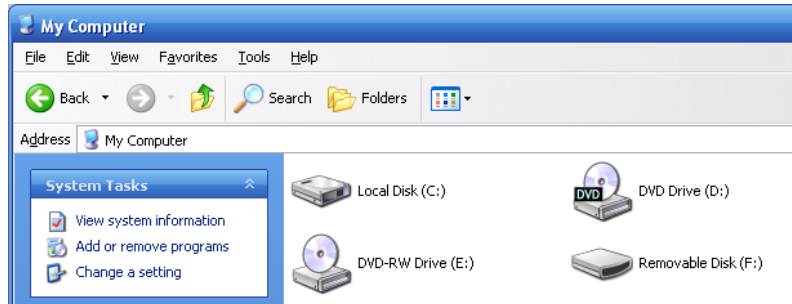


Vision has the capability of exporting reports into several formats: Adobe (pdf), Excel, Word, Text, etc. It is recommended you create an “Export” folder on your local hard drive to save these reports.

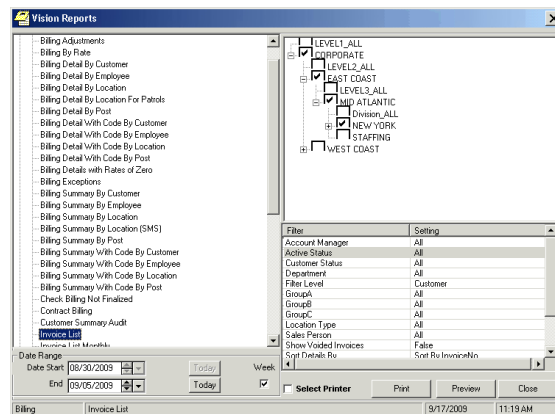
Create Export folder

1. Double-click on My Computer on your Desktop
2. Double-click on Local Disk (C:)
3. Select File – New – Folder
4. Type in “Export” for folder name
5. Close window



Running Reports

1. Select Reports
2. Highlight report
3. Select division, date range, filters as needed
4. Click Preview



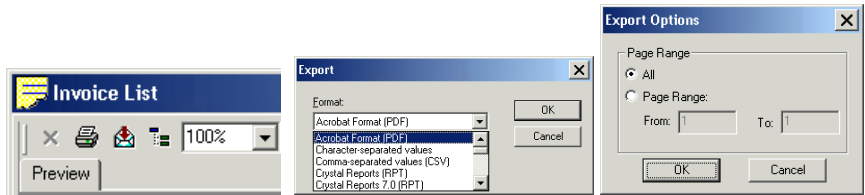
5. The report will display.

The screenshot shows the 'Invoice List' report preview. The report title is 'NEW YORK Invoice List'. The table below contains the following data:

Invoice No.	Invoice Date	Weekending	Customer No/Name	Location No/Name
243	08/24/2009	07/21/2009-08/01/2009	0002-000 CAPITAL HEALTH CENTER	SEPI BILLING SEPI
244	08/24/2009	07/21/2009-08/01/2009	0005-000 ALL STAR COMPANY	1 MCR
247	08/24/2009	07/21/2009-08/01/2009	0005-000 ALL STAR COMPANY	2 SCU
248	08/24/2009	07/21/2009-08/01/2009	0010-000 BELL'S SUB SHOP	CCN
249	08/24/2009	07/21/2009-08/01/2009	00012-000 BOBBY'S GARAGE	1 CHE
250	08/24/2009	1100-000	HOWARD MANAGEMENT SERVICES	1 PAI
251	08/24/2009	07/21/2009-08/01/2009	0004-000 PATROL	1 ALE

Exporting Reports

1. Click on the envelope with the red arrow.
2. Select Export format.
3. Select Page Range.

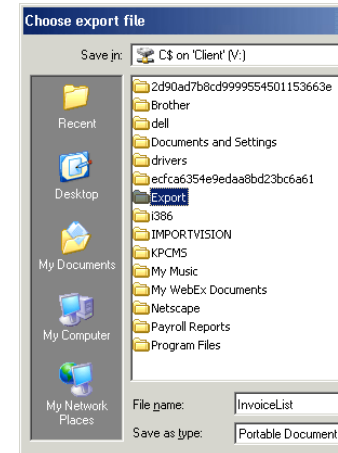
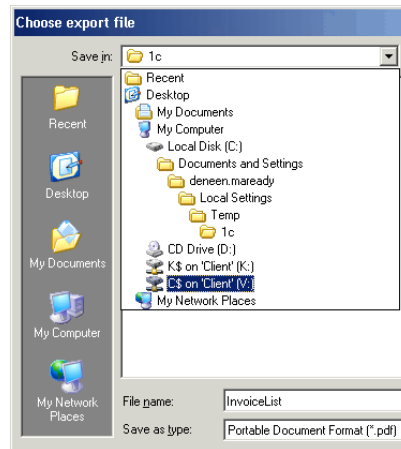


4. Double-click on C\$ on 'Client' (V:) – This is your local computer.

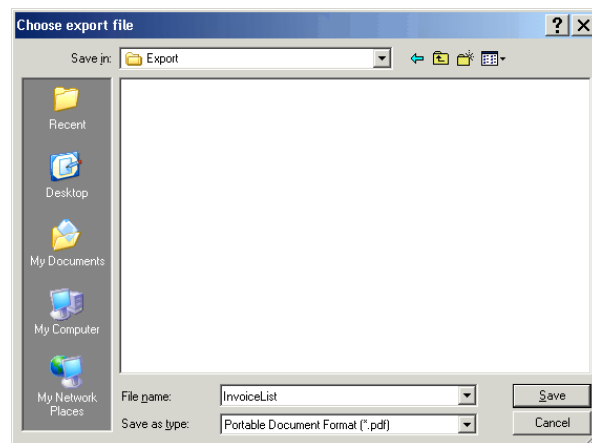
Important

If you select Local Disk (C:) during the export process, you will be saving your report on the server in New York, not your local computer.

5. Double-click "Export" folder (created by you)



6. Change File name if needed.
7. Click **Save**



Saved Report

1. Double-click on My Computer on your desktop
2. Double-click on Local Disk (C:)
3. Select "Export" folder
4. Double-click report to open

