Export Data

Export Type Selection

The export type selection window allows a choice of formats to export data in.

Options include:

- **PDF**
- **CSV**
- **Excel**
- **Text**
- **XML**

PDF

Selecting PDF will open the `PDF Options` window.

PDF Options:

- Select the paper size (Letter, Legal or A4) to set output formatting
- Enter, if required, the columns to omit from the report in the input field using a comma delimited array. eg to remove columns 3, 4 and 8 enter **3,4,8**.
- Check the `Create PDF in landscape mode` to change from the default mode of landscape to portrait if required.

Click `OK` to create report.

Select from the `Save As` window to set the file name and location and click `Save` to save file.

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