

Information provided in Reports and Queries can be exported to an excel or a pdf file to allow working with and / or printing data.

Confirm you have access to a folder within the W:/VNA folder to save the Report or Query results.

Run the Report or Query. At the top left will be one of both of these icons. Based on which is available, follow the steps below.

- **Save as** icon.
- **Print** icon.



### Using the Save As icon

➤ Export the file

Double click for each step below to download the file:

**STEP 1:** **Network** in left column.

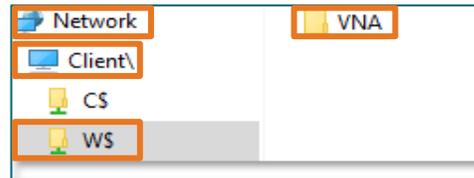
**STEP 2:** **Client** in left column.

**STEP 3:** **W\$** in left column.

**STEP 4:** **VNA** folder.

**STEP 5:** The folder where the report will be saved.

**STEP 6:** Click OK.

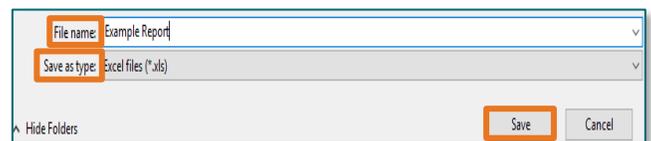


### Save the file

**STEP 1:** Enter the **File name** you selected for the file.

**STEP 2:** Use the drop-down to choose the type of file.

**STEP 3:** Click **Save**.



### Using the Print icon to save

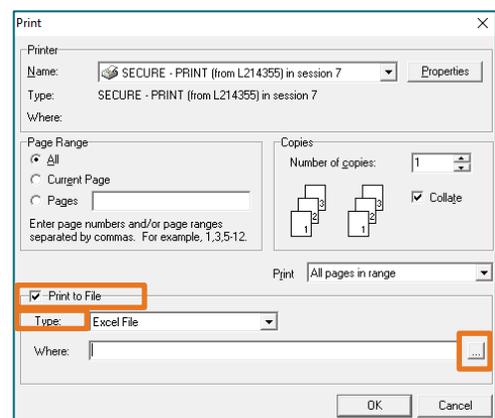
**STEP 1:** Click the **Print** icon.

**STEP 2:** Select box for **Print to File**. If this box is not available, skip to step 4 below.

**STEP 3:** Use the **Type** drop-down to chose **Excel File**.

**STEP 4:** Click the 3 dots to the right of the **Where** box then follow the steps below to download the file.

**STEP 5:** If the **Print to File** section is not available:



- Use the **Name** drop down at the top of the box to choose **Microsoft Print to PDF**.

**STEP 6:** Click **OK** then follow the steps below.

➤ Export the file

Double click for each step below to download the file:

**STEP 1:** **Network** in left column.

**STEP 2:** **Client** in left column.

**STEP 3:** **W\$** in left column.

**STEP 4:** **VNA** folder.

**STEP 5:** The folder where the report will be saved.

**STEP 6:** Click **OK**.

➤ Save the file

**STEP 1:** Enter the **File name** you selected for the file.

**STEP 2:** Use the drop-down to choose the type of file.

**STEP 3:** Click **Save**.

