

Creating Reports from Search Results

To Export Search Results:

Step	Task
1.	Click Orders on the left Task Bar.
2.	Select Search Documents under Search (see <i>Using Document Search</i> job aid for help returning search results).
3.	Once you have the results from your search, click the Export Search in the Filtered By section.
4.	Enter a unique report name in the File Name text field.
5.	Enter a Description (optional).
6.	Select the Export Type from the drop-down: Screen, Transaction, or Full Export.
7.	Click Submit Request.
8.	Click Close.

To Retrieve Export Results:

Step	Task
1.	Click Orders on the left Task Bar.
2.	Hover over Search.
2.	Select the Download Export Files link.
3.	Click Report File Name.
4.	Click Open to view the file. Double-click on the .csv file. OR Click Save to download the file. NOTE: The exported report is now available in CSV file format and can be saved as an Excel file.

NOTE: To save a query, please refer to the *Using Orders Search* job aid.