

Export a Report

Last Modified on 06/13/2024 1:36 pm EDT

Overview

Report data can be exported into downloadable PDF, Word document, and spreadsheet files. However, there are some restrictions, depending on the file format and element type. All links and file attachments are disabled in exported report files.

Reports display the time and date the report was last updated/loaded **based on the current user's local timezone**. This timestamp appears on exported files and is updated when the report is reloaded or refreshed. To ensure your exported report files reflect the most recent data, click the **Refresh** icon on the report or refresh your browser before exporting. See the [Loading & Caching Report Data](#) article for more information.

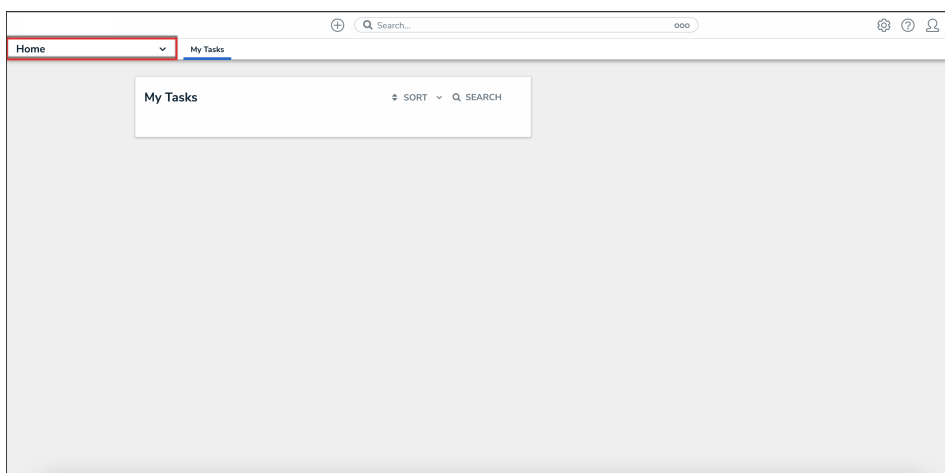
Note:
Data grids cannot be exported.

Related Information/Setup

Please refer to the [Create a New Report](#) article for more information on creating reports.

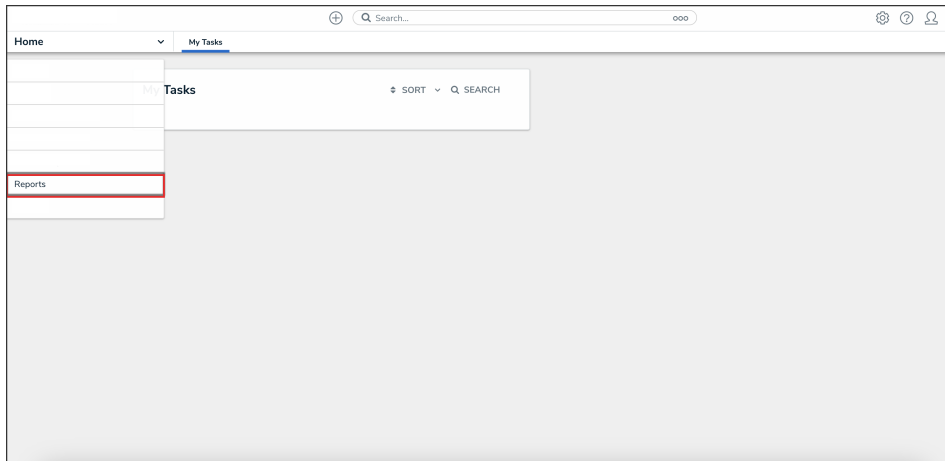
Navigation

1. From the **Home** screen, click the **Home** dropdown.



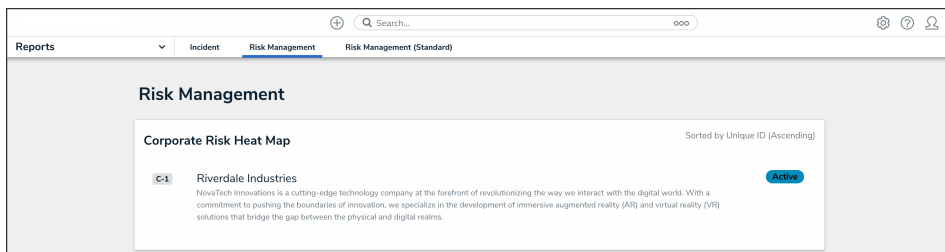
Home Dropdown

2. From the **Home** dropdown, select the **Reports** application.



Reports Application

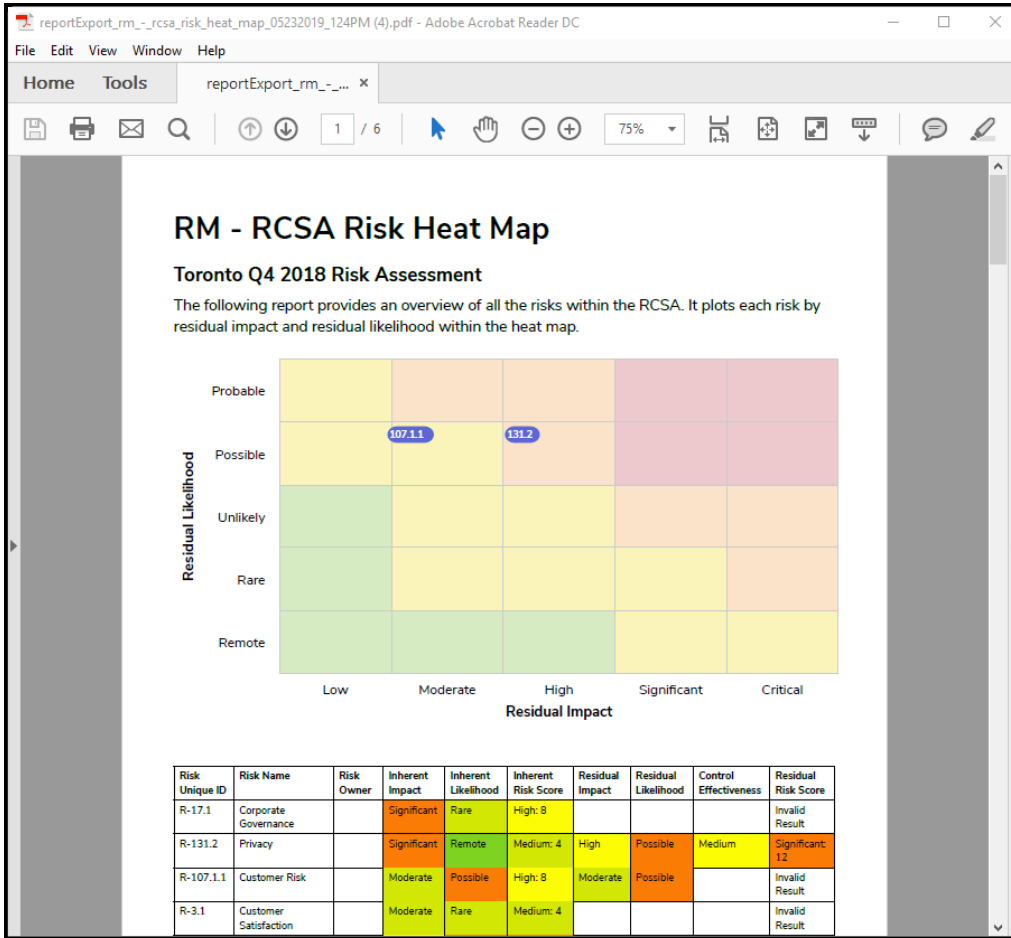
3. From the list of reports, click the report that you want to export.



Report Name

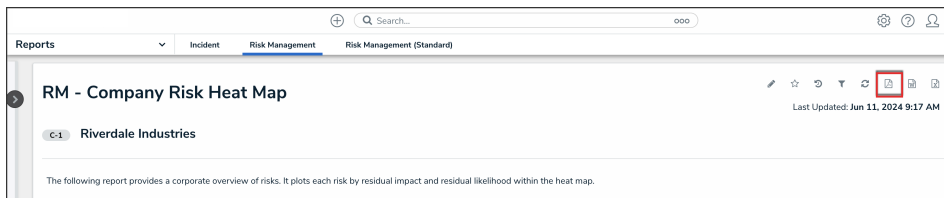
Exporting a Report as a PDF

Tables, charts, heat maps, repeatable forms, and free form text can be exported into a PDF file. The PDF file will reflect any [page breaks](#) or [PDF headers](#) added to the report canvas by an administrator.



An Example of a Report Exported as a PDF

- From the report you want to export as a PDF, click the **Export to PDF** icon.



Export to PDF Icon

Exporting a Report as a Word Document

Only table reports can be exported into a Word document. If the report contains other report elements, only the table data will be exported.

Note: Point in time reporting is not currently supported. Exporting a report with historical data currently displayed will generate a file showing present-day data only.

The screenshot shows a Microsoft Word document titled "reportExport_risk_results...". The document content is as follows:

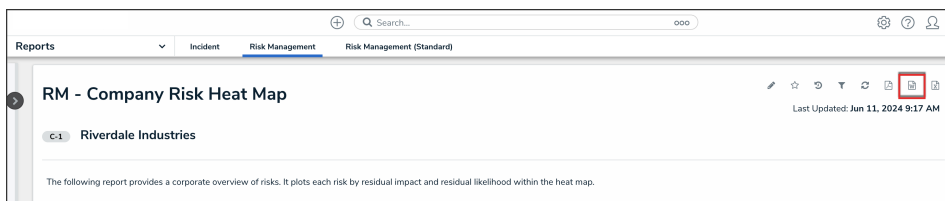
Risk Results by Risk Category
App Base on Core 2.5
 LONDON OFFICE
 Last Updated: May 24, 2019 10:20 AM (America/Denver)

Risk Unique ID	Risk Name	Risk Owner	Inherent Risk Score	Residual Impact	Residual Likelihood	Residual Risk Score
R-135.1	New Litigation & Arbitration		High: 5	Moderate	Remote	Medium: 2
R-134.1	Legal		Significant: 16	Significant	Probable	Critical: 20
R-133.1	<u>Labour</u>		Critical: 25			Invalid Result
R-132.1	Financial Reporting		Medium: 4			Invalid Result
R-131.1	Privacy new		Medium: 4			Invalid Result
R-130.1	New Strategy misalignment with Regulations		Medium: 3	High	Possible	Invalid Result
R-129.1	<u>Jurisdictional</u> Regulations		Critical: 20			Invalid Result
R-128.1	Industry Regulation		Medium: 3			Invalid Result
R-111.1	Policy Compliance		Medium: 2			Invalid Result
R-110.1	Channel effectiveness		Low: 1			Invalid Result
R-109.1	Logistics		High: 9			Invalid Result

578 words

An Example of a Report Exported as a Word Document

- From the report you want to export as a Word document, click the **Export to Word** icon.



Export to Word Icon

Exporting a Report as an Excel Document

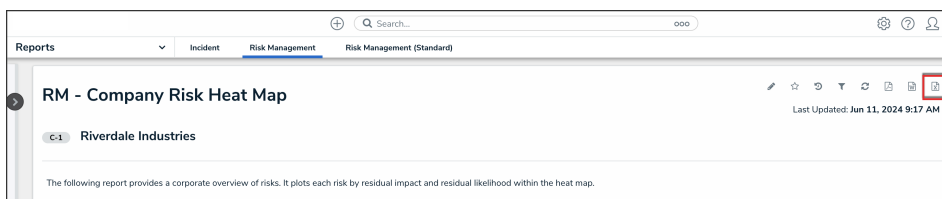
Only table reports can be exported into an Excel document. If the report contains other report elements, only the table data will be exported.

Note: Point in time reporting is not currently supported. Exporting a report with historical data currently displayed will generate a file showing present-day data only.

Risk Unique ID	Risk Name	Risk Owner	Inherent Risk Score	Residual Impact
R-135.1	New Litigation & Arbitration		High: 5	Moderate
R-134.1	Legal		Significant: 16	Significant
R-133.1	Labour		Critical: 25	
R-132.1	Financial Reporting		Medium: 4	
R-131.1	Privacy new		Medium: 4	
R-130.1	New Strategy misalignment with Regulations		Medium: 3	High
R-129.1	Jurisdictional Regulations		Critical: 20	
R-128.1	Industry Regulation		Medium: 3	
R-111.1	Policy Compliance		Medium: 2	
R-110.1	Channel effectiveness		Low: 1	
R-109.1	Logistics		High: 9	
R-108.1	Partners & JV's		Critical: 20	
R-107.1	Customer Risk		Critical: 20	
R-106.1	Disentanglement		Low: 1	
R-105.1	Vendor Risk		Low	
R-104.1	Facilities Management		Low	
R-103.1	Physical Access		Low	
R-102.1	Employee relations (union-bas		Low	
R-101.1	Social Media		Low	
R-100.1	Human rights / Defamation		Low	
R-99.1	Unfair Dismissal		Low	
R-98.1	Harassment & Assault		Low	
R-97.1	Discrimination		Low	
R-96.1	Leadership		Low	
R-95.1	Culture		Low	
R-94.1	Communication		Low	
R-93.1	Work Environment		Low	

An Example of a Report Exported as an Excel Document

- From the report ID you want to export as an Excel document, click the **Export to Excel** icon.



Export to Excel Icon