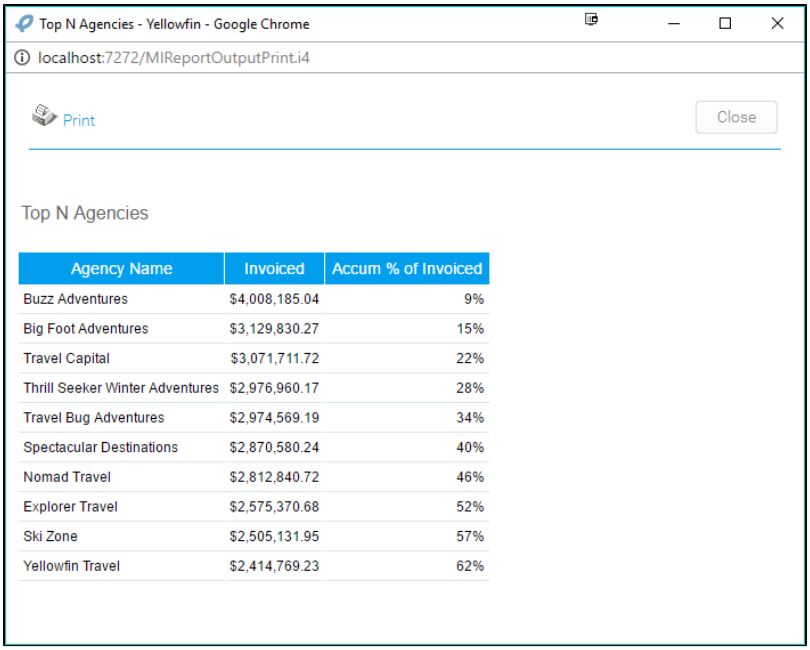
Select your preferred settings and click the **Export** button. See below for some tips in formatting this report.

- **Export Tabbed Co-Displays: U**se this toggle to allow co-displayed tabbed reports to be exported, broadcasted, or shared in XLSX files.
- **Wrap text:** You can enable this toggle to wrap long lines of text when exporting a report to XLSX. The text limit can be defined by the user in the Wrap Length field. Note that this is not supported for merged cells.

Print

top

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.



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.

top