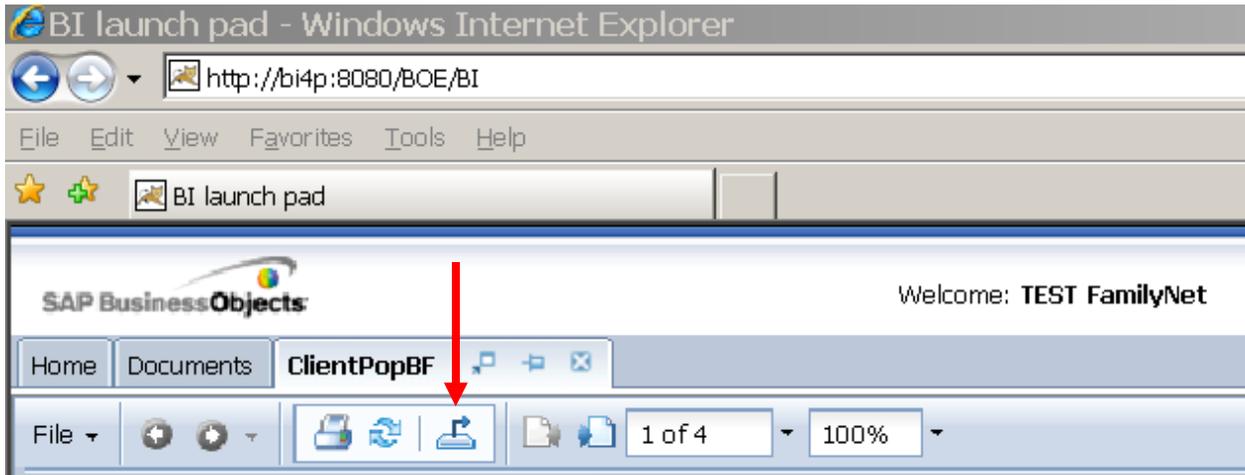


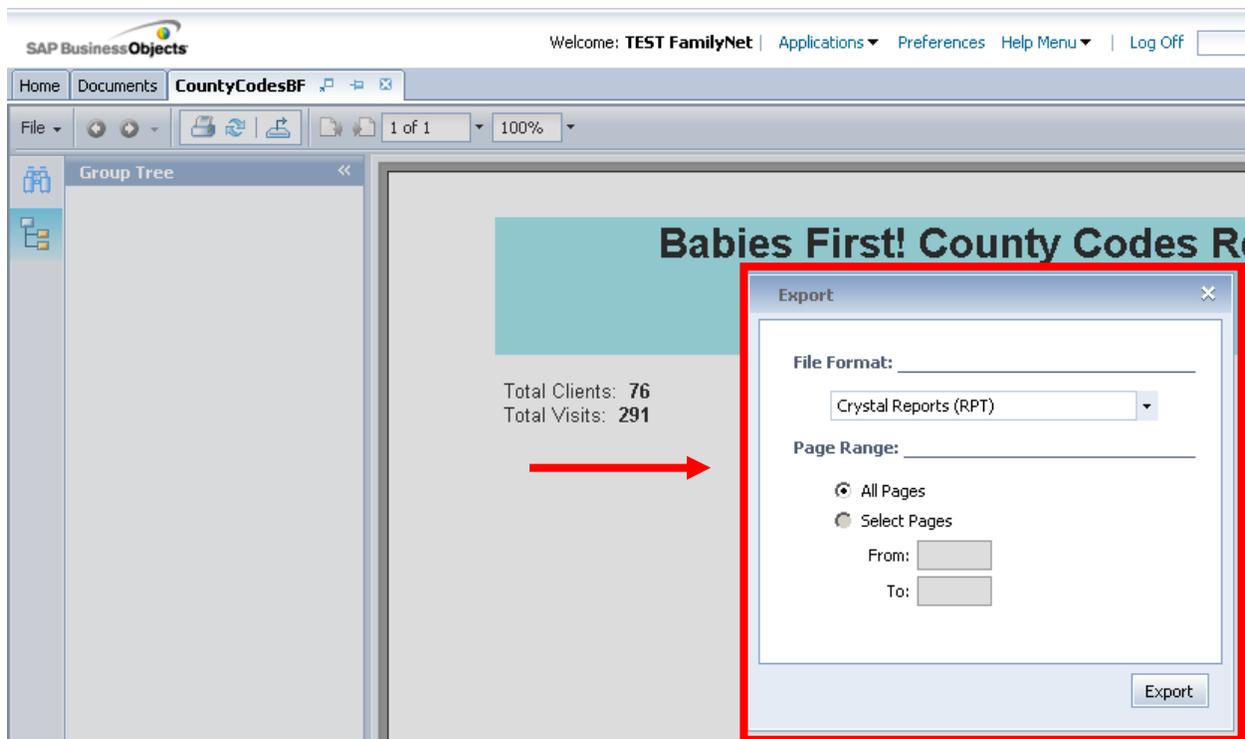
Saving (Exporting) a Crystal Report

After you have generated a report on your screen, you can save it. You can also save a document and then print it within another application. Run a report on your screen.

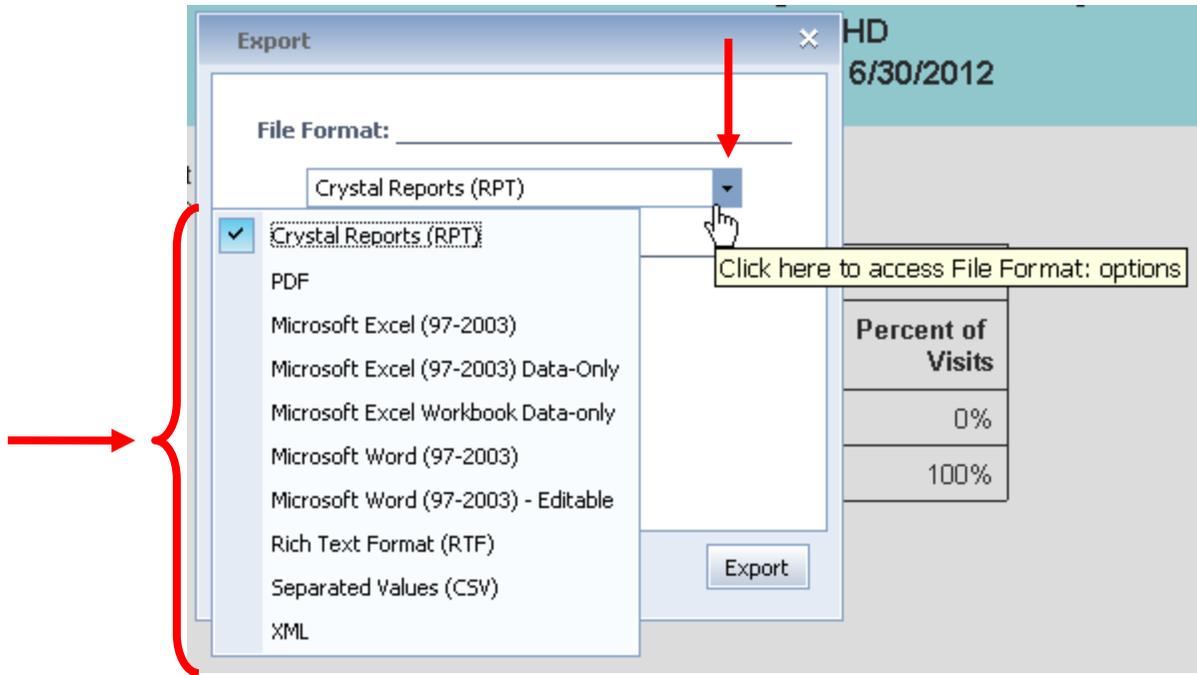
See “Running a Crystal Report,” for instructions on how to create a report.



1. After the report appears on your screen, click on the “Export this report” icon in the upper left area of your screen.

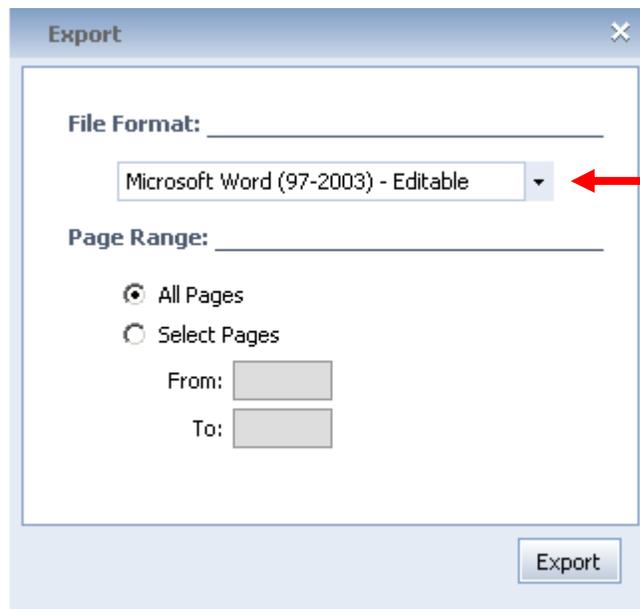


2. The “Export” pop-up window appears.

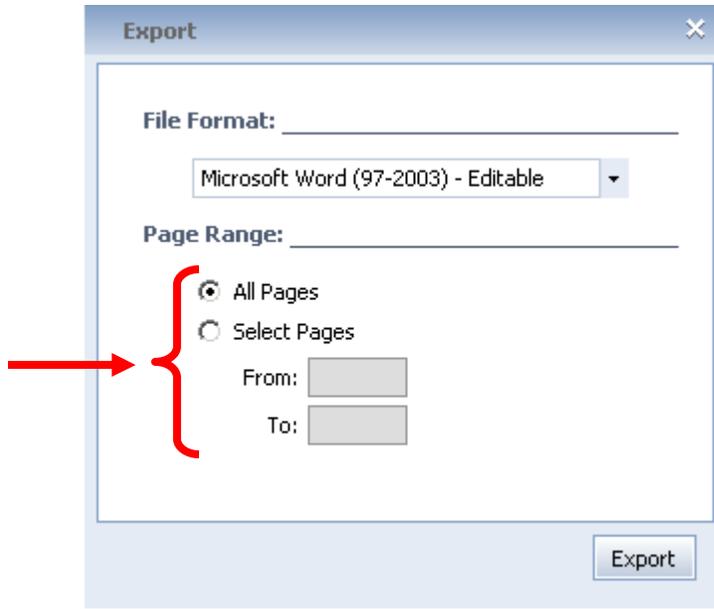


3. Click on the down arrow to open the list of file formats that are available. You can save your report in any of the file formats in the list. Click on the file type you want for your report.

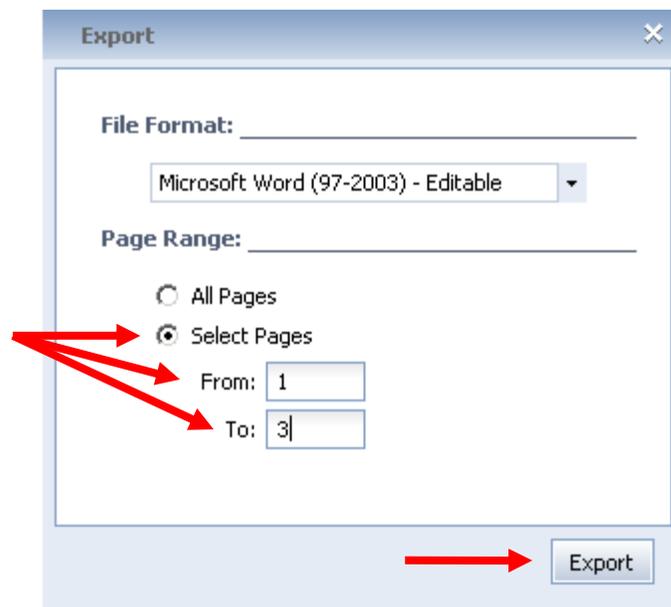
Note: If you save your report as a Crystal Report, you must have Crystal Reports installed on your computer in order to open it. It would probably be most useful for you to select a file type that the software on your system can open when you are not logged into Business Objects.



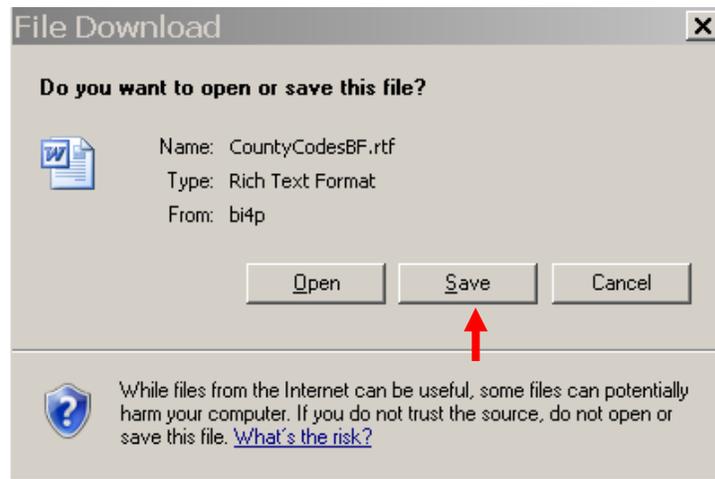
4. The "File Format" list closes. Your selection displays in the field.



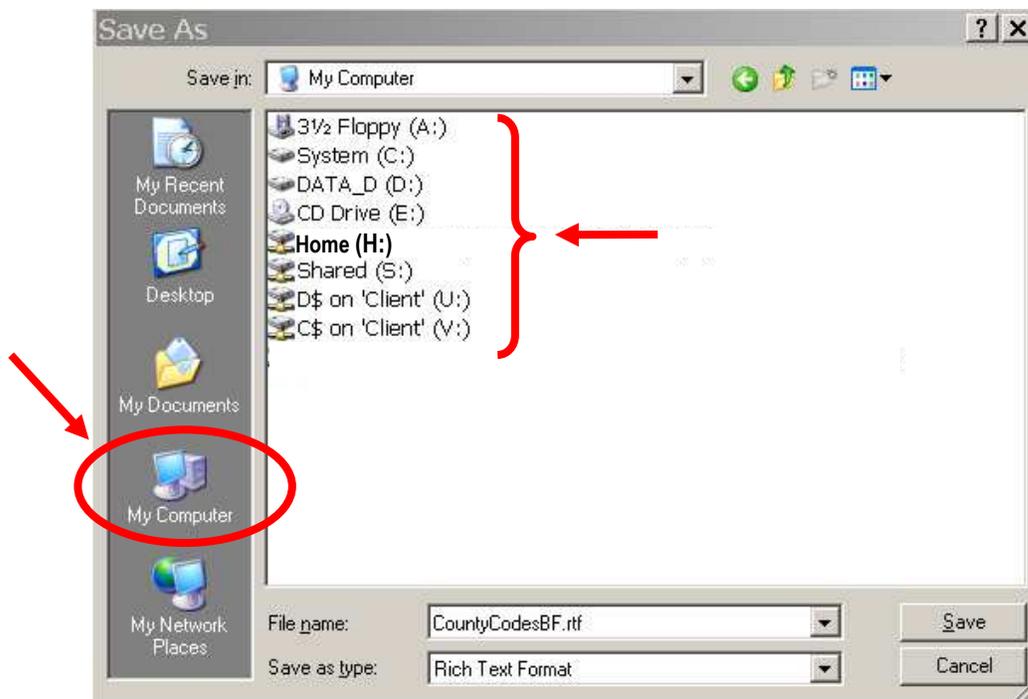
5. You can choose to save all pages of your report or only some pages of your report.



6. If you want to save only certain pages of your report, click on “Select Pages” and then enter a start page in the “From” field and an end page in the “To” field. Click on the “Export” button to create your file.



7. A “File Download” window appears. Click on the “Save” button.



8. A “Save As” window opens. Click on “My Computer” in the lower left side of this window. A list of computer drives appears in the window. The drives are a combination of drives you can access on your computer system and drives that you cannot access on a state server in Salem. Read the text below before you select a drive . . .

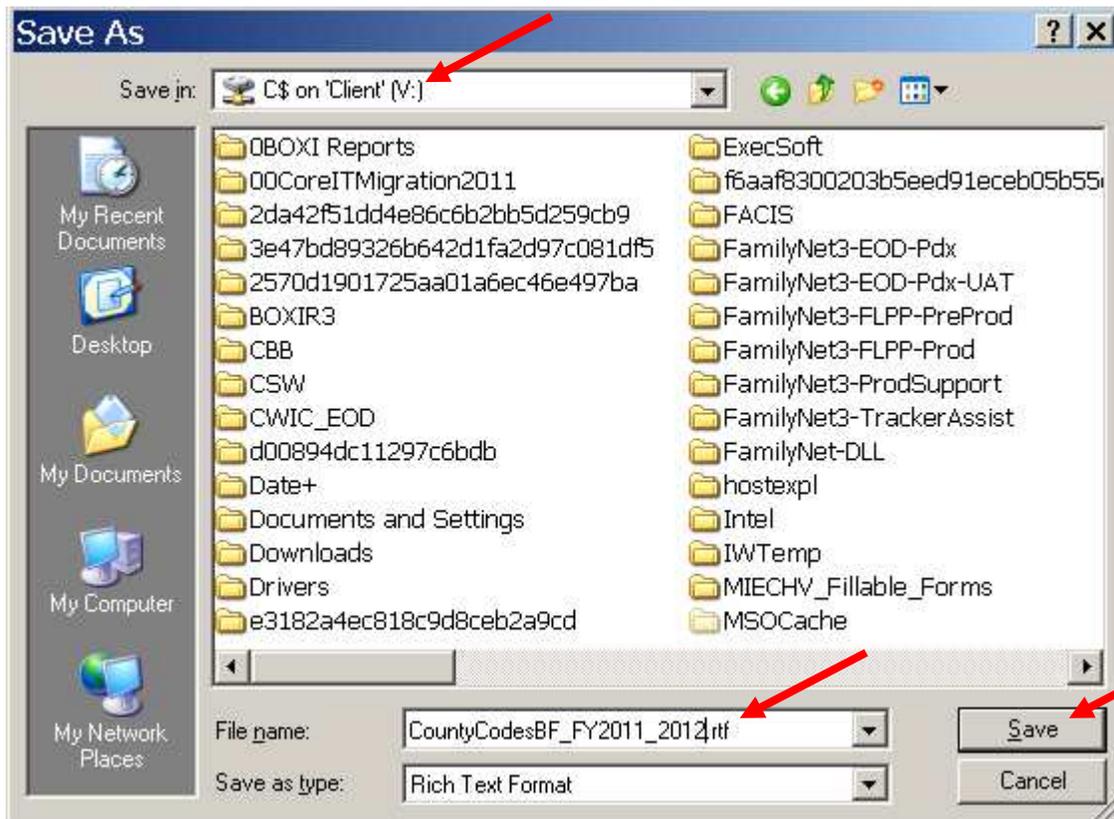
This is what you see in the picture above:

- 3½ Floppy (A:) IGNORE this drive! It’s on a state server in Salem.
- System (C:) & Data_D (D:) IGNORE these drives! They’re on state servers in Salem.
- **Home (H:) This is your “home” network drive, which is a secure place to save client-identified data.** It’s secure, because a passworded login is required to access it.
- D\$ on ‘Client’ (U:) & C\$ on ‘Client’ (V:) Note the word “Client”—that means you! These two items are hard drives on your computer. If you save client-identified data on

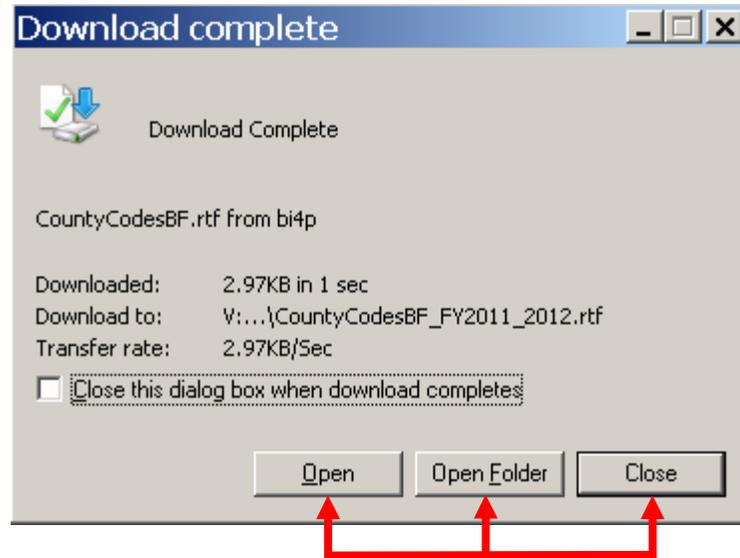
a hard drive, you should move it to a passworded network drive after you have logged out of Business Objects.

Be attentive to where you save reports!! When you save a report to any of the drives on the state servers, you will lose them forever. If you save a report that identifies any clients, you should be careful not to leave the report on a hard drive. Anyone that logs into your computer will have access to reports saved on **D\$ on 'Client' (U:)** or **C\$ on 'Client' (V:)**.

Double-click on the drive where you want to save your report.



9. The name of the drive you double-clicked appears in the “Save As” window. Name your file and click on the “Save” button.
Note: Always type in a new name for the report if you plan to save more than one report. Otherwise, each new report will replace (be saved over) the previous report you saved.



10. The “Download Complete” window appears and offers you three choices.

- If you click the “Open” button, your report will open using software on the state server. An Excel file will open inside of Excel, a Word document will open inside of Word, etc. Some of the reports can be edited. If you make any changes, be careful where you save the changes.
- If you click the “Open Folder” button, the file directory where you saved your report will open.
- If you click the “Close” button, the window will close. You will be looking at the report you created, inside of the Business Reports Crystal Reports environment.