



Summary

When you run a report that uses the Crystal Report program, you may wish to export that report for review at a later date.

Step By Step Guide

1. With the report open, click on the upper left hand corner icon that looks like a up and over arrow on a square
2. Select the local directory you wish to save it to (Save A File To Your Local Drive)
3. Choose the format and file name

You'll now see that report in the path you specified.

