

# Printing & Exporting Your Reports to Excel

We recommend you print your reports by exporting them to Excel and then print the report using Excel. There are numerous operating systems and printer configurations that work with WorkCenter. For best results, we have found that your excel program is typically programmed to properly work with your individual printers.

Exporting any report from WorkCenter is a very simple process. Open any report inside your WorkCenter. For this example, we will use the “All Loans” report. Once you see the report, click into any data box in the report and then click on FILE, EXPORT TO and select “Excel”.

WorkCenter will open your excel and export the report into your excel spreadsheet. At this time, you can perform any excel functions on this report including printing the report.