How to save and download a report

Reports are saved on the page but can be "protected" from accidentally deleting the report by marking the report as "booked" (see Manage created reports).

When the report has been generated, there is an excel symbol you can click on to quickly download the report in Excel format.

Screenshot

You can also click the "eye" to find more formats.

Screenshot

Scroll down to see icons for PDF, Excel, JSON and ODS.

Screenshot