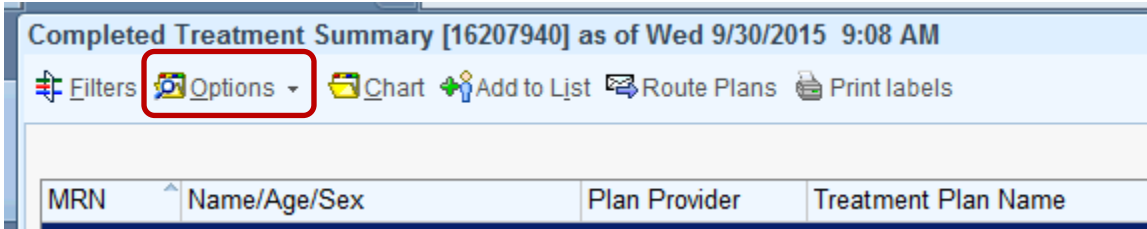


# EPIC TRAINING

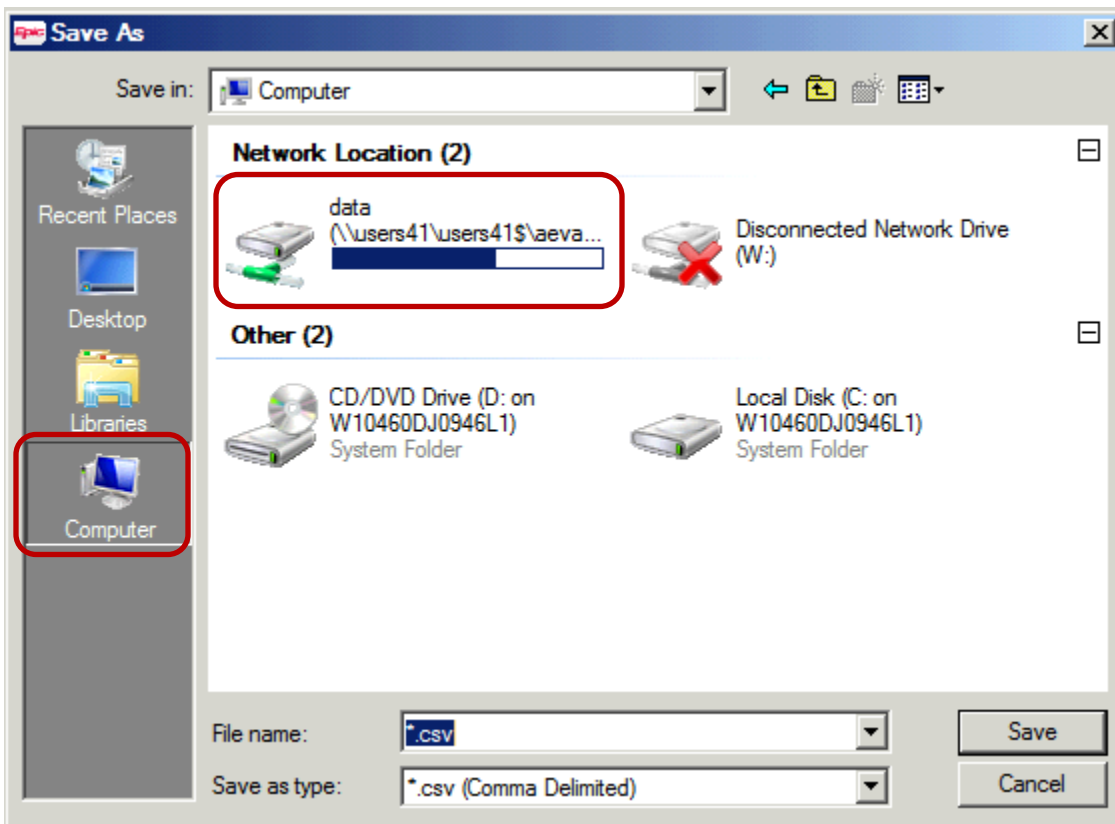


## How to Export Reporting Workbench report to your desktop

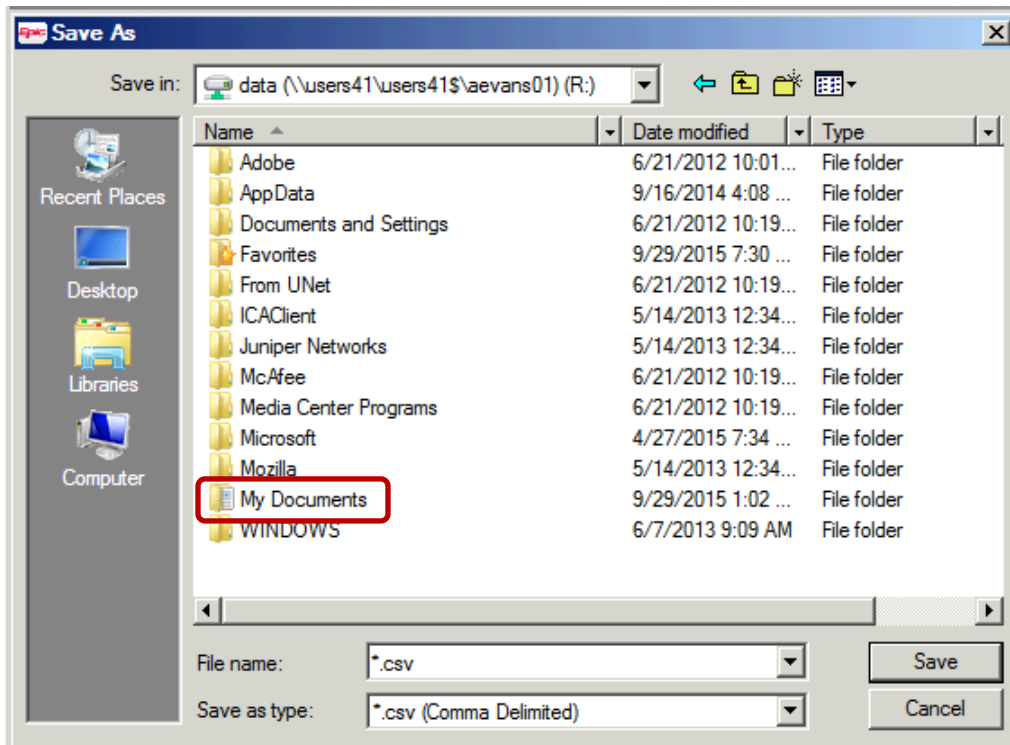
1. Click on the **Options** button and then click on the **Export to File** option.



2. On the left side click on the **Computer** option then double click the network location called "Data (\\users...)".



3. Double click on the **My Documents** folder.



4. Double click on the **Desktop** folder. You can save your report to your desktop. In the **File Name** field replace the asterisk with the desired name for your file then **Save**.

