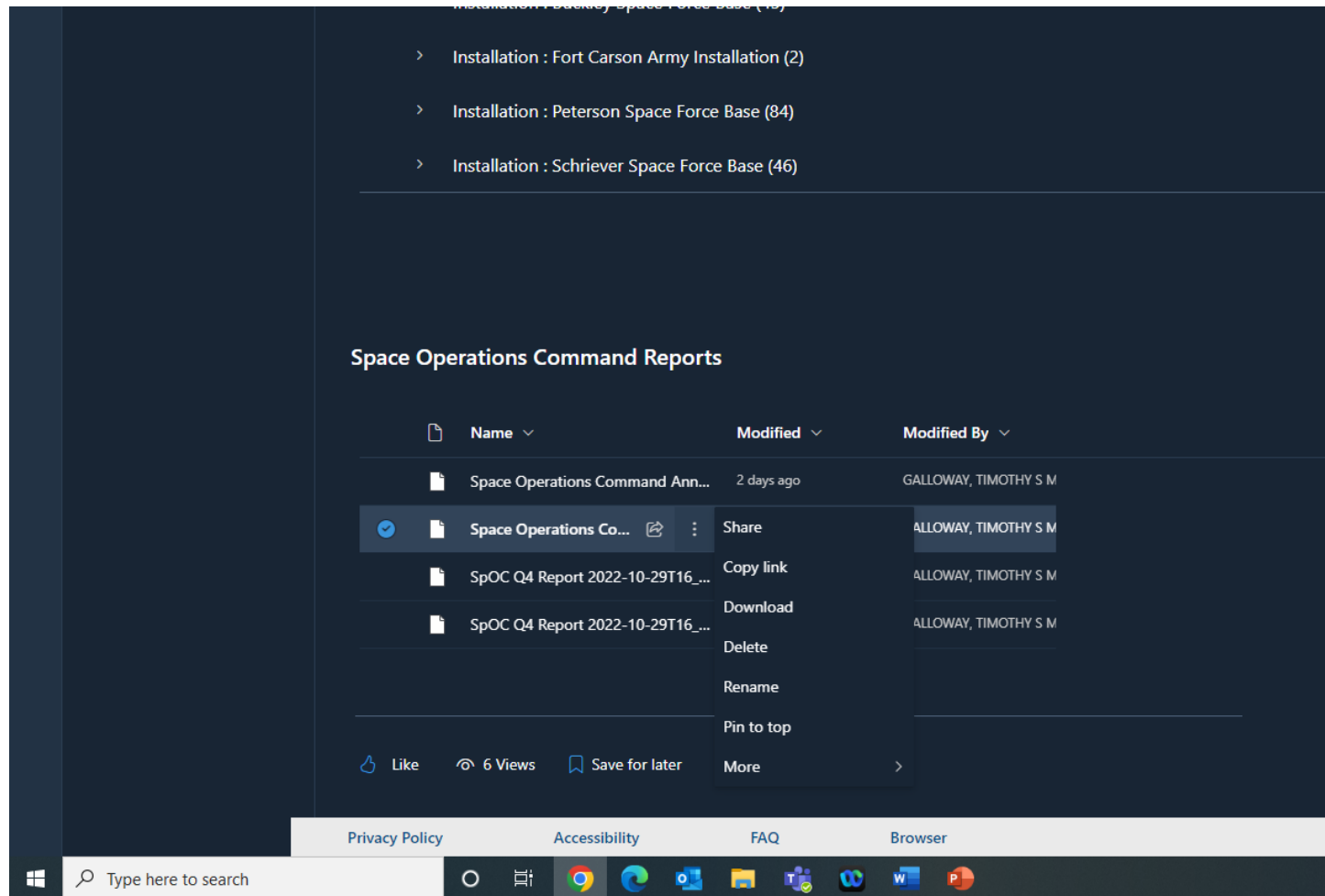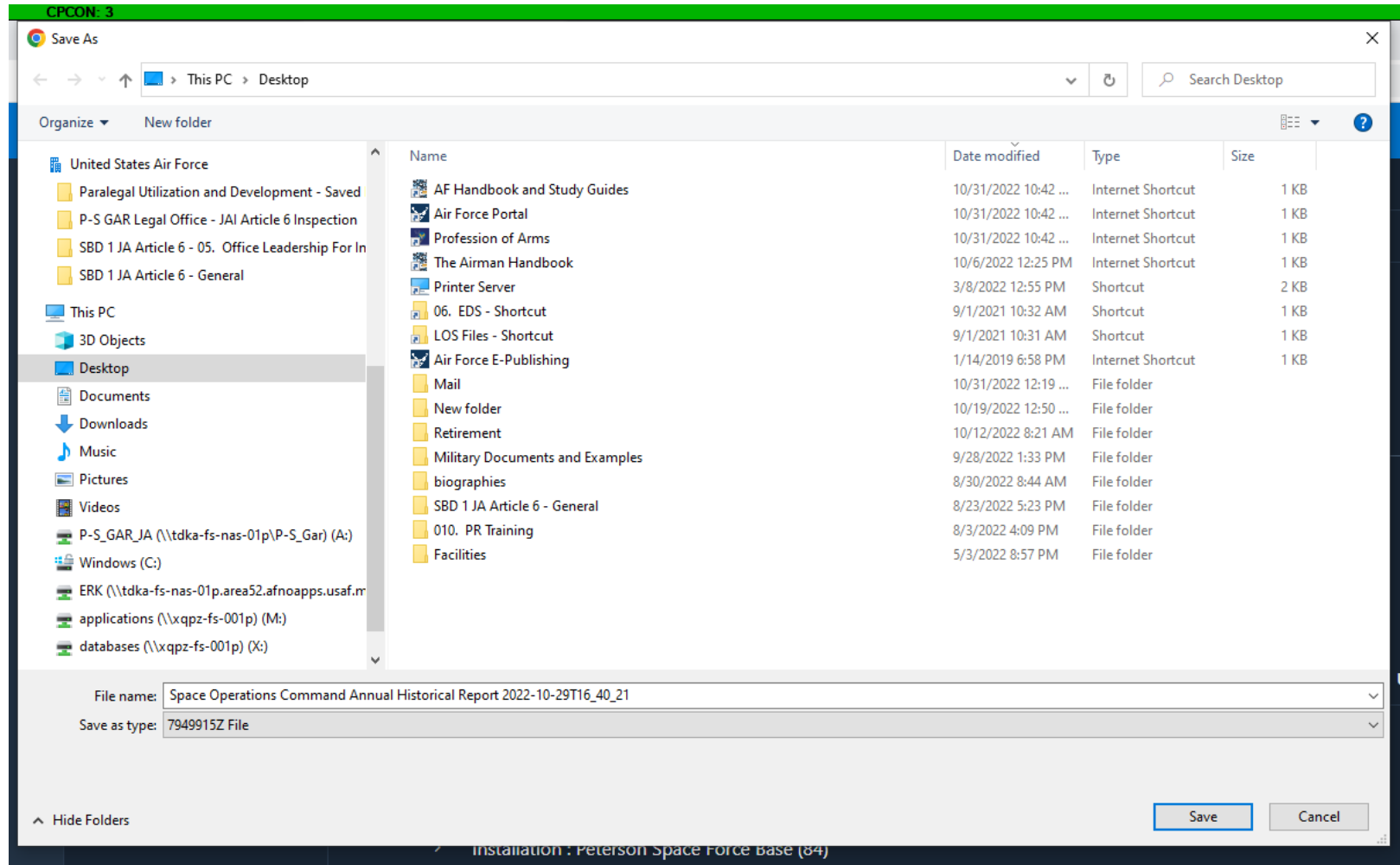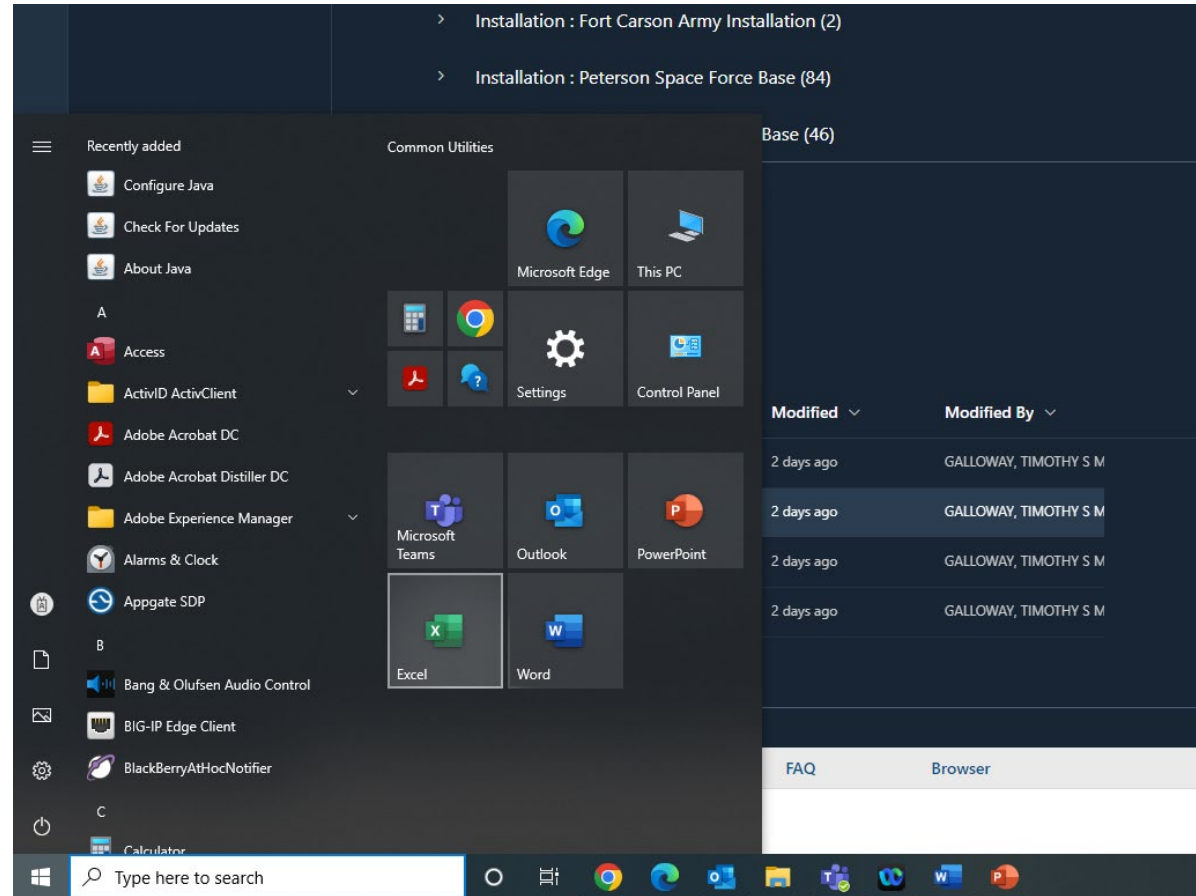# How to Download Reports

Find the report you want to download and click the three vertical dots and then select Download
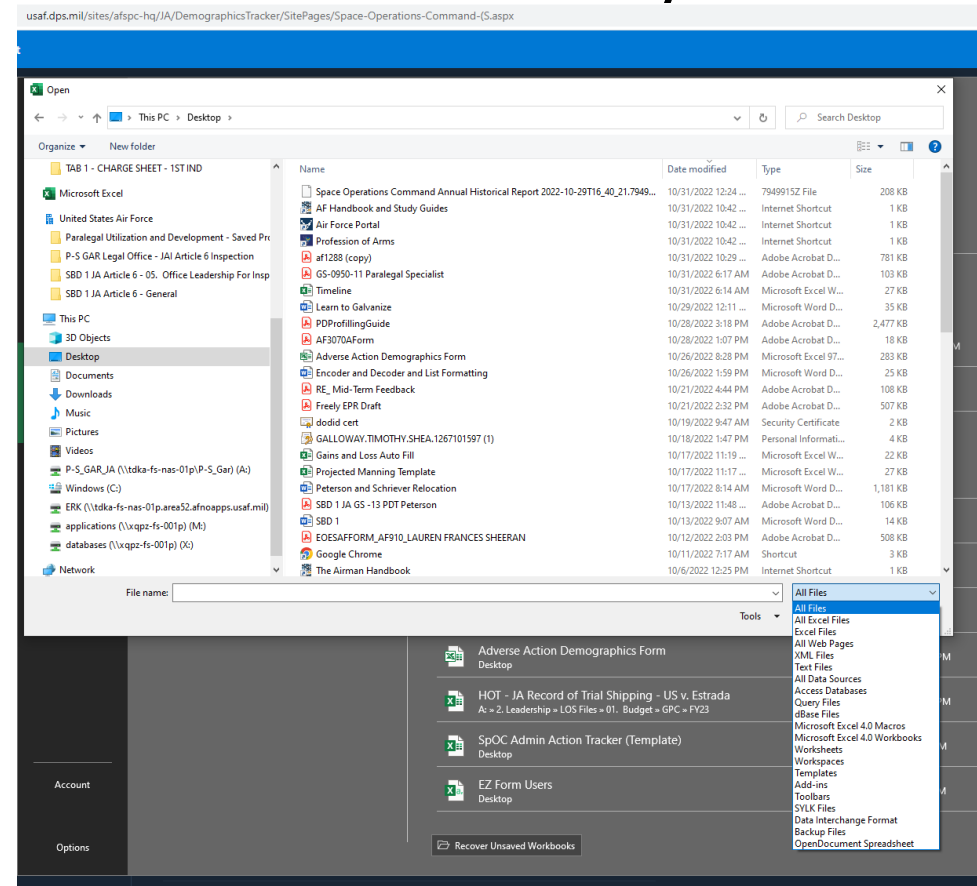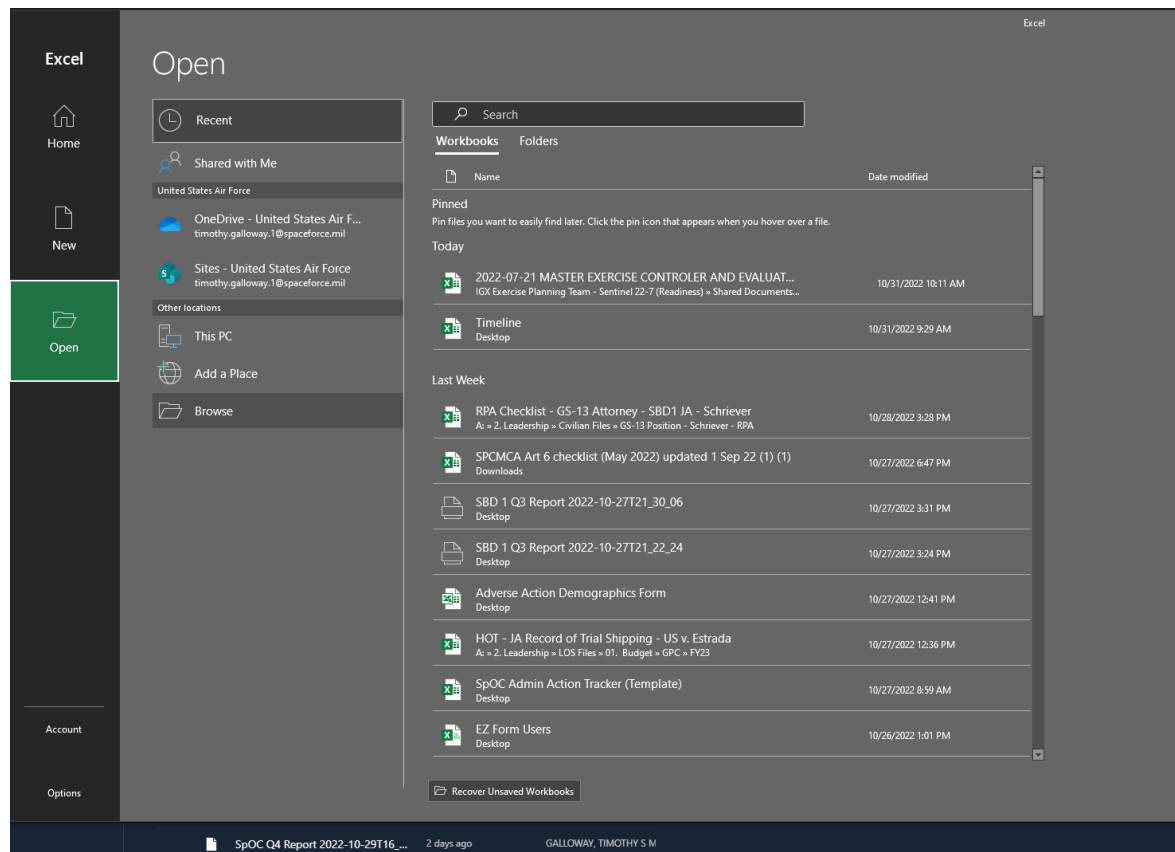
Save the file to a location you can get to easily. Notice the Save As type isn't an Excel...Its because it's a CSV file.
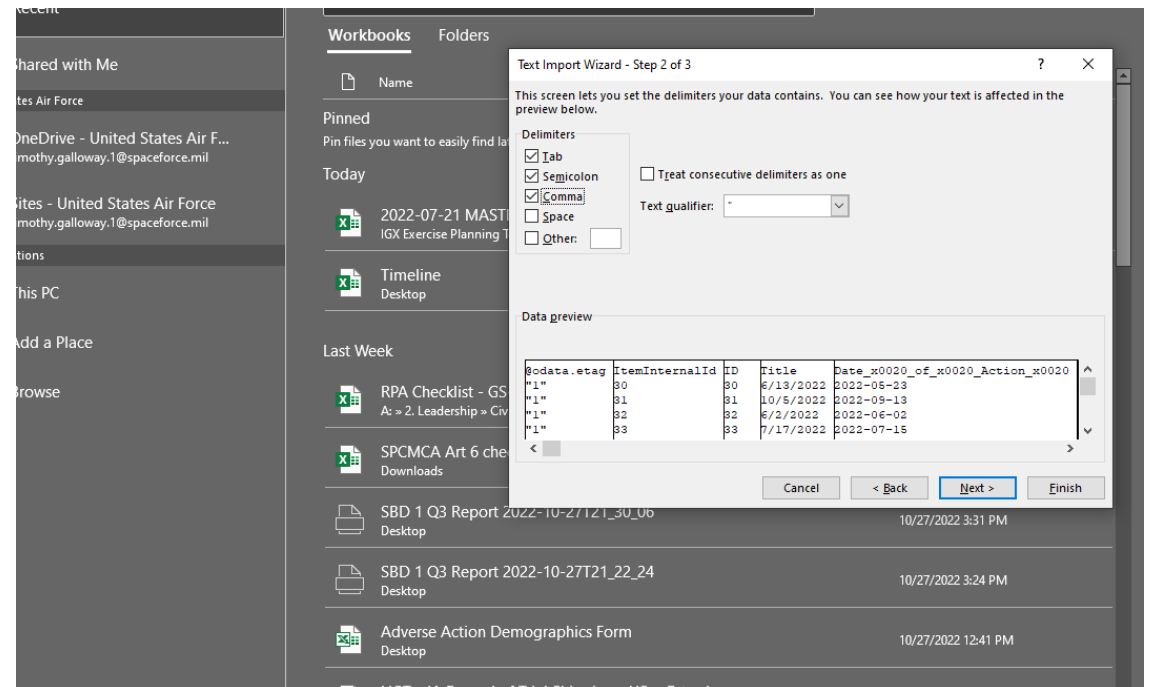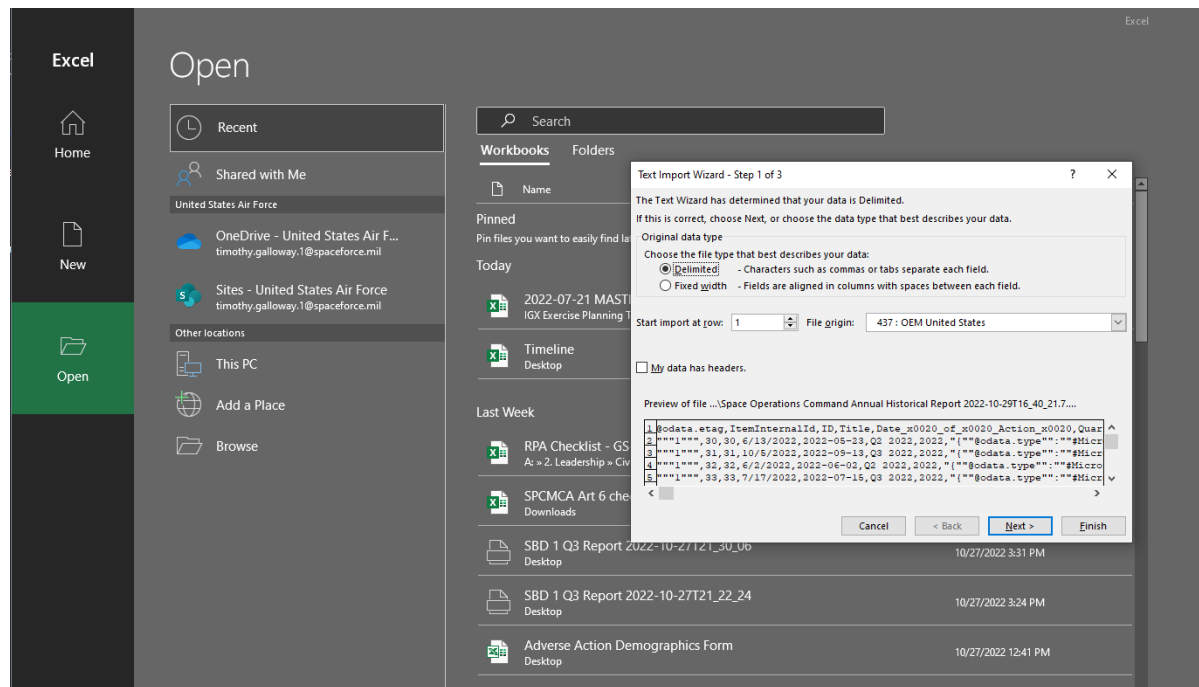
Now open Excel

Click open and then search for your file. When you do this change the bottom drop down to all files and you should be able to then see your file.

Now that you found it you want to tell it to open it as a Delimited File and then select next. Then select how you want it to separate the fields into columns.

Save it as a General File and then click Finish

It might look crazy like this, but I'm working to have it not show the link to the value and instead just the value. However, for now you can still select the entire row and then add a filter so you can find your data points.