



Saving and Exporting Reports

ACE Reports Video

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U.S. Customs and Border Protection



INTRODUCTION

You can save a copy of a report for personal use or to a public folder.

There are two locations to save reports:

- **Favorites** folder: Reports saved in the **Favorites** Folder are private and cannot be viewed or run by another user.
- **Public** folders: other users can view and run reports stored in these folders.

You can also export a report to various formats such as Excel spreadsheet, PDF, and CSV. If exporting to PDF, remember to adjust the layout formatting prior to export.

SAVE A REPORT

1. In the toolbar, select the **Save**  icon.
2. In the **Save As** dialog box:
 - a. Select the appropriate folder you wish to save your report in
 - b. In the **File Name:** field, type the *report name*.
 - c. Select the  icon to view more options.



TIP: Review the **Refresh on Open** option and determine what is appropriate for your business need.

3. Select the **Save** button.

EXPORT A REPORT

1. In the toolbar, select the **Export**  icon.
2. In the **Export** dialog box:
 - a. Select the appropriate export radio button.
 - b. In the **File Type** drop-down, select the export output type.
 - c. Select the  icon to view more options.
3. If necessary, select the **Current Report** checkbox, or adjust the page outputs by selecting the appropriate radio button.
4. Select the **OK** button.