

Export Reports to MS Excel or Export Reports to PDF.

Exporting Reports to MS Excel.

Purpose: Exporting Reports to MS Excel enables the user to apply additional formatting to customize the reports or apply additional formulas to the output data.

Process: Export one or more Reports seamlessly to a MS Excel file by selecting Export Reports to Excel from the Reports Menu and following the onscreen instructions. Alternatively, export an individual report open in the report preview window by clicking on the Export to Excel button and following the onscreen instructions.

Exporting Reports to PDF.

Purpose: Exporting reports to PDF format enables the reports to be viewed with Adobe Acrobat Reader on computers not installed with Investit Pro. The PDF report files created can be sent as e-mail attachments for others to view and print out the reports.

Process: Create one or more PDF files by selecting Export Report to PDF from the Reports Menu and following the on screen instructions. Alternatively, export an individual report open in the report preview window by clicking on the Export to PDF button and following the onscreen instructions.