



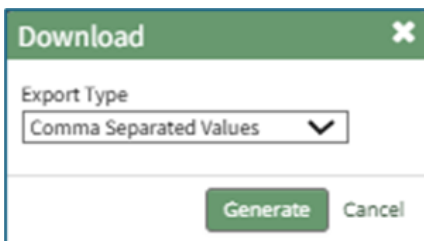
Download a Report

To download a report, go to the Home Page of the Reports Module.

There are two icons to the right of the Report Title that allow an individual to download a report.

Download Report Icons	
Icon	Explanation
	The excel icon will download the report in an excel (.xlsx) file to your personal device.
	The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.
	Comma Separated Values (.csv)
	Tab Separated Values (.tsv)
	Other Separated Values (.txt)
	Open Document Format (.ods)
	Excel 97 (.xls)
	Excel 2007 and later (.xlsx)
	PDF

Selecting the excel icon will automatically download the report to your personal device. Selecting the download icon will open the Download Modal. There are seven different download options to choose from on the dropdown menu.



Select the "Generate" button and KAStrack will download your report based on the method of your choosing.

The icons to download a report can be found within a specific report and the Manage Reports Page (for individuals with an Admin access level).

Revision #1

Created 2025-12-05 20:24:19 UTC by Mitzi Orkus

Updated 2025-12-05 20:30:22 UTC by Mitzi Orkus