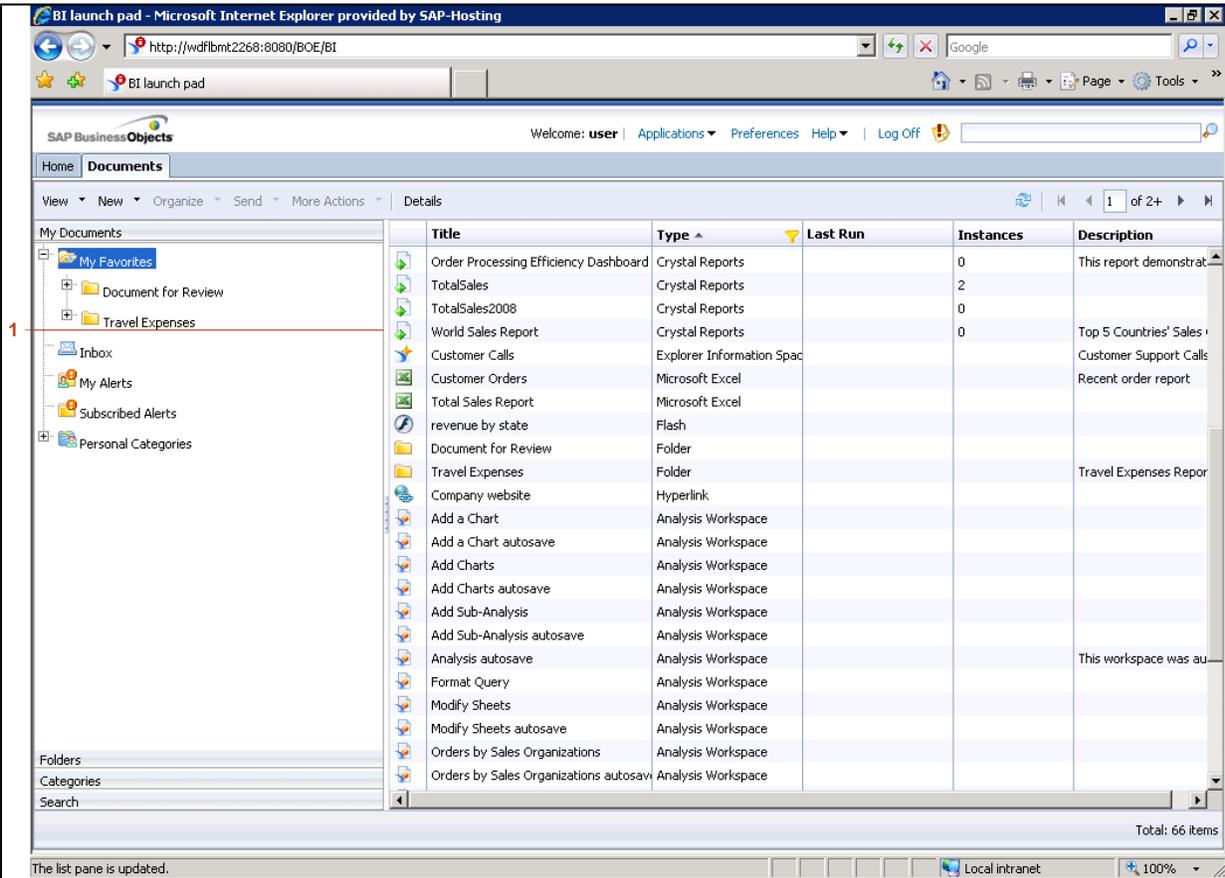


Procedure

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



1. Click **World Sales Report**.

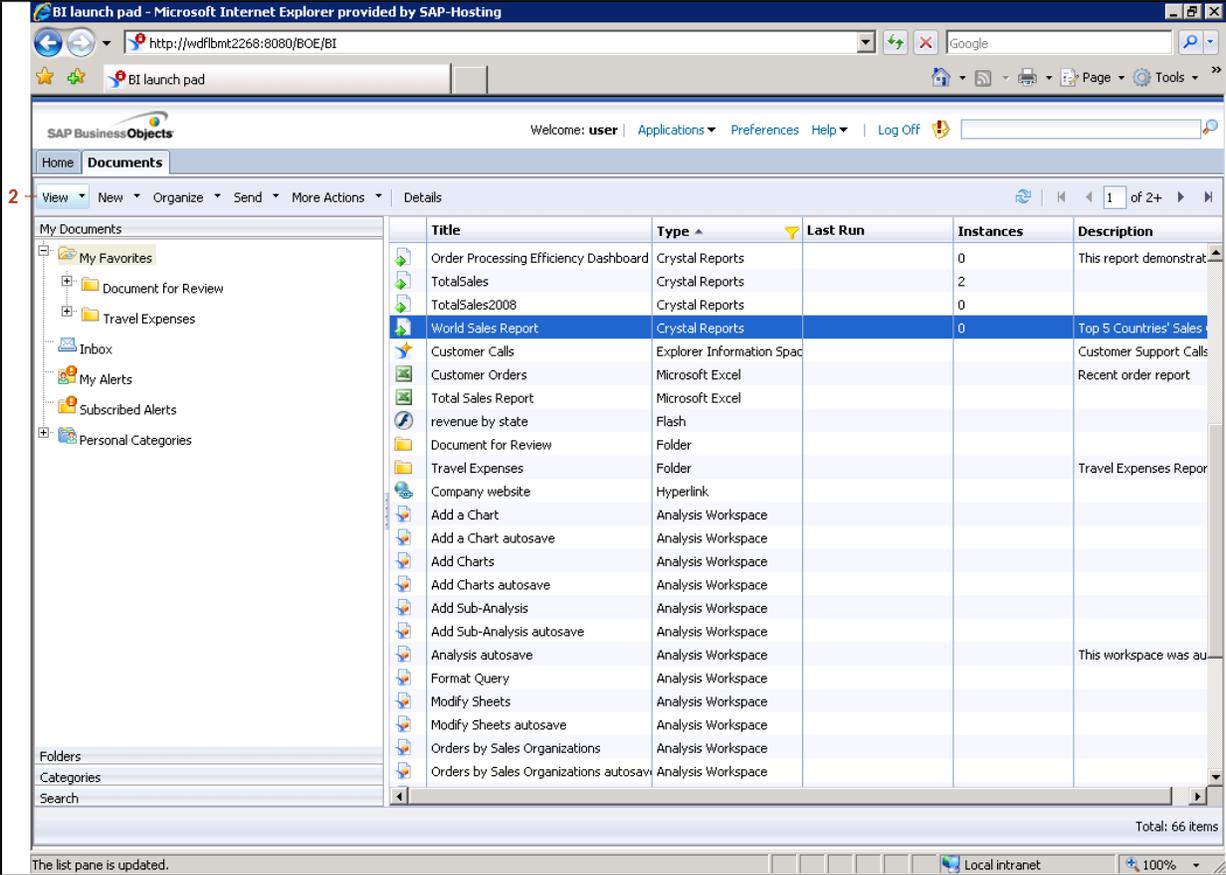


You can export successful instances of Crystal reports, as well as the reports that you view on demand, to several formats.

Export the World Sales Report report to PDF, and to an Excel spreadsheet.

Export Crystal Reports

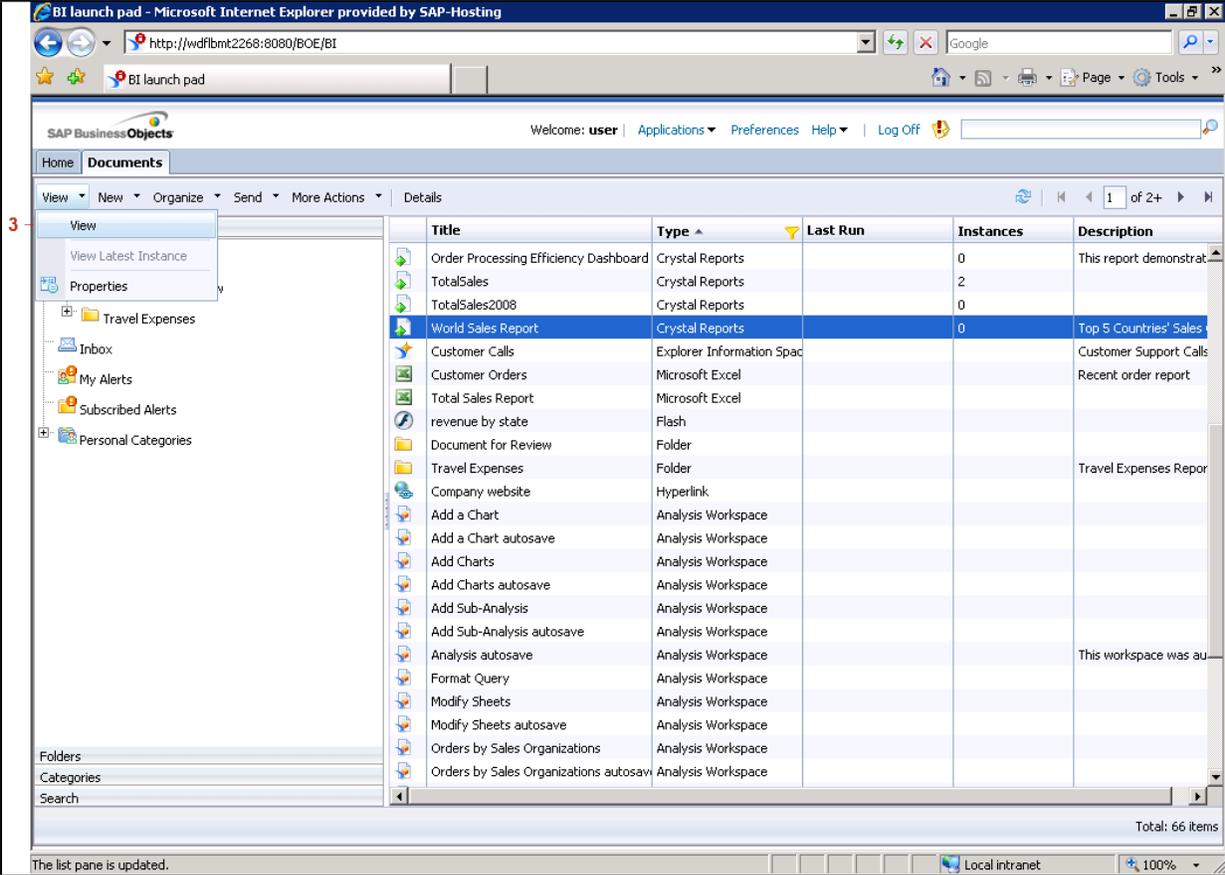
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2. Click [View](#).

Export Crystal Reports

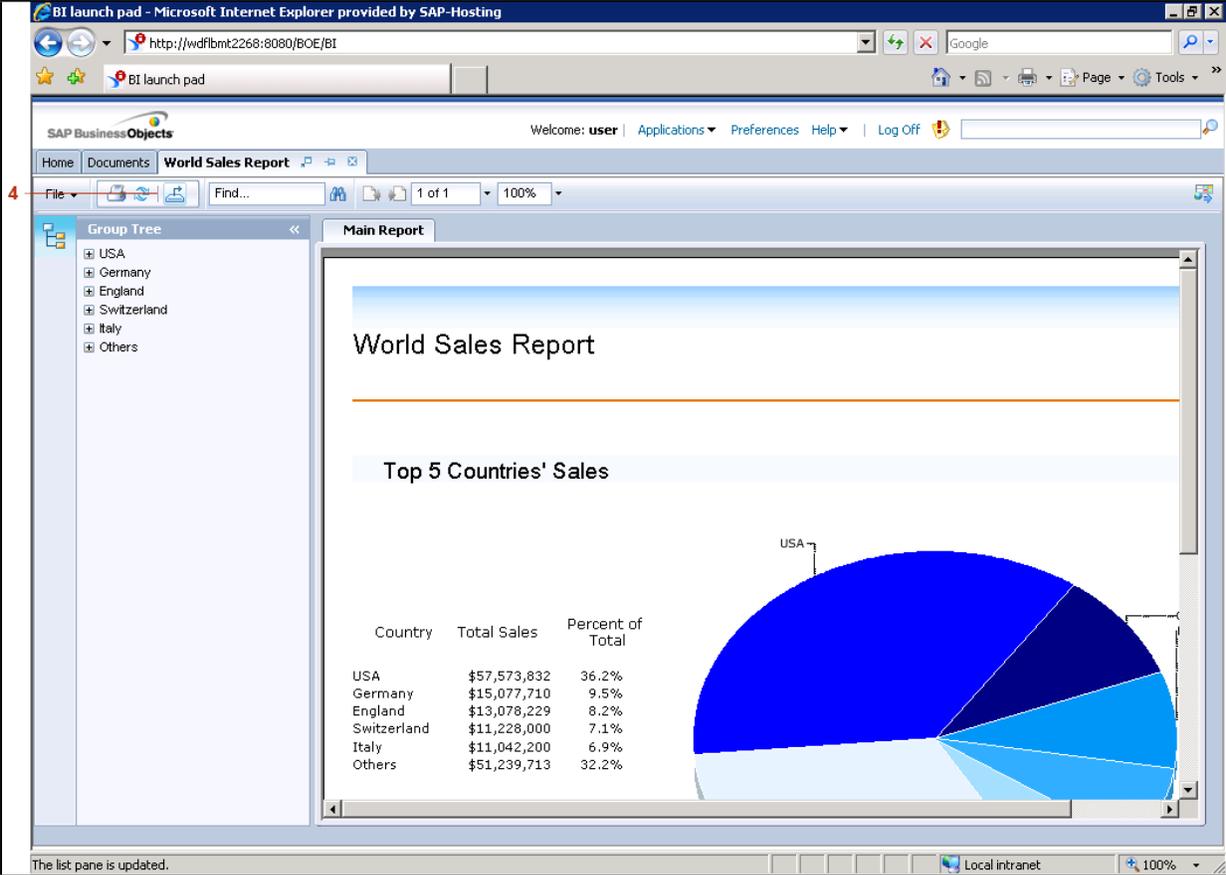
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



3. Click [View](#).

Export Crystal Reports

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4. Click **Export** .

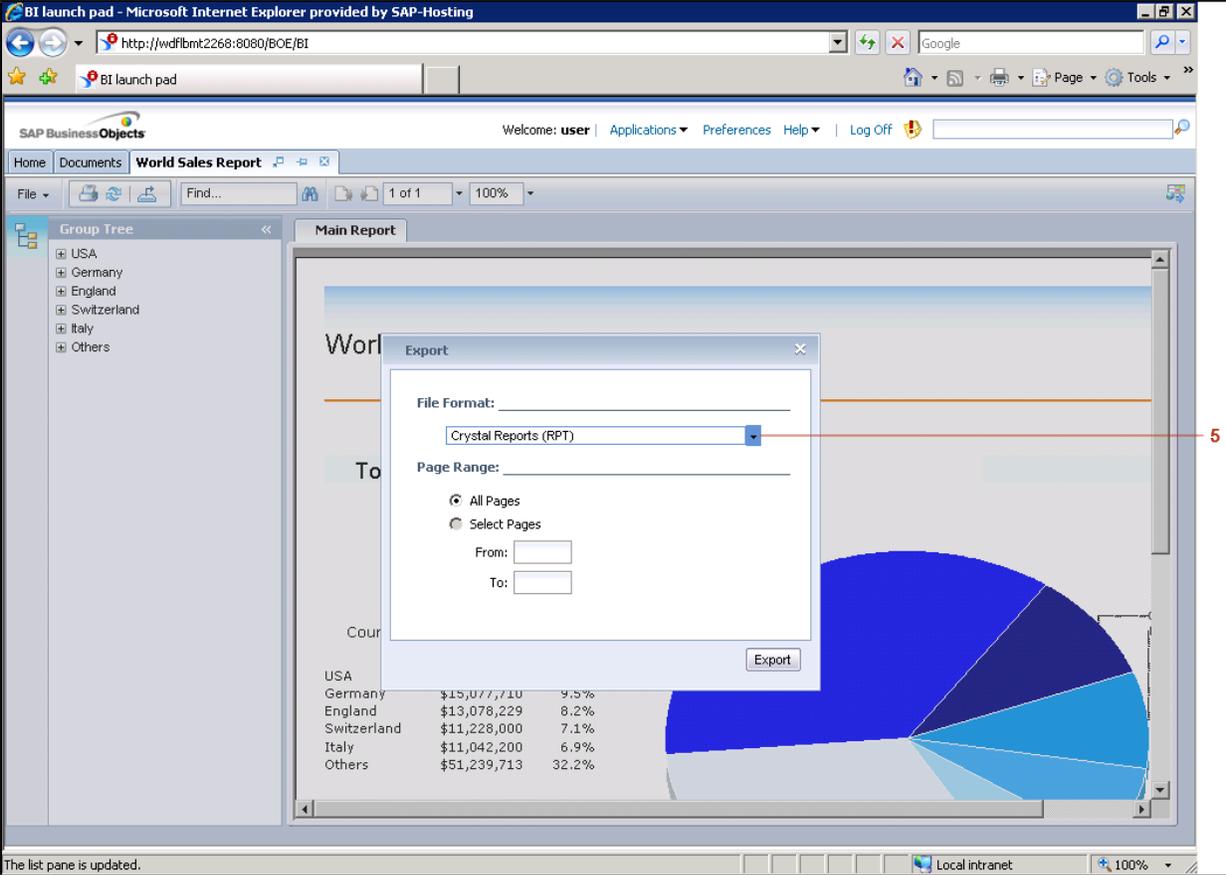


The Export option, exports the Crystal report to your local machine or to a location on a network.

Export the report to PDF, and then open the document.

Export Crystal Reports

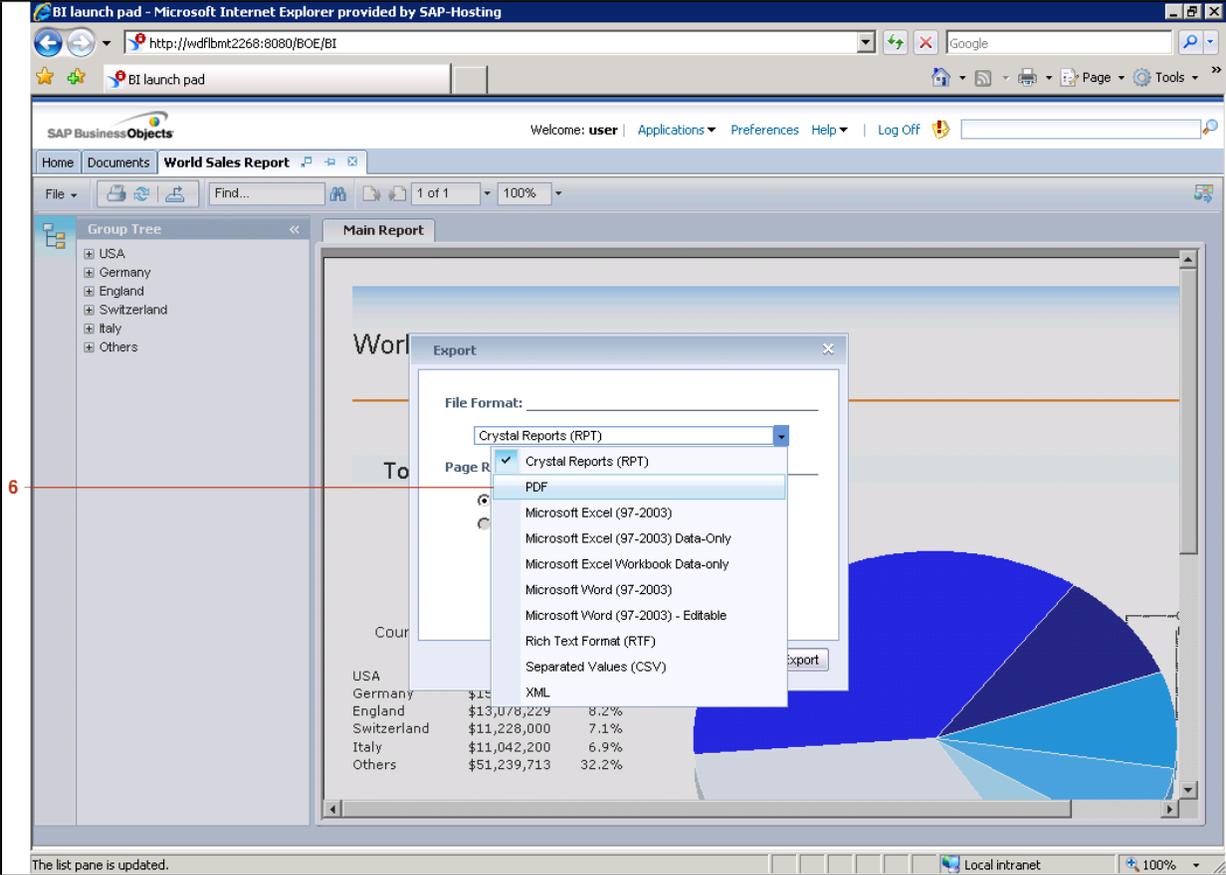
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5. Click the arrow beside the **File Format:** list.

Export Crystal Reports

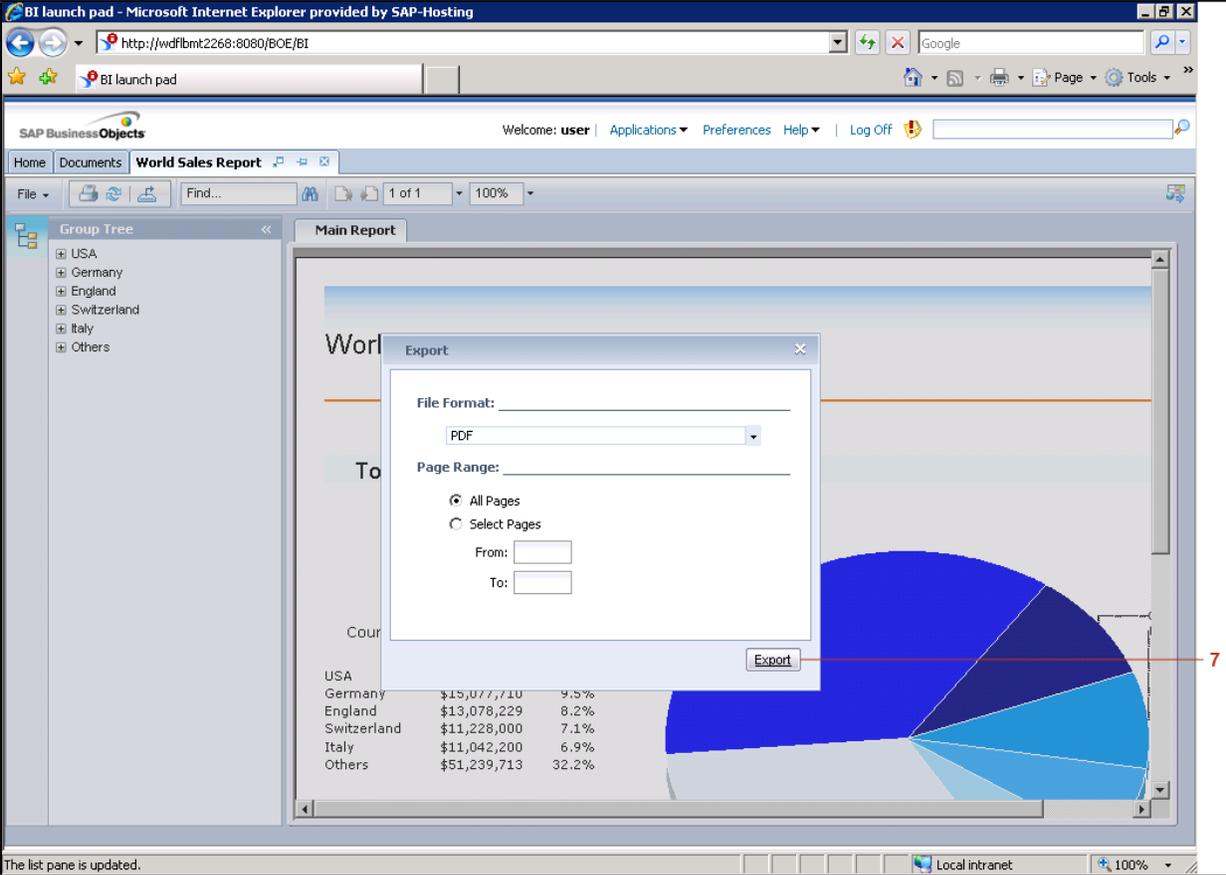
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



6. Click **PDF**.

Export Crystal Reports

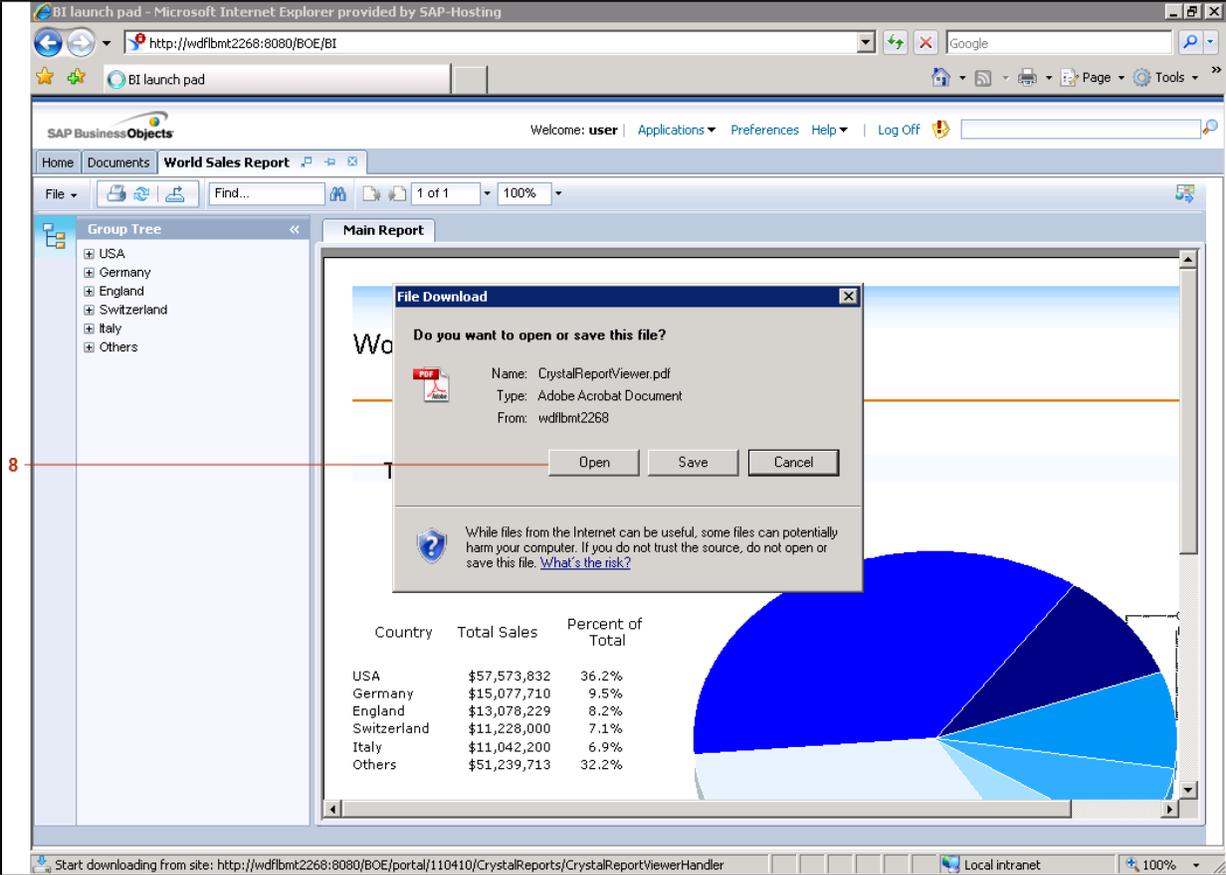
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7. Click **Export**.

Export Crystal Reports

File Download



8. Click **Open**.

Export Crystal Reports

CrystalReportViewer[1].pdf - Adobe Reader

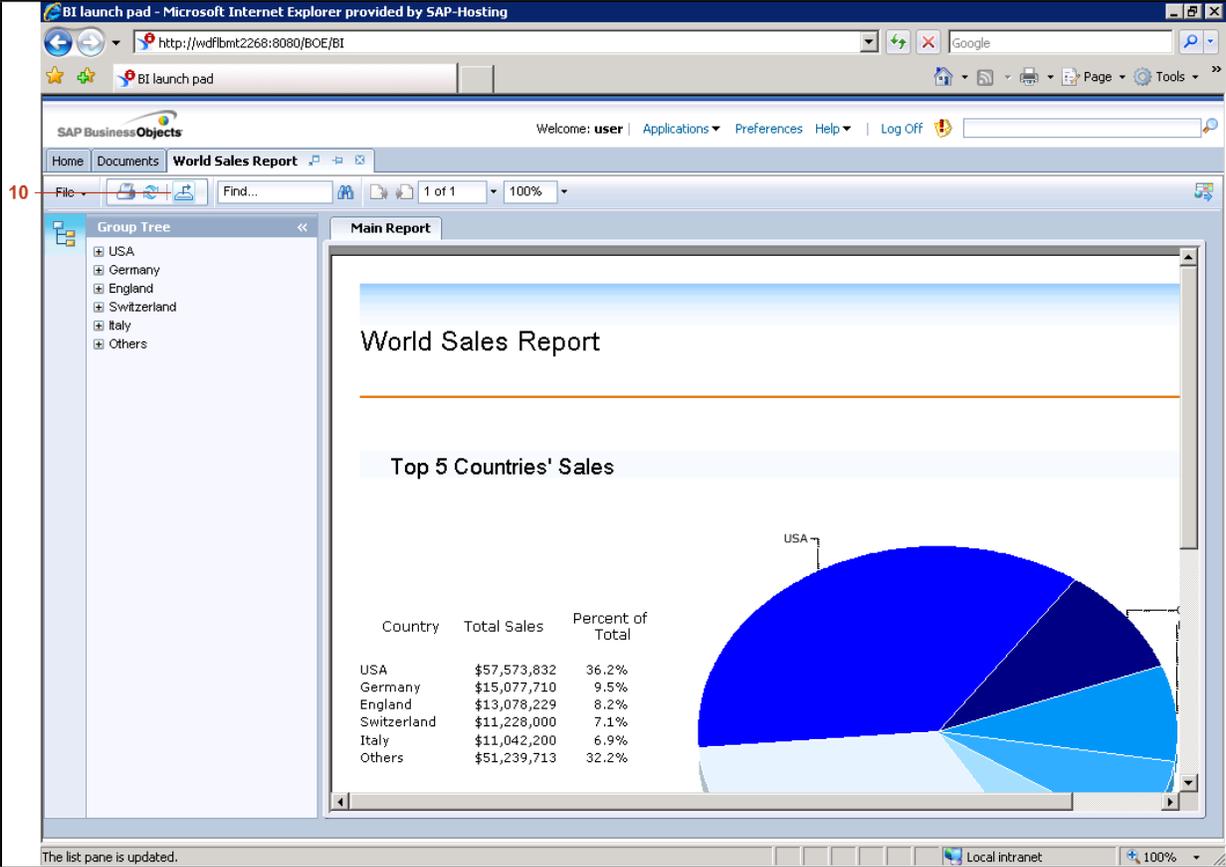


9. Click **Close** .

 The reports is presented in PDF.

Export Crystal Reports

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

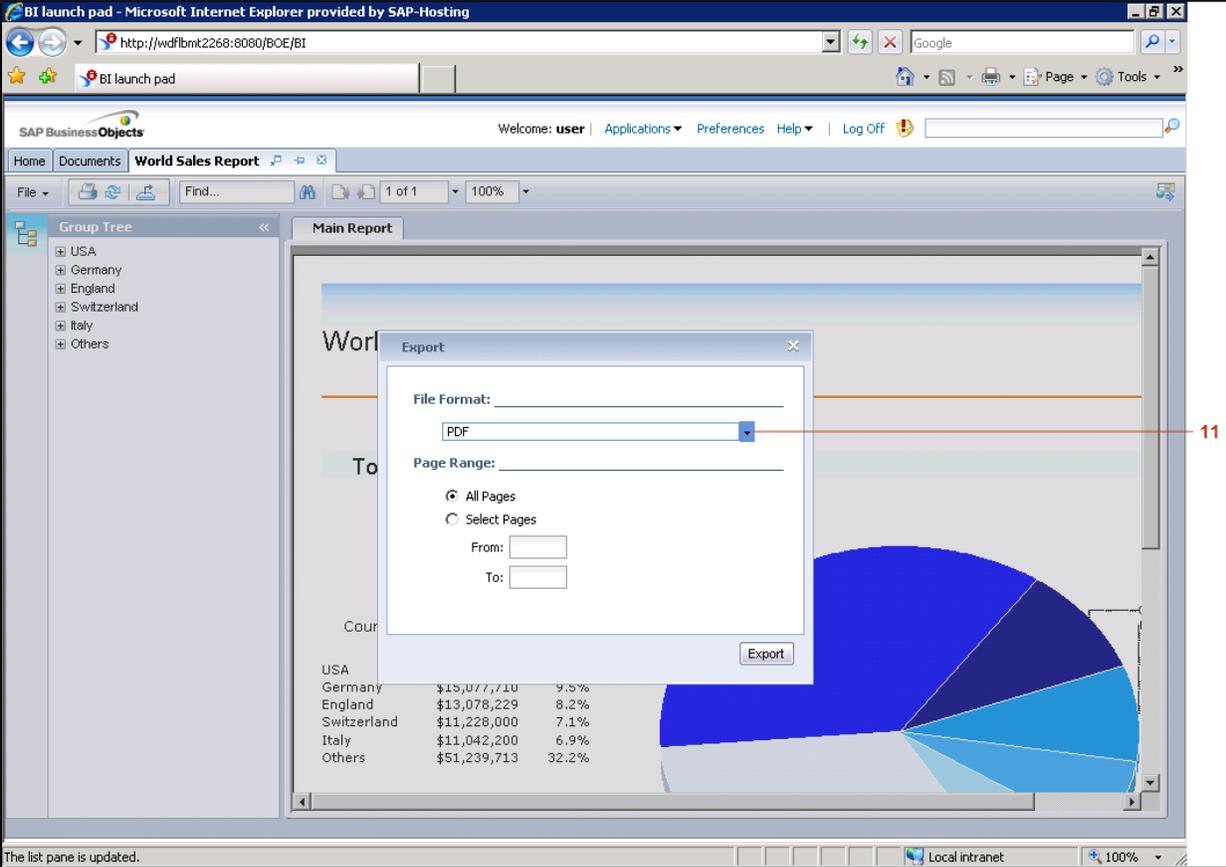


10. Click **Export** .

 Export the report to an Excel spreadsheet, and then open the excel document.

Export Crystal Reports

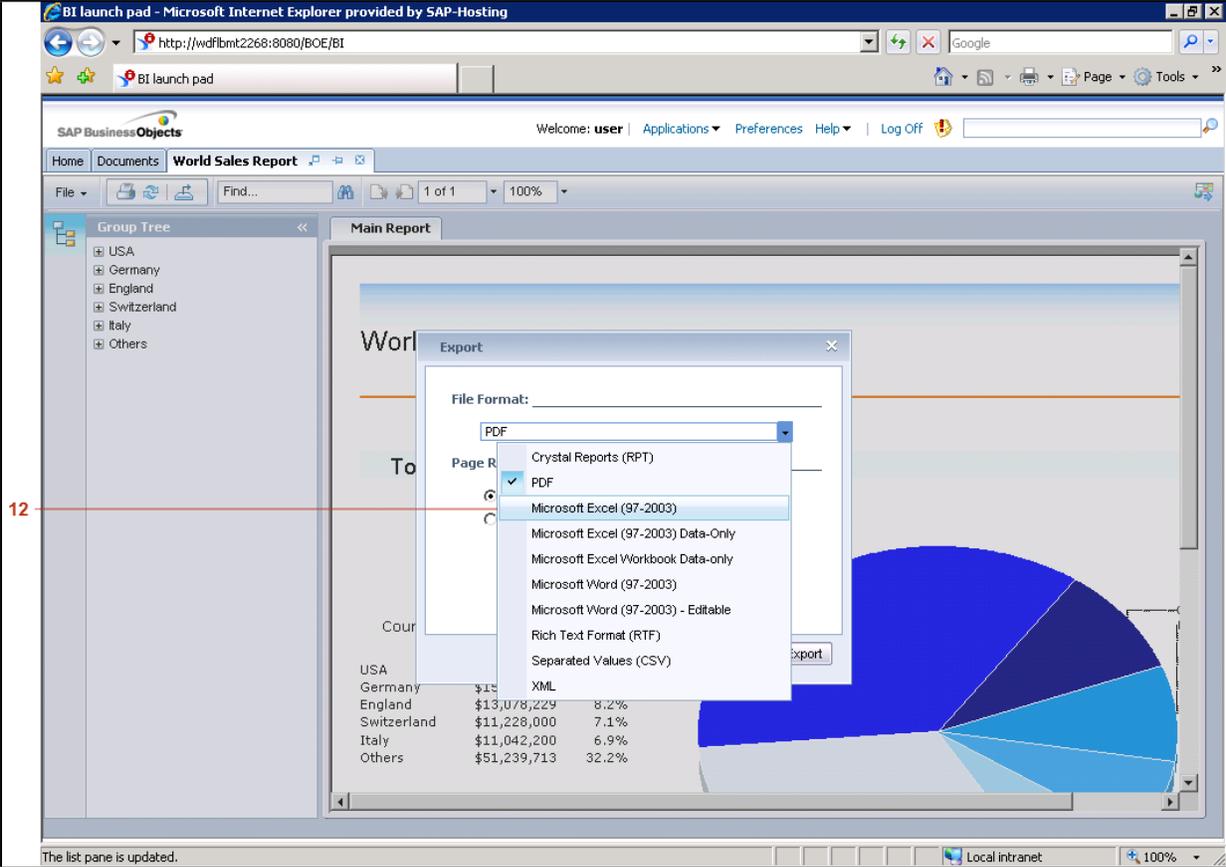
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



11. Click the arrow beside the **File Format:** box.

Export Crystal Reports

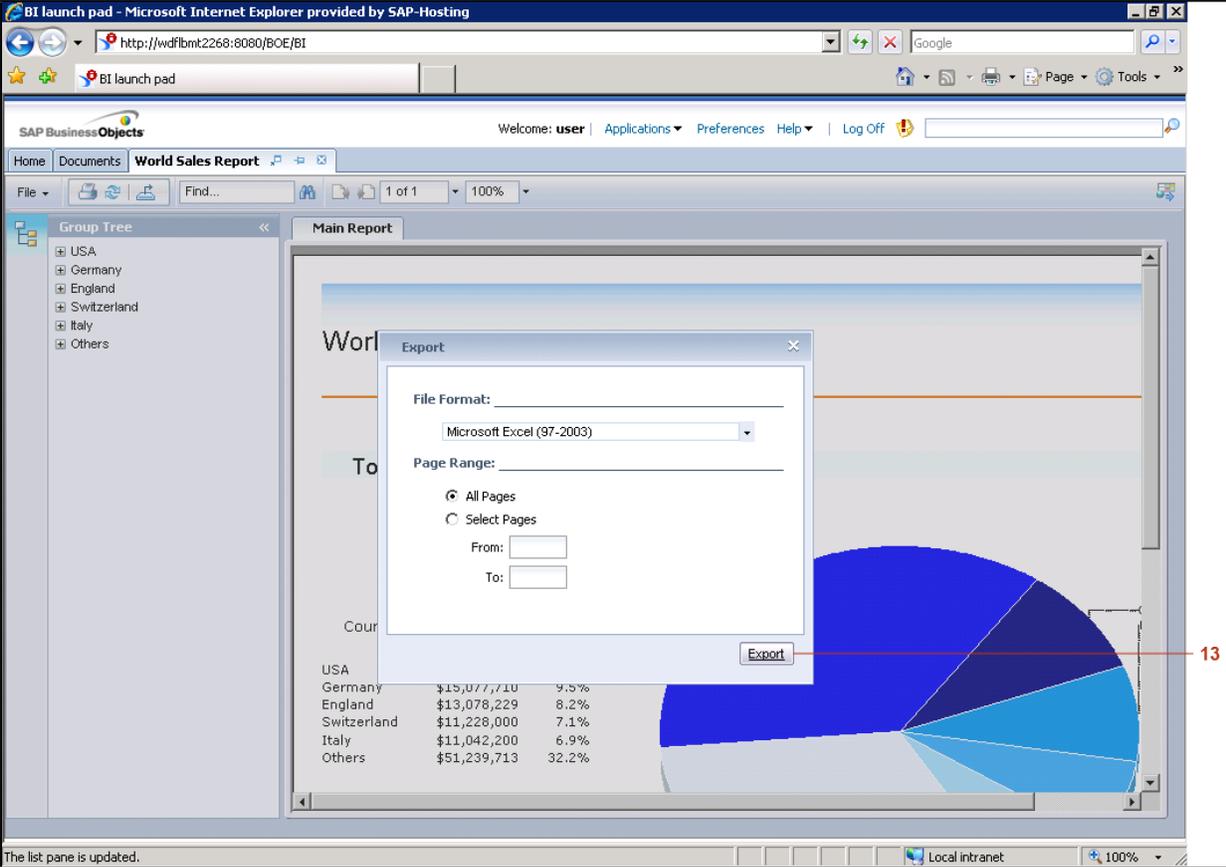
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



12. Click **Microsoft Excel (97-2003)**.

Export Crystal Reports

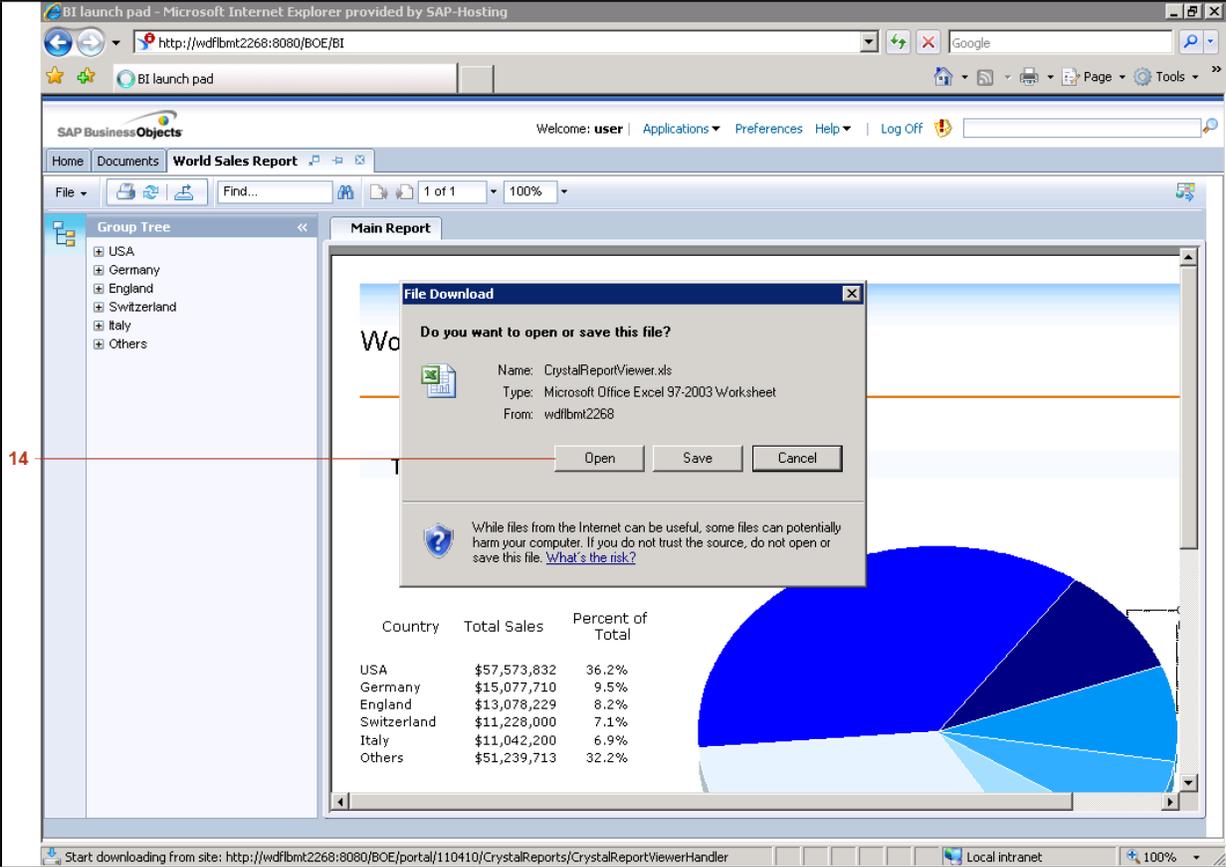
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



13. Click **Export**.

Export Crystal Reports

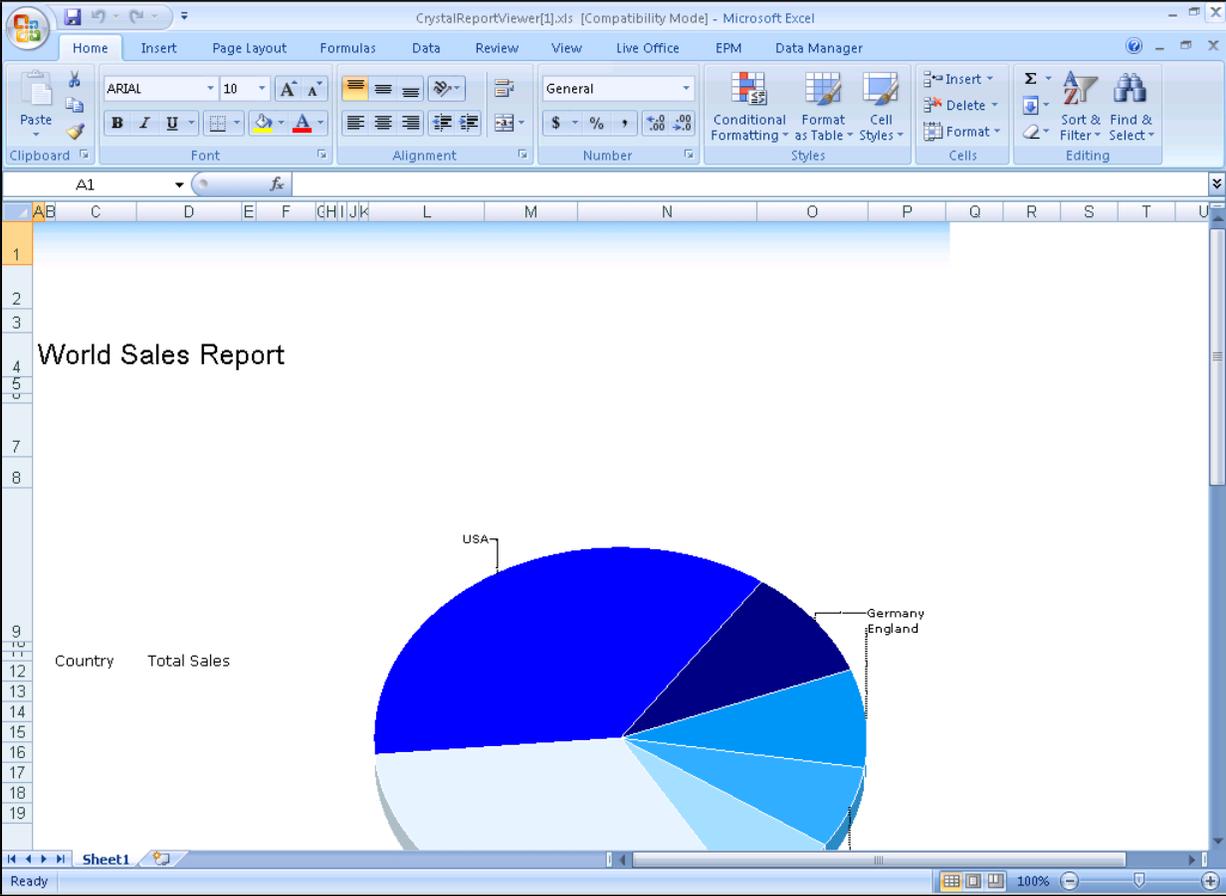
File Download



14. Click **Open**.

Export Crystal Reports

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



15. Press any key or click anywhere to exit the activity.



You have successfully exported the World Sales Report report to PDF and to an Excel spreadsheet.

Press any key or click anywhere to exit the activity.