

## print

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- Review the report:
  - Click | to go to the first page of the report.
  - Click < to go back one page.
  - Click > to go forward one page.
  - ∘ Click >| to go to the last page of the report.
- Click microsoft excel icon to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click x close button to close the report window. Some reports may have a Close Report or Exit button instead.

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