

# PPTS MOMENTS QUICK TIPS FROM A FRAZZLED USER

”It would be great if one could more easily get to certain options like exporting reports to Word or Excel. As it stands it’s not very intuitive that those features are even available.

## Pre-Defined Report Export Options

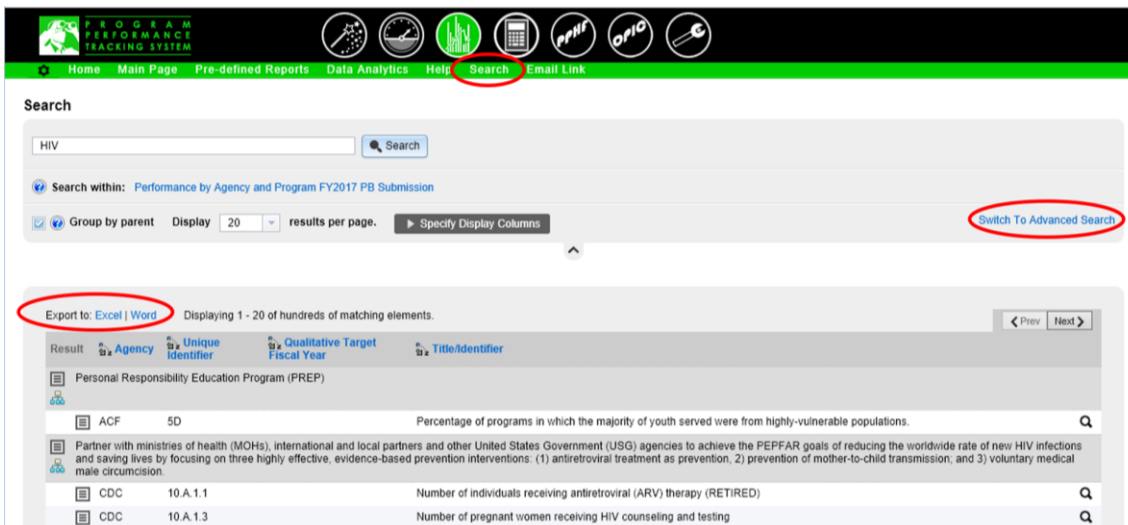
Kind of Report	Report Name	EXCEL	WORD	PDF
Predefined reports	(sample list, does not include all reports)			
	HHS Goal Linkages		X	X
	OPA Performance Measure Table		X	X
	Data Dictionary	X		
	CJ Performance Measure Table		X	X
	Key Outputs and Outcome Table		X	X
	Measure Table Horizontal		X	X



To select your output – make your other report selections and then choose “Open in Microsoft Word” or “Open in PDF” at the bottom of the screen

## Search Export Options

Kind of Report	Report Name	EXCEL	WORD	PDF
Search				
	Simple Search	X	X	
	Advanced Search	X	X	



To select your output:

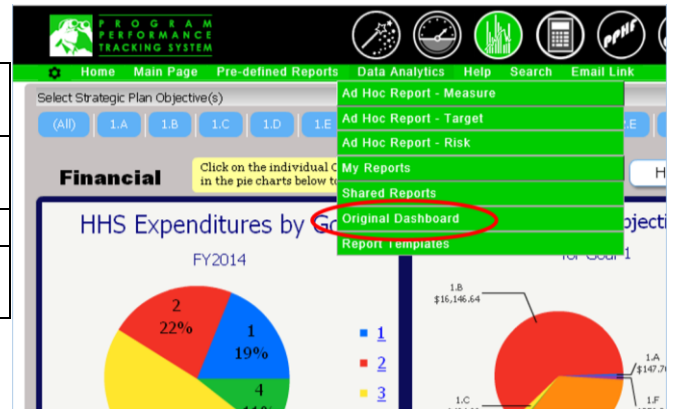
Input search criteria  
Select either:

- Export to Excel or
- Export to Word

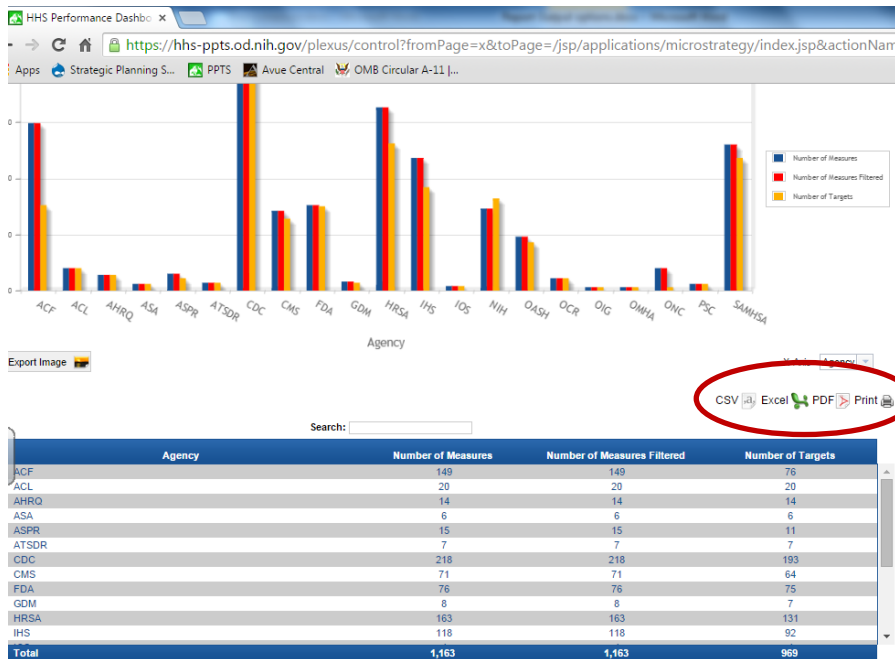
by clicking on desired output type near the top of your search results

## Business Analytics Export Options

Kind of Report	Report Name	EXCEL	WORD	PDF
Business Analytics				
	Original Dashboard	X		X
	Agency Dashboard to Print	X		X



## ORIGINAL DASHBOARD EXPORT OPTIONS



## Agency Dashboard for Print

Go to Data Analytics on the ribbon menu

Select Shared Reports

Select Agency Dashboard for Print from list of reports

Select agency you want to display

Select output format you want from the drop down menu towards top of screen

