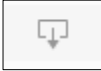
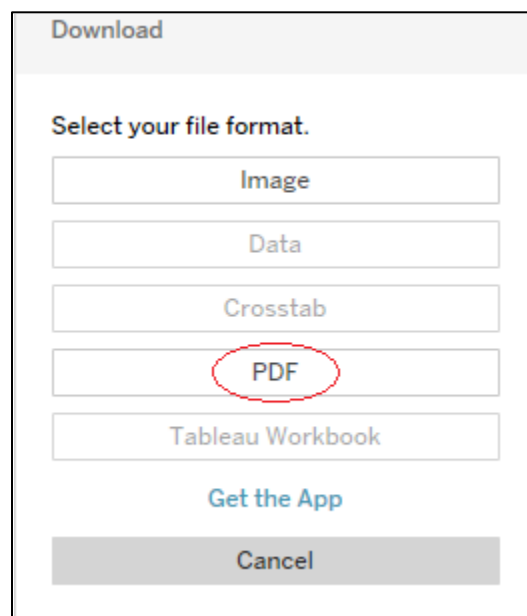


How to Save Charts and Tables

STEP 1

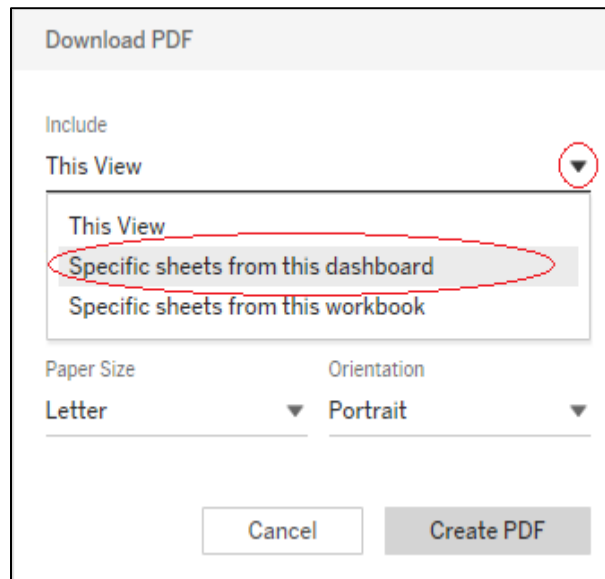
Select the tab on the dashboard where your chart or table of interest is located. Scroll to the bottom of

the screen and click on the "Download" icon  and then select the file format as PDF.



STEP 2

In the “**Download PDF**” window under the “**Include**” option click on the arrow on the right side of “**This View**” and select “**Specific Sheet from this dashboard**”.

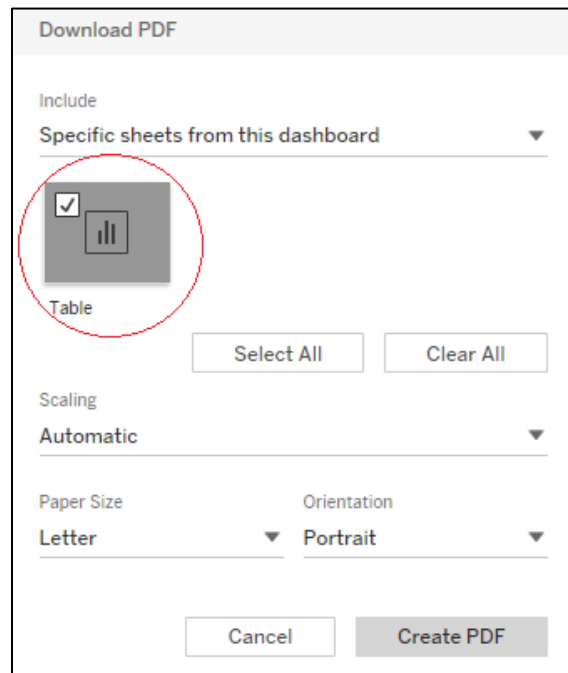


Note: Using the option “**This View**” will only display the current view of the dashboard. It is not recommended for saving tables as it will not display all values in tables where scrolling is needed. However, this may be another option for saving charts.

STEP 3

Click on the sheet(s) such that a check mark appears (see below) and subsequently click on “Create PDF”.

Create PDF



STEP 4

Select “Download” in the “Download PDF” window and then follow instructions in your browser window.

