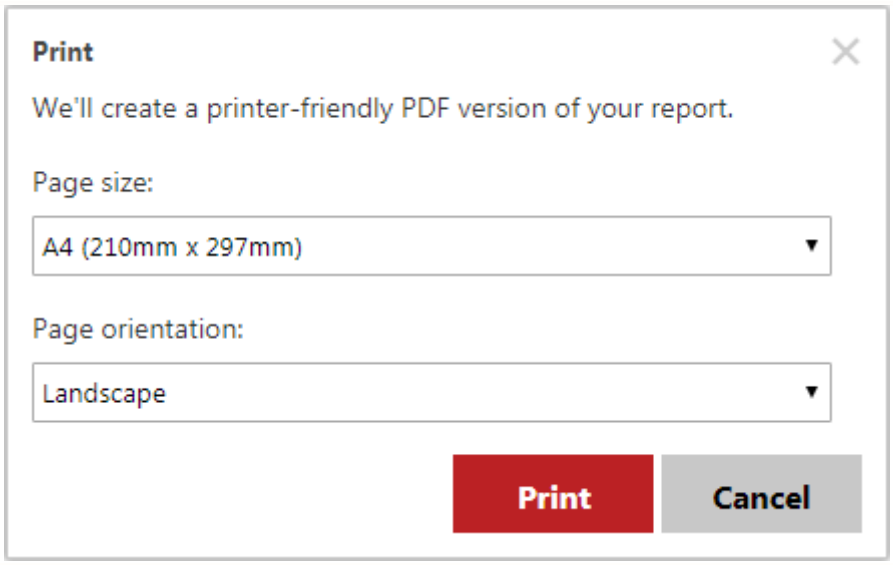
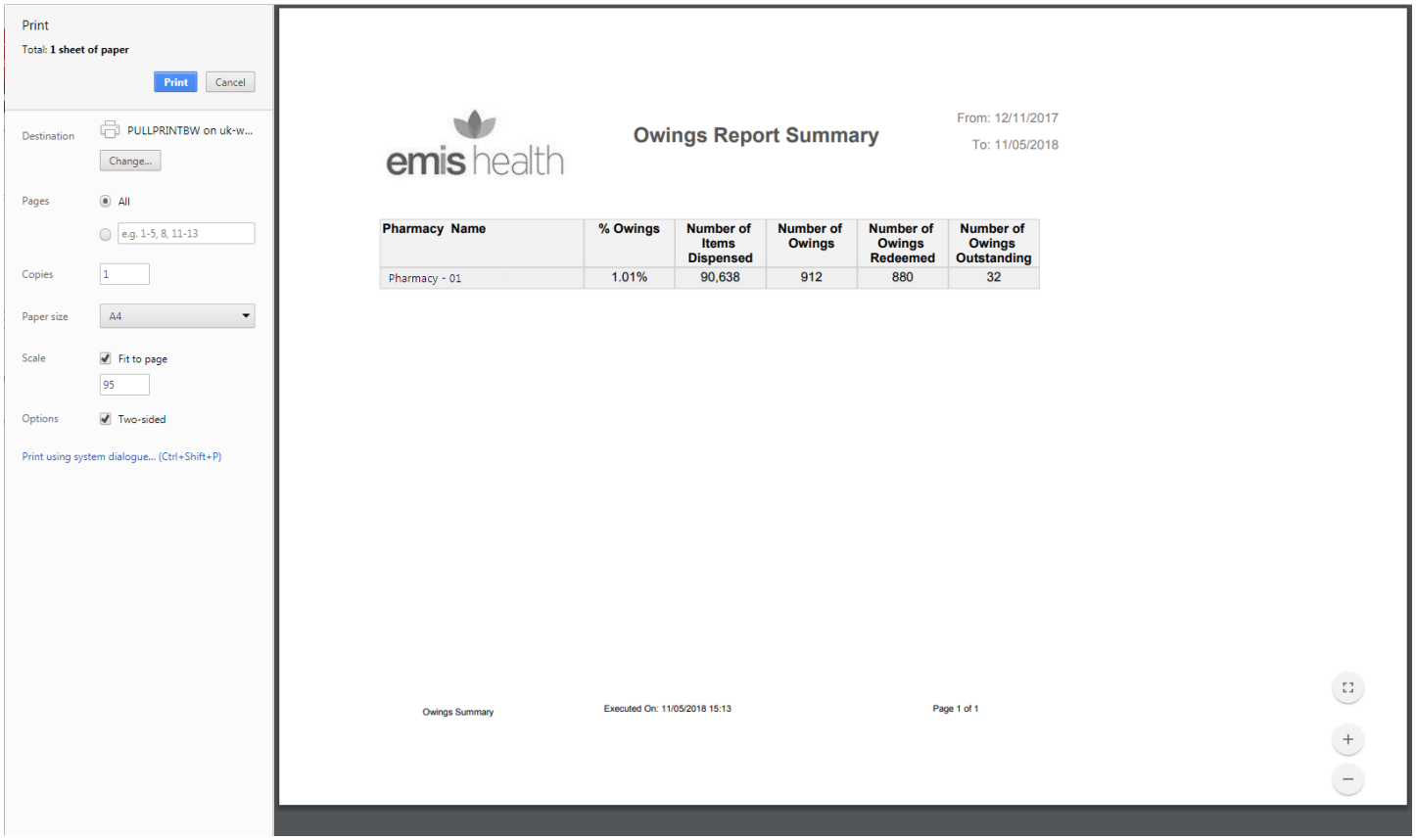
Printing and/or Exporting a Central Reporting Report

Printing a Central Reporting Report

1. From the Central Reporting Main Screen, click on one of the report links in the grid.
2. Adjust the filters as required and press **[View Report]**.
3. Click the printer icon.
4. A Print pop-up window displays, where you can select the *Page size* and *Page orientation* to create a printer-friendly PDF report.



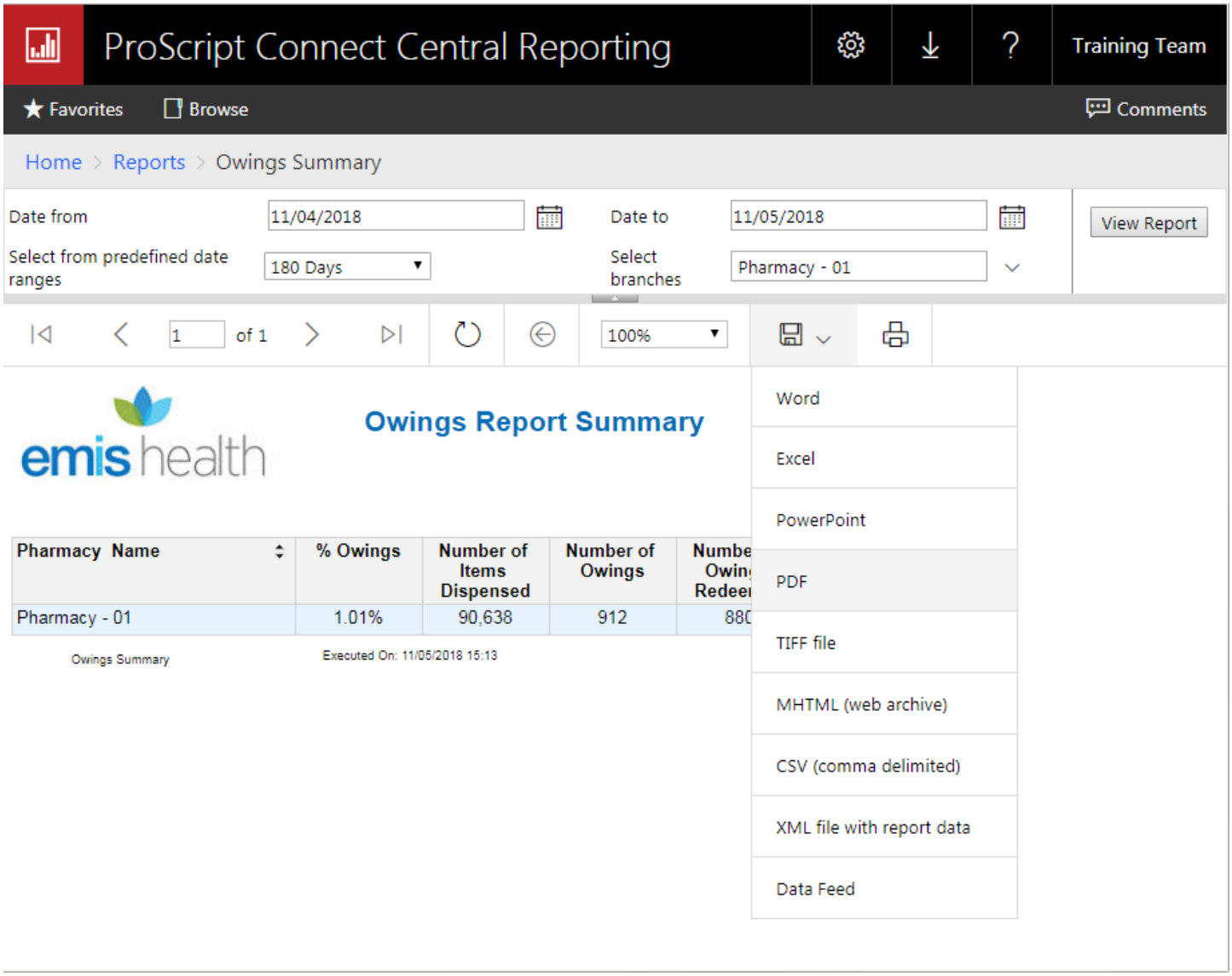
5. A Print preview displays, where you can adjust the printing options and click **[Print].** The appearance of this window will depend on the browser you are using.



Exporting a Central Reporting Report

1. From the Central Reporting Main Screen, click on one of the report links in the grid.
2. Adjust the filters as required and press **[View Report]**.
3. Click the floppy disk icon and select the format for your report export.

Available formats include .pdf, .csv and .xls(x).



4. The system will automatically generate the report in the selected format, which you can then open, save, and send via email.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	27 September 2021		Joanne Hibbert-Gorst

Contact us

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