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# Workforce Management Web for Supervisors Help

[Saving Reports to Files](#)

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# Saving Reports to Files

To export a report to a disk file:

1. In the **Actions** toolbar, click **Save As** .  
A dialog box appears.
2. Select a report format from the **Report Format** drop-down list.
3. Click **OK** or **Apply**.
4. If a File Download dialog opens, click **Save** or **OK**.  
This confirms that you want to save (not open) the file and displays a final dialog.
5. Adjust the report's destination folder and file name.
6. Click **Save** or **OK**.