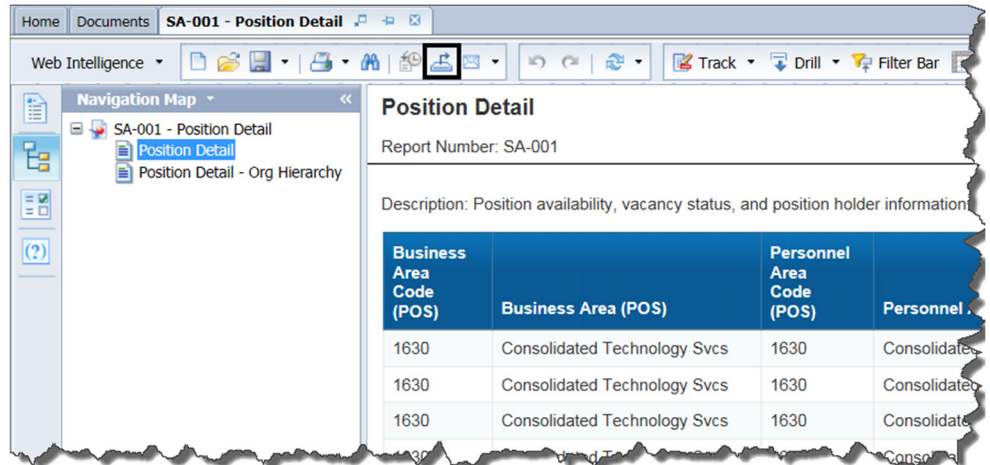


## Export a Report

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**.  
→ WebI will display export options.



2. Input: **Export options**.
3. Select: **OK**.  
→ Additional selections are available for each File Type. File Types include:

- PDF
- Excel (.xlsx)
- Excel (.xls)
- CSV Archive
- Text

**Export**

Select

Reports

Data

Select All

Position Detail

Position Detail - Org Hierarchy

File Type: PDF

Current Report

All pages

Current Page

Page(s)

From: 1

To: 1

Images DPI: Default