

Export a Report

Last Modified on 02/19/2025 10:18 am EST

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.

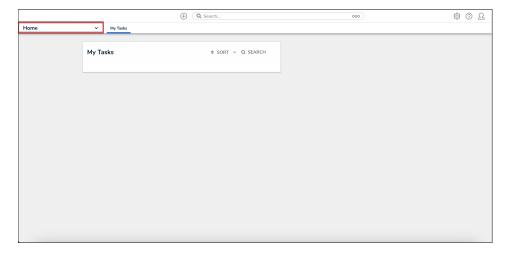


Related Information/Setup

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.



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Home	✓ My Tasks			
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Reports Application

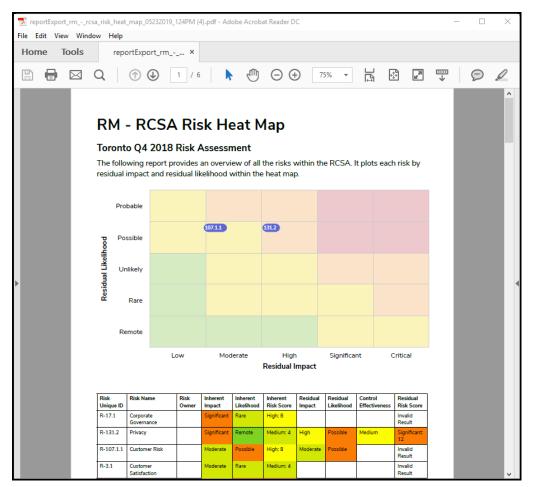
3. From the list of reports, click the report that you want to export.

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	C-1	NovaTech Ir commitmen	t to pushing the bounda	dge technology company at the forefront of revolu les of innovation, we specialize in the developmen on the physical and digital realms.				

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. Resolver.



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.

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Re	ports v Incident Risk Management (Standard)	
0	RM - Company Risk Heat Map	☆ つ て ご □ □ □ Last Updated: Jun 11, 2024 9:17 AM
	The following report provides a corporate overview of risks. It plots each risk by residual impact and residual	al likelihood within the heat map.

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. Repeatable form elements are not displayed in the export.

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.



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Dick Do	sults by Risk Categ	071						
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Last Update	ed: May 24, 2019 10:20 AM (An	nerica/Denver)						
Risk Uniqu	e Risk Name	-	Risk	Inherent Risk	Residual	Residual	Residual Risk	
ID		0	wner	Score	Impact	Likelihood	Score	_
R-135.1	New Litigation & Arbitration	I	H	igh: 5	Moderate	Remote	Medium: 2	
R-134.1	Legal		Si	ignificant: 16	Significant	Probable	Critical: 20	
R-133.1	Labour		C	ritical: 25			Invalid Result	
R-132.1	Financial Reporting		N	ledium: 4			Invalid Result	
R-131.1	Privacy new		N	ledium: 4			Invalid Result	
R-130.1	New Strategy misalignment Regulations	with	N	ledium: 3	High	Possible	Invalid Result	
R-129.1	Jursidictional Regulations		Ci	ritical: 20			Invalid Result	
	Industry Regulation		N	ledium: 3			Invalid Result	
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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.

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Export to Word Icon

Exporting a Report as an Excel Document

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1	Risk Unique ID	Risk Name	Risk Owner	Inherent Risk	Score	Residual Im	pact	
2	R-135.1	New Litigation & Arbitration		High: 5		Moderate		
3	R-134.1	Legal		Significant: 16		Significant		
4	R-133.1	Labour		Critical: 25				
5	R-132.1	Financial Reporting		Medium: 4				
6	R-131.1	Privacy new		Medium: 4				
7	R-130.1	New Strategy misalignment wi	th Regulations	Medium: 3		High		
8	R-129.1	Jursidictional Regulations		Critical: 20				
9	R-128.1	Industry Regulation		Medium: 3				
10	R-111.1	Policy Compliance		Medium: 2				
11	R-110.1	Channel effectiveness		Low: 1				
12	R-109.1	Logistics		High: 9				
13	R-108.1	Partners & JV's		Critical: 20				
14	R-107.1	Customer Risk		Critical: 20				
15	R-106.1	Disentanglement		Low: 1				
16	R-105.1	Vendor Risk		Low				
17	R-104.1	Facilities Management		Low				
18	R-103.1	Physical Access		Low				
19	R-102.1	Employee relations (union-bas		Low				
20	R-101.1	Social Media		Low				
21	R-100.1	Human rights / Defamation		Low				
22	R-99.1	Unfair Dismissal		Low				
23	R-98.1	Harassment & Assault		Low				
24	R-97.1	Discrimination		Low				
25	R-96.1	Leadership		Low				
26	R-95.1	Culture		Low				
27	R-94.1	Communication		Low				
28	R-93.1	Work Environment		Low				
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An Example of a Report Exported as an Excel Document

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



Export to Excel Icon