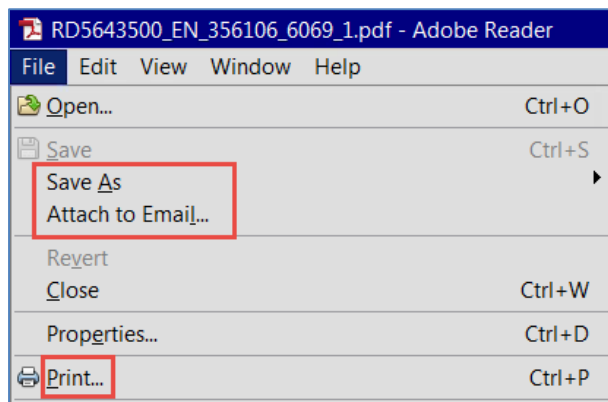
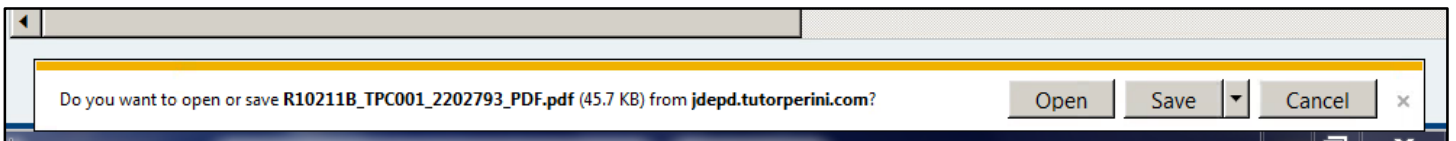
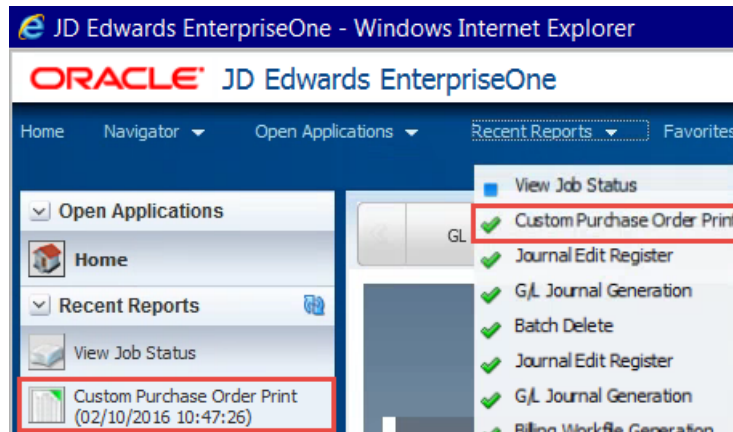
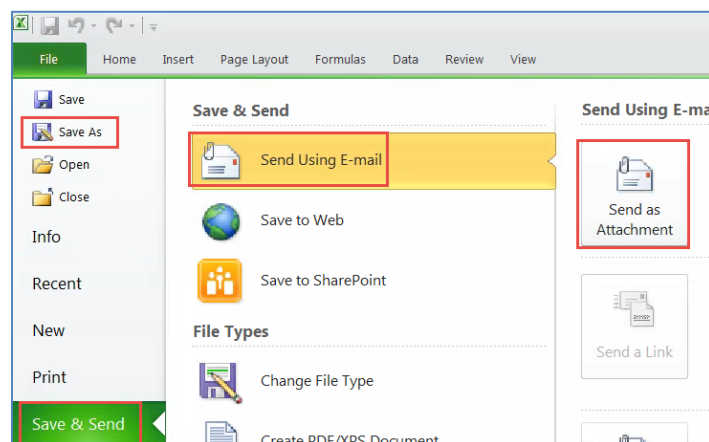


## SAVING A REPORT OR EXPORT FROM JDE TO YOUR DESKTOP

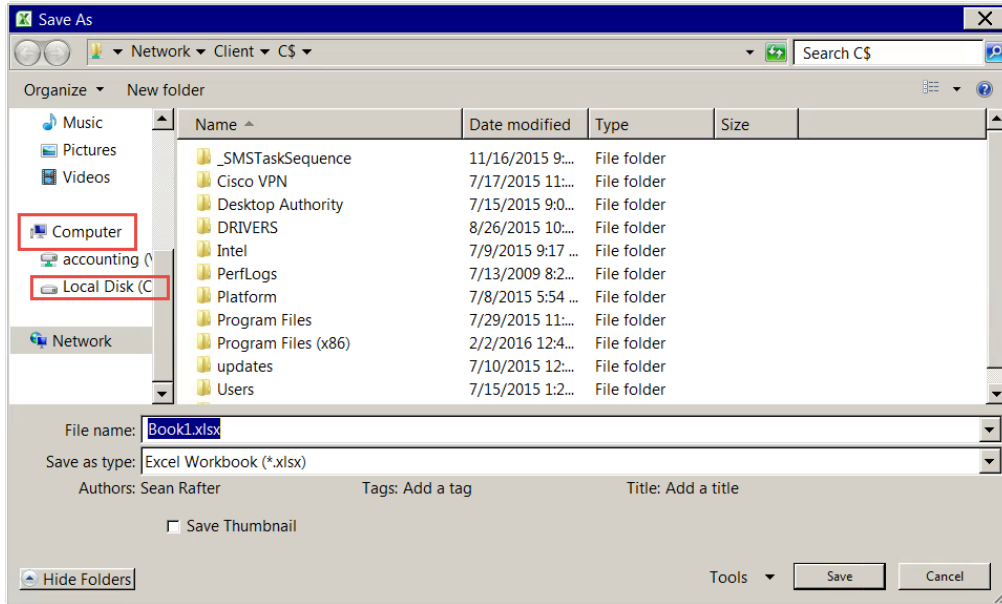
1. When you select a report, it will open in PDF. You can either save it, e-mail it to yourself or someone else, or print it. A timesaving option is to click the "Attach to E-mail" option out of the File Menu and e-mail it to yourself.



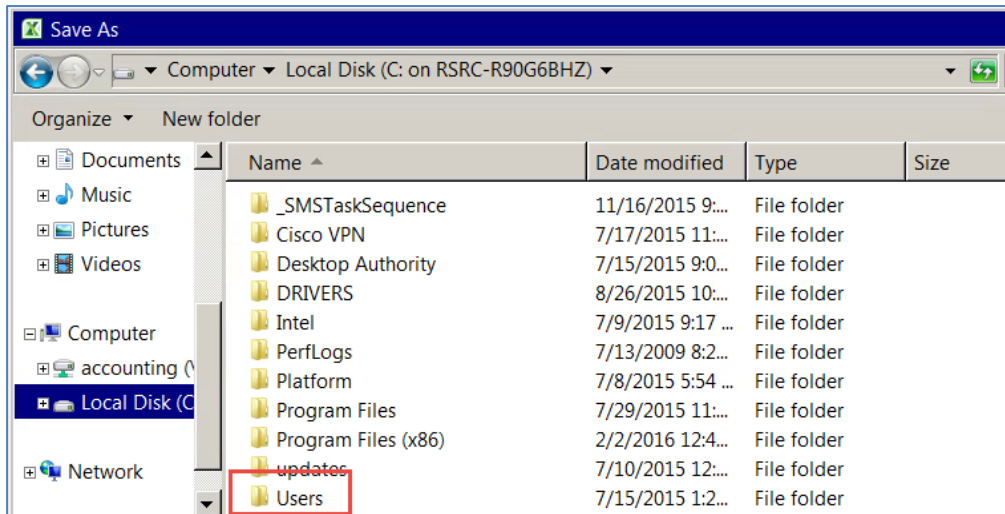
2. Likewise, when you export a grid into Excel, you can either print it, save it to your desktop, or e-mail it to yourself.



3. To save to your desktop:
  - After you Click “Save As”, you will see the following box:



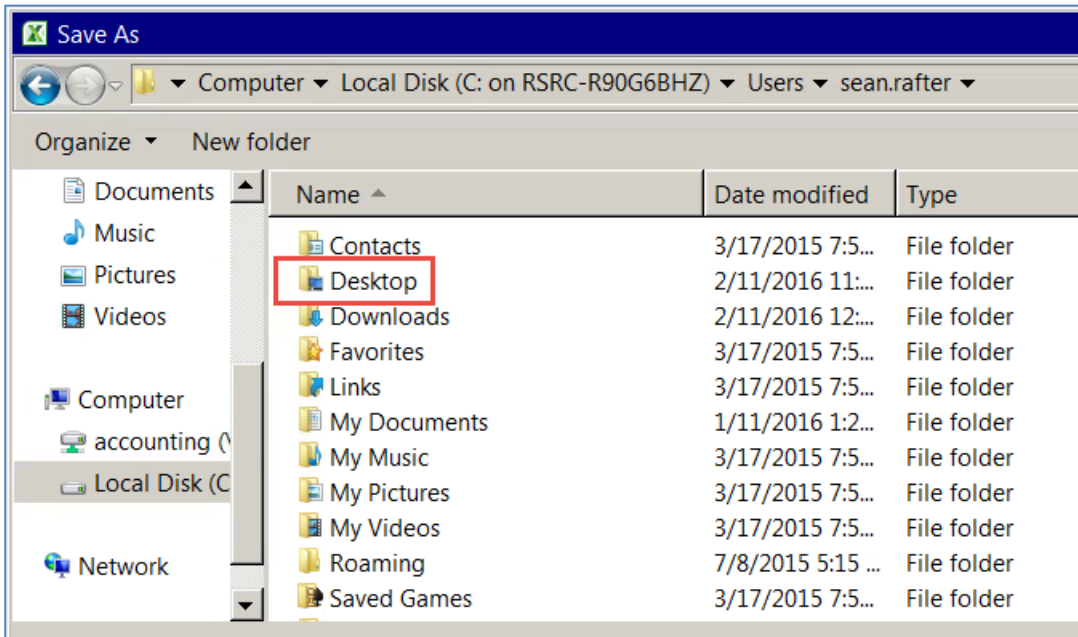
- Select “Local Disk (C:)” under the section titled **Computer** on the left side of the box
- Go to **Users** folder on the right side of the box.



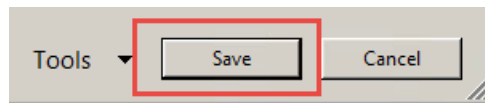
- Select your **Username** folder on the right side of the box (firstname.lastname)

Name	Date modified	Type
bill.harmon	7/15/2015 1:2...	File folder
Default	7/8/2015 8:17 ...	File folder
Public	7/8/2015 5:15 ...	File folder
sean.rafter	11/19/2015 9:...	File folder
SERVICES.DAUSERS	7/9/2015 9:17 ...	File folder
SUPPORT	7/8/2015 5:15 ...	File folder
TPAdmin	7/14/2015 4:1...	File folder

- Select **Desktop** folder on the right side of the box. This folder is your computer's desktop.



- Click the Save button to save the document to your desktop.



- **If you click on the Desktop in the first screen, you will save to the Citrix desktop and not your own desktop. You will not be able to find the document.**

