

How do I export a report/document

1. Set up a folder on your C drive named appropriately, to receive your reports
2. Choose a report you wish to export
3. Click on Publisher
4. Select the export option
5. To the right select a file type
6. Check the file name is correct if not use the square box to the right with the 3 dots to browse
7. When you are happy the file name is correct, click on export
8. You can put as many files in this folder as you please and this can be attached to an email enabling you to send multiple reports.

