

## Export a Report

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.



Exported report data is **cached** based on the last time the report was loaded. To ensure the files reflect the most recent data, click the refresh icon on the report or refresh your browser before exporting.



**Data grids** cannot be exported.

## PDFs

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.

The screenshot shows a PDF document titled "reportExport\_rm\_-\_rca\_risk\_heat\_map\_05232019\_124PM (4).pdf" in Adobe Acrobat Reader DC. The document content includes:

### RM - RCSA Risk Heat Map

#### Toronto Q4 2018 Risk Assessment

The following report provides an overview of all the risks within the RCSA. It plots each risk by residual impact and residual likelihood within the heat map.

Residual Likelihood	Low	Moderate	High	Significant	Critical
Probable	Yellow	Orange	Red-Orange	Red	Dark Red
Possible	Yellow	Orange (107.1.1)	Red-Orange (131.2)	Red	Dark Red
Unlikely	Light Green	Yellow	Orange	Red-Orange	Red
Rare	Light Green	Yellow	Orange	Red-Orange	Red
Remote	Light Green	Yellow	Orange	Red-Orange	Red

Risk Unique ID	Risk Name	Risk Owner	Inherent Impact	Inherent Likelihood	Inherent Risk Score	Residual Impact	Residual Likelihood	Control Effectiveness	Residual Risk Score
R-17.1	Corporate Governance		Significant	Rare	High: 8				Invalid Result
R-131.2	Privacy		Significant	Remote	Medium: 4	High	Possible	Medium	Significant: 12
R-107.1.1	Customer Risk		Moderate	Possible	High: 8	Moderate	Possible		Invalid Result
R-3.1	Customer Satisfaction		Moderate	Rare	Medium: 4				Invalid Result

A heat map and table exported into a PDF file.

## Word Documents or Spreadsheets

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

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 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>Jursidictional</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

A table exported into a Word document.

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	Jursidictional 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	

A table exported into a spreadsheet.

## Timestamps & Caching

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



icon on the report or refresh your browser before exporting. See the [Loading & Caching Report Data](#) article for more information.

## Instructions

### To export report data:

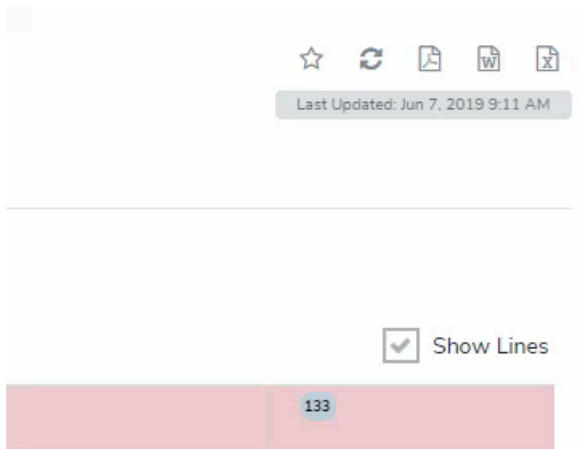
1. Navigate to the report you wish to export.
2. Click the  icon to reload the report and refresh the data, if required.



The refresh and export icons at the top-right of a report.

3. Click one of the following icons:

- Click the  to export all report data into a PDF file.
- Click the  icon to export a report table into a Word document.
- Click the  icon to export a table report into a spreadsheet.



An ellipsis is displayed in place of the icon while the export file is generated.

Once clicked, the selected icon will be replaced with an ellipsis while the export file is generated. Depending on the amount of data displayed in the report, there may be a delay before the download is initiated and completed. Navigating away from the report page while the file is being generated will cancel the export.

4. Click the file at the bottom of your browser to open the file and save it.