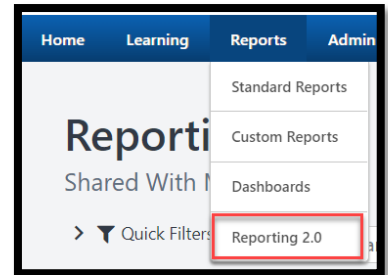




There are several ways in which you can download a report that you have created or a report that has been shared with you in Reporting 2.0

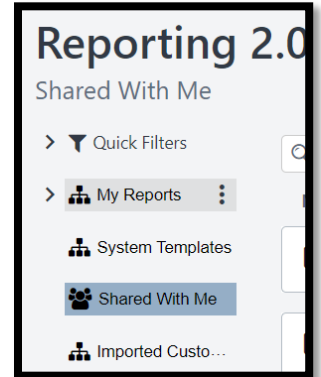
Locating the Report

From the home page, hover over the **Reports** option in the menu bar.



1. Select **Reporting 2.0** in the dropdown.
 - a. If you have created your own reports in Reporting 2.0 the "My Reports" window will open.
 - b. If you have NOT created your own reports in Reporting 2.0 the "Shared With Me" window will open.

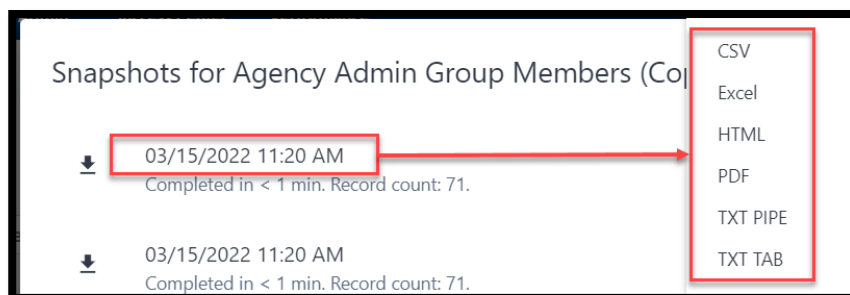
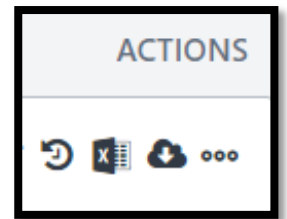
2. Locate the report you would like to download.



Downloading/Running Reports

Select the appropriate icon from the report's **ACTIONS** column

- a. Schedule for Now **Clock** – select to generate a new snapshot of the report data
- b. Export to **Excel** – select to download the latest available snapshot in Excel format. Generates a new report snapshot with fresh data in Excel format.
 - i. The newly generated snapshot is also available through the snapshot pop-up behind the cloud icon (see below).
 - ii. If a user navigates away from, or closes the window while the process is still in progress, the snapshot is still completed and available in the snapshot pop-up behind the cloud icon (see below).
- c. Snapshot Pop-up **Cloud** – select to access the 3 most recent snapshots and download them in your preferred format.

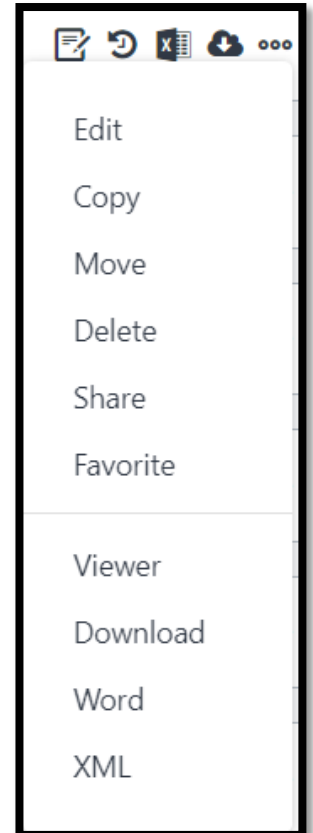




- i. If cloud icon is solid, no snapshots are available for the report.
- ii. If cloud icon contains an arrow, snapshots are available.



- d. Options **Ellipses** – select to
 - i. Edit, copy, move, delete, share, and/or set the report as a favorite.
 - ii. View, Download, Export to Word, or Export to XML



What you are able to do will depend on your security role permissions in Cornerstone.