






**print**



# Table of Contents



The report opens in a new window.

- 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  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. This option is not available for all reports.
- Click  to close the report window. Some reports may have a **Close Report** or **Exit** button instead.

<WRAP box>The program attempts to duplicate the labels on the associated screen, to use as report headers. For long labels, some words may be abbreviated.

- When the report is displayed on the screen, the entire header displays.
- When the report is saved as a PDF, parts of the headers may not be displayed due to a space restrictions (e.g., when formatting eight columns to a PDF page).
- When the report is saved as a CSV, the entire header is saved. (The columns may need to be widened to view the entire text.)



## Back Cover