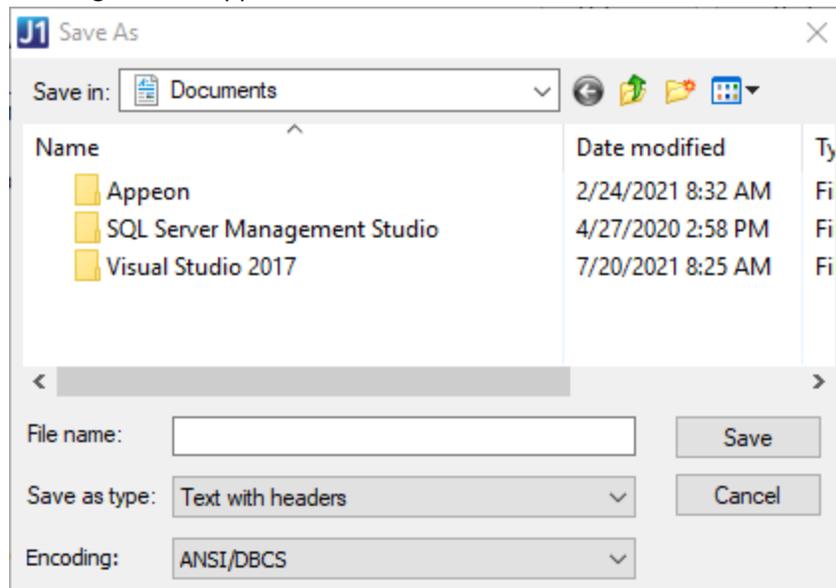


J1-Desktop Quick Guide

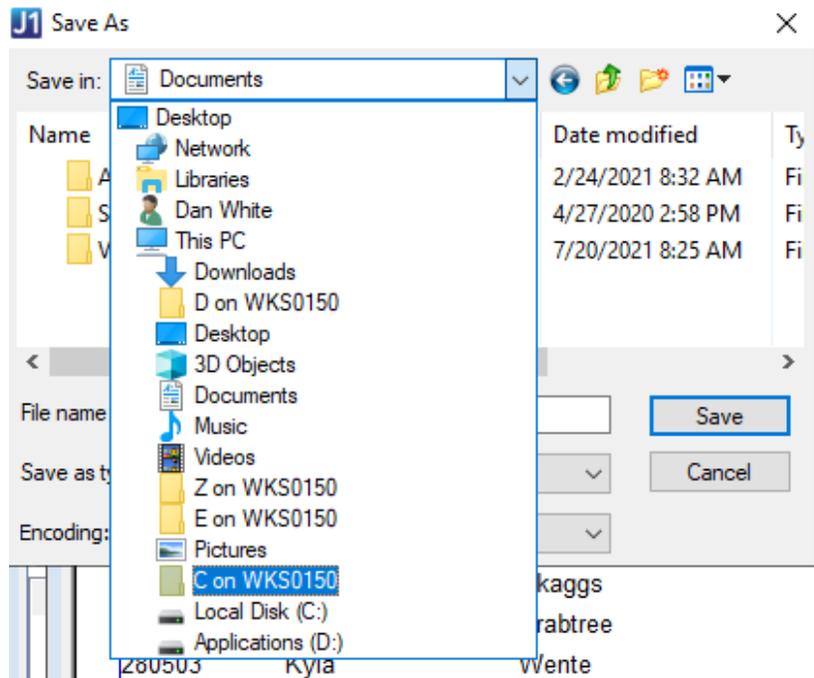
How to Export Reports from J1 Desktop

Open J1 Desktop and run the report then follow the steps below to export a csv to your local desktop. These instructions are based on running J1 Desktop – RDP.

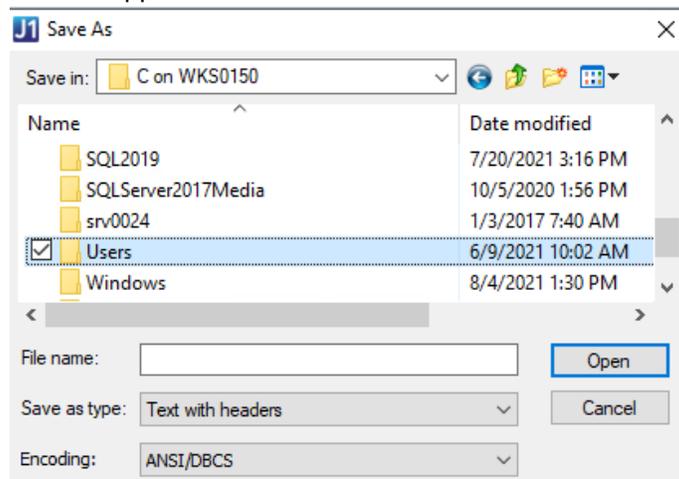
1. In J1 Desktop click on File and then select Save Rows As.
2. The J1 Save As dialog box will appear:



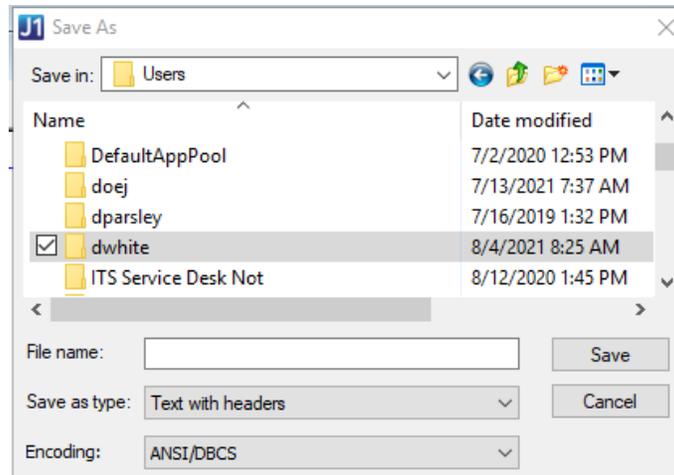
3. Click the arrow next to Documents and click on "C on WKS####" This is saving it to the C: drive of your local computer.



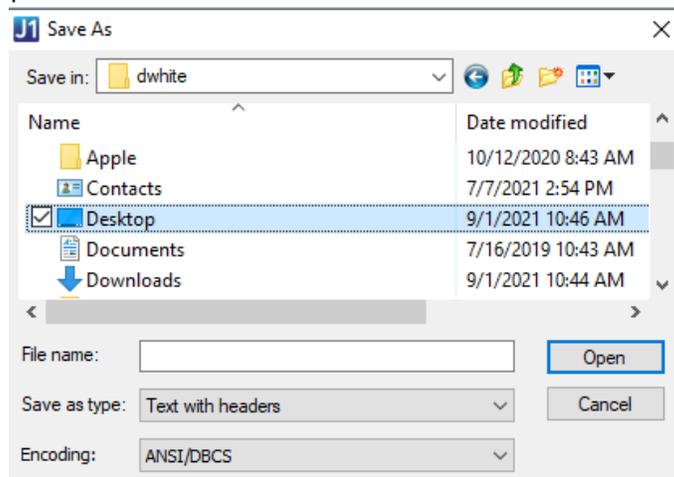
- Once your "C on WKS####" appears in the Save in window scroll down and double-click "Users"



- After the "Users" opens up scroll down to find your username and double-click.

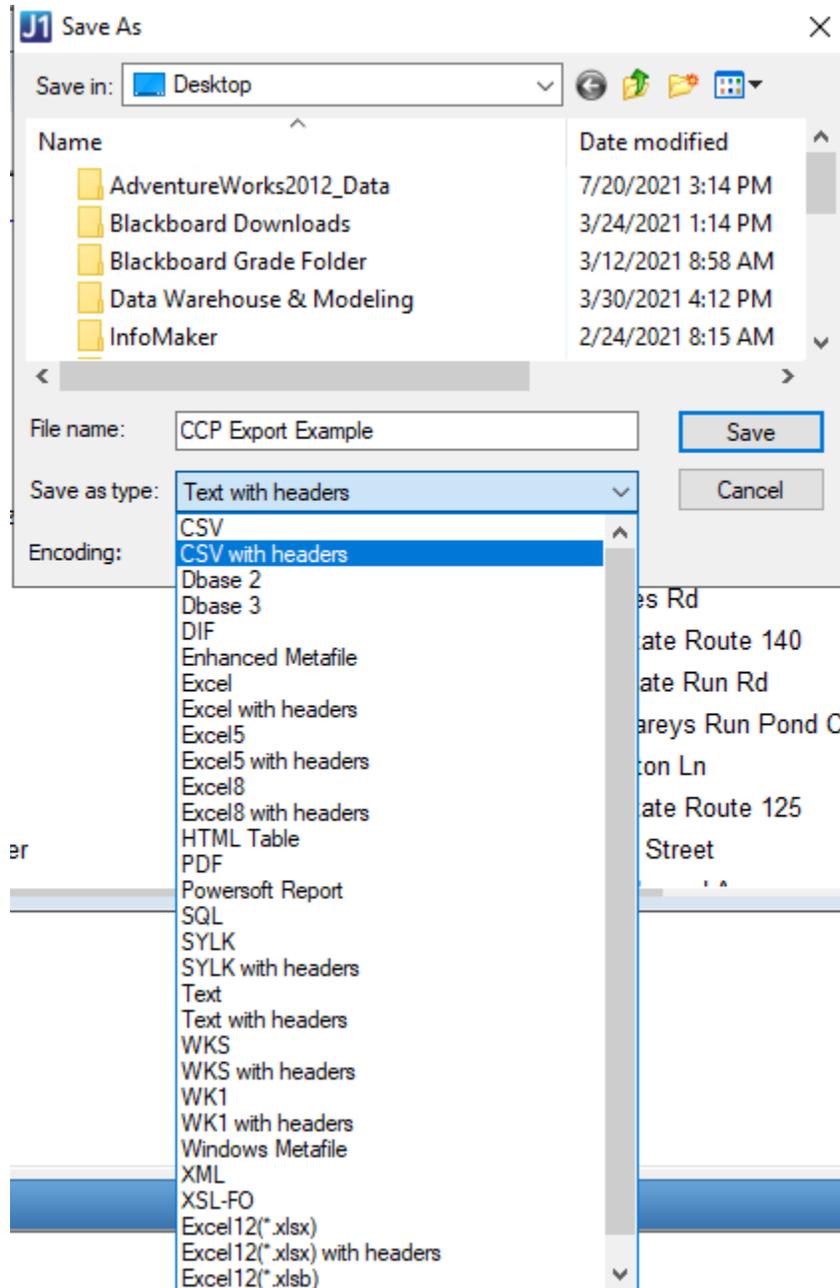


6. Now locate "Desktop" and double-click.



7. The Save in should now display Desktop.

8. Type in the name of the document and from the 'Save as type' select 'csv with headers', or, 'Excel12 with headers' to save in Excel.



9. This will save the csv on the desktop of your local computer which I find much easier.
10. Open the .csv and when making the changes Save As and Excel document (.xlsx).