

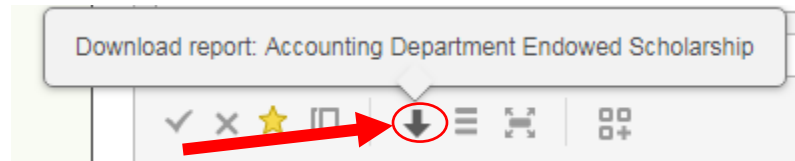


Jag\$POT

Exporting Reports Quick Start Guide

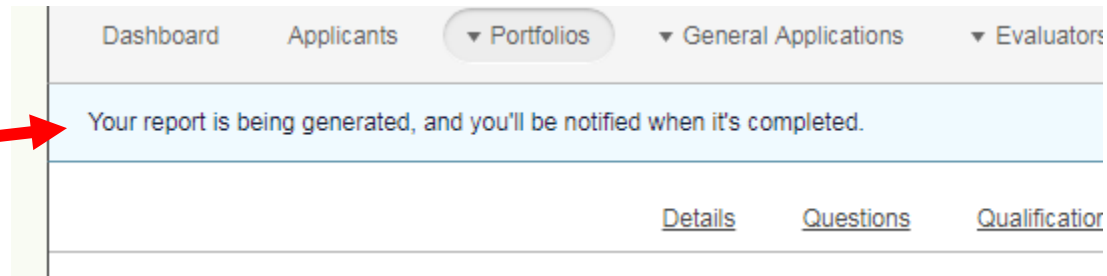
Exporting a Report

Step 1: Click the “Download Report” arrow to begin downloading a report in the selected grid view.



Step 2: While waiting on a report to download, you will see a message that your report is generating.

Note that, depending on the size, a report may take several minutes to generate.



Step 3: Once your report has generated, you will receive an email to your email address on record containing the report in a CSV file that can be opened in Excel. You will also see a notification that the report is completed on JagSPOT at the top of the screen.

