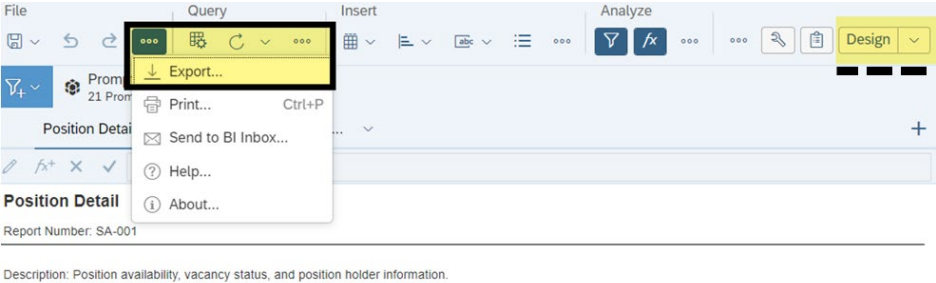


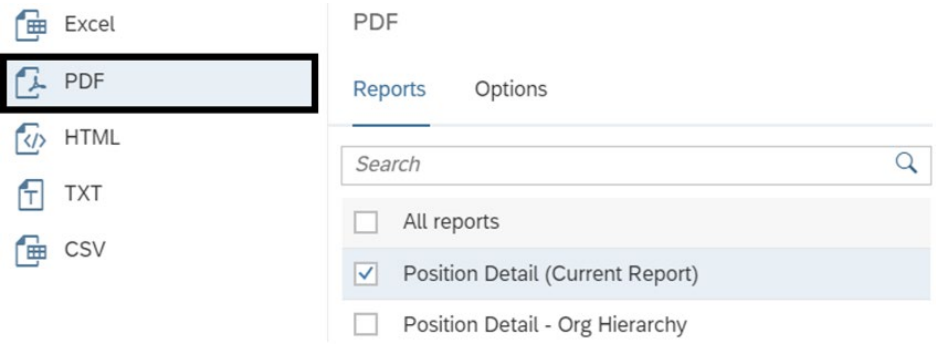
Web Intelligence (WebI) reports can be exported with a variety of options. For example, you can export all tabs (views) of the report, specific report tabs, or raw data.

- ✓ Always consider data contents before exporting a document to shared files. If your document contains employee name or personnel number, you may need to purge or anonymize the personal information before sending it to a non-secure location.

**1. Select: Export.**  
 → The export option is available on the report toolbar in design mode.  
 → WebI uses standard options to export reports. This will be very similar to how you export files in other modern business systems.



**2. Select: File type.**  
 → Additional information and options will be based on the file type you selected.



**3. Select: Options.**  
 → Additional information and options will be based on the file type you selected.  
**4. Select: Export.**  
 → WebI will use your desktop downloads folder as a default location for the exported file.

