



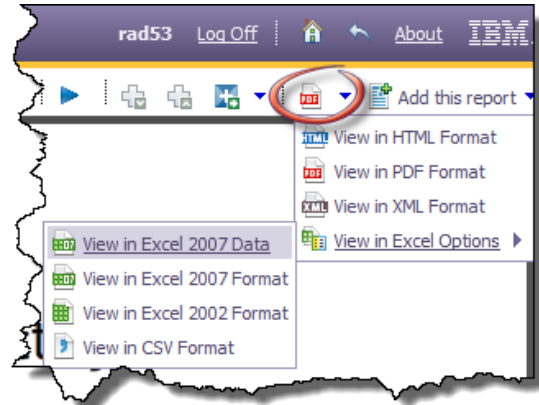
## Converting PDF to Excel

If you have run a report and reviewed the data and decided that it would be better in Excel, then instead of running the whole report again, you can easily convert it from PDF to Excel.

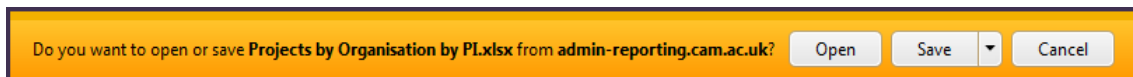
1. Once the report has run and the PDF is displayed, click on the **View in PDF** icon



2. Click **View in Excel Options** and then select the relevant Excel format.



3. A pop up message will display giving the option to **Open** or **Save**. Click **Open**.



4. An excel page will open with the report contents.