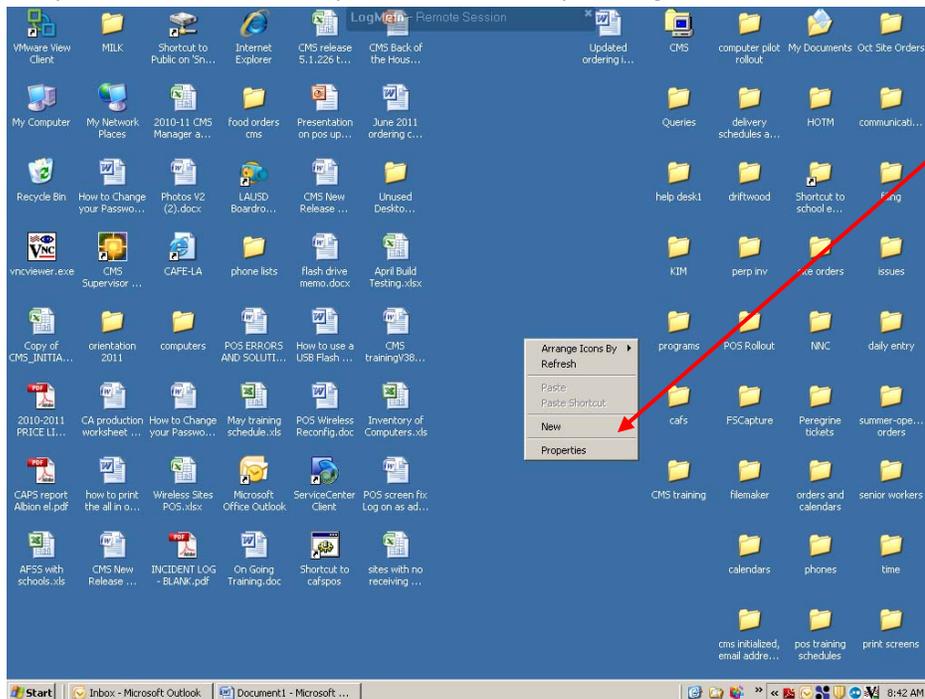
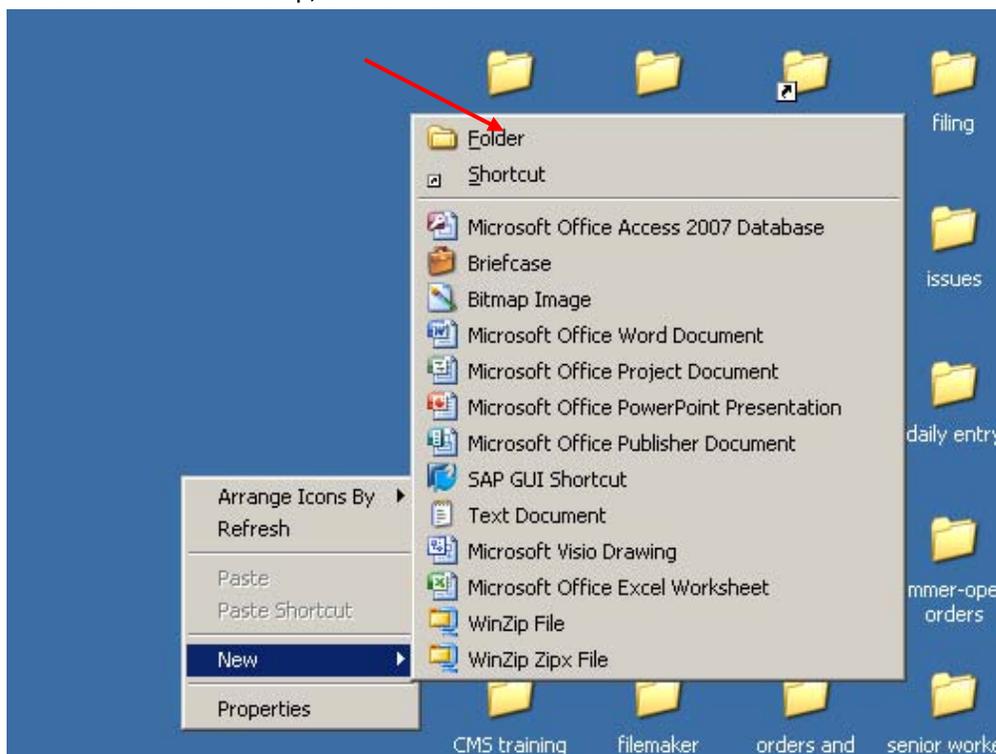


How to Create a New Folder on the Computer Desktop

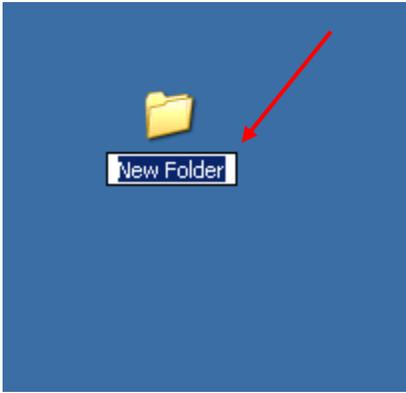
1. Put your cursor on a blank space on the desktop and right click, a box will come up, click on NEW



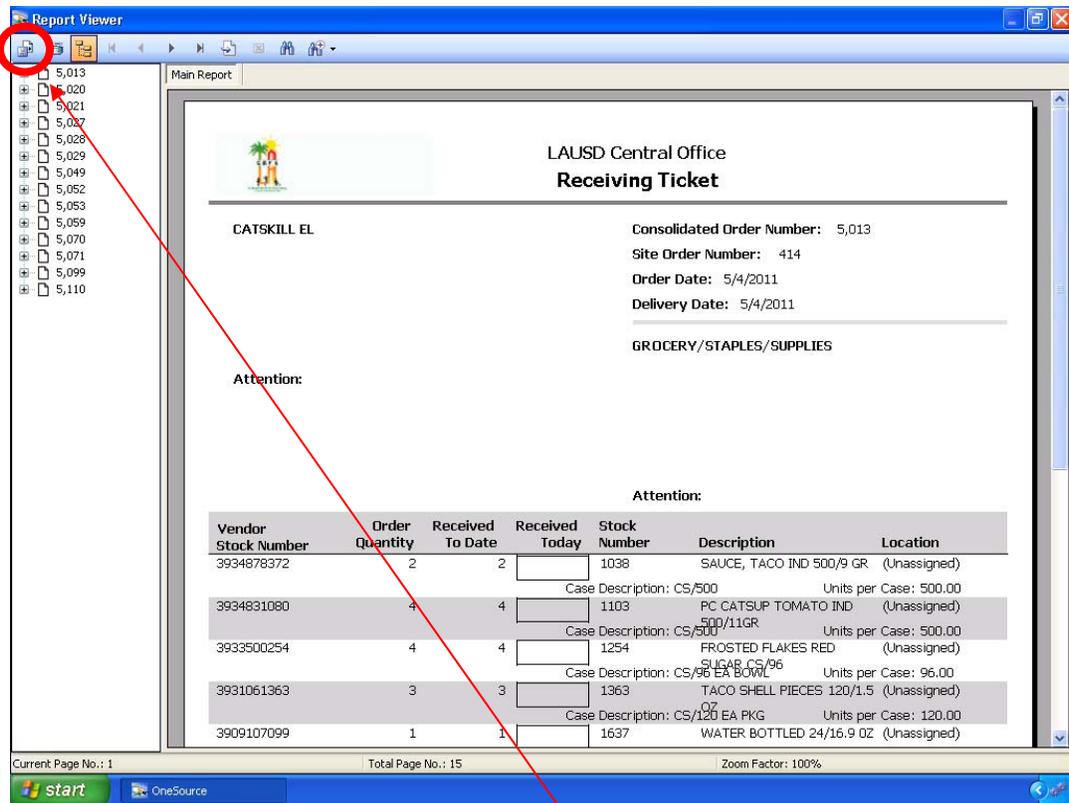
2. Another box will come up, click on folder



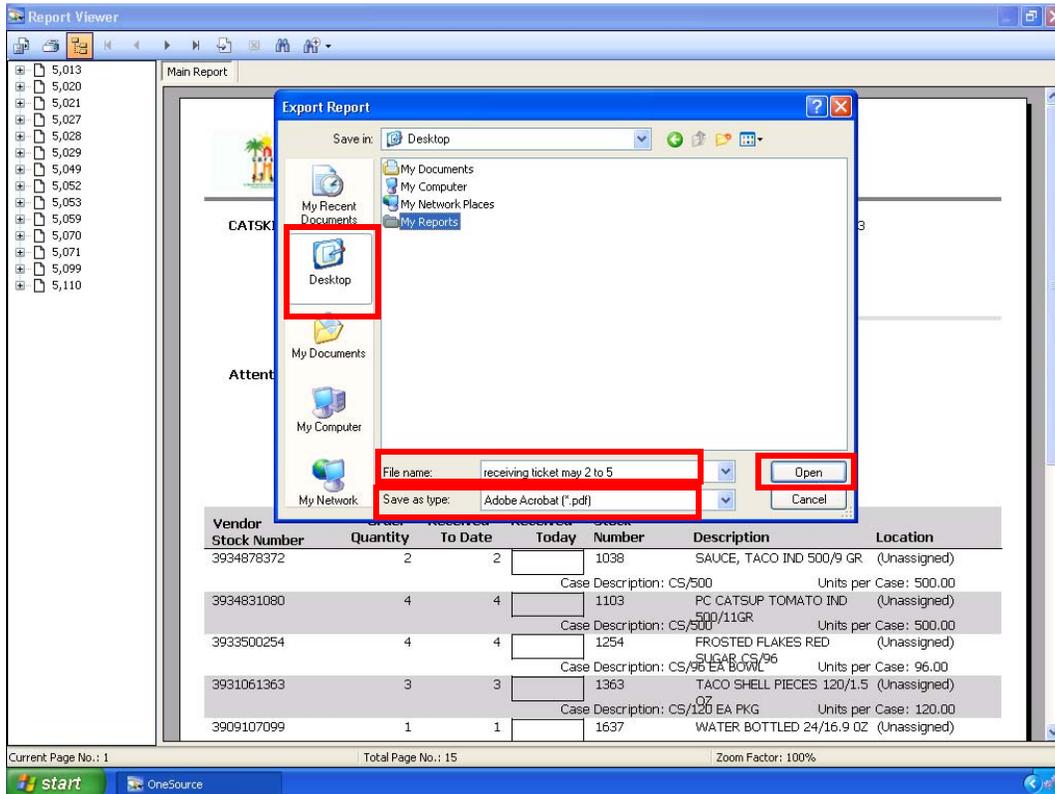
3. A new folder will show on your desktop, you can rename the folder by clicking the cursor in the box where it says new folder and typing the new name.



Now that a new folder has been created follow the steps below to save your reports in the new folder



Click on the export icon on the top left corner



Click on **Desktop**, then choose **Adobe Acrobat** in the save as type. Type in the **file name** of the document/report you are saving (in this example it is receiving ticket May 2 to 5), click on **open** or **Save**.

Report Viewer

Main Report

 **LAUSD Central Office**
Receiving Ticket

CATSKILL EL

Consolidated Order Number: 5,013
Site Order Number: 414
Order Date: 5/4/2011
Delivery Date: 5/4/2011

GROCERY/STAPLES/SUPPLIES

Attention:

Export Report

Export completed.

OK

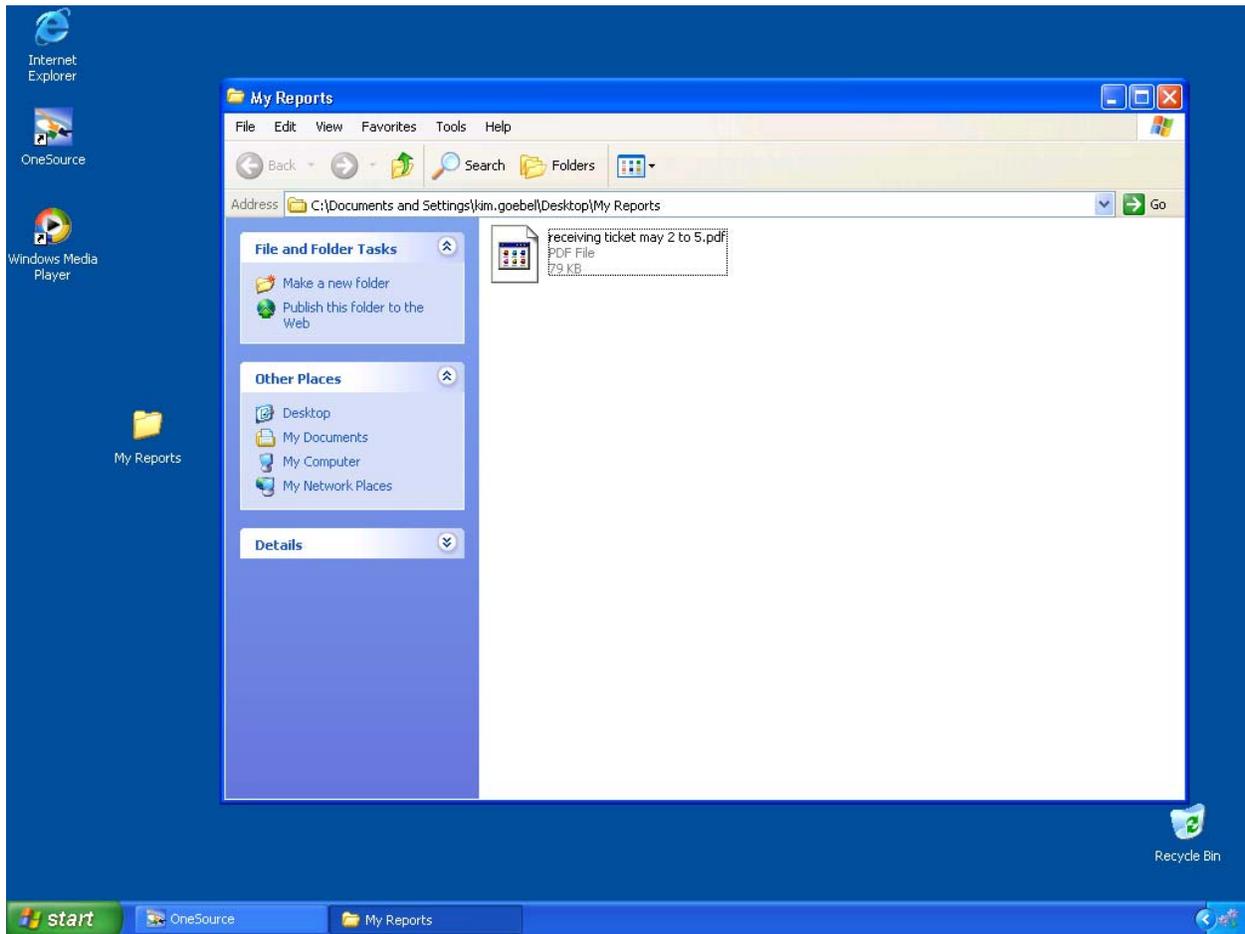
Attention:

Vendor Stock Number	Order Quantity	Received To Date	Received Today	Stock Number	Description	Location
3934878372	2	2		1038	SAUCE, TACO IND 500/9 GR	(Unassigned)
					Case Description: CS/500	Units per Case: 500.00
3934831080	4	4		1103	PC CATSUP TOMATO IND	(Unassigned)
					Case Description: CS/500	Units per Case: 500.00
3933500254	4	4		1254	FROSTED FLAKES RED	(Unassigned)
					Case Description: CS/96	Units per Case: 96.00
3931061363	3	3		1363	TACO SHELL PIECES 120/1.5	(Unassigned)
					Case Description: CS/120	Units per Case: 120.00
3909107099	1	1		1637	WATER BOTTLED 24/16.9 OZ	(Unassigned)

Current Page No.: 1 Total Page No.: 15 Zoom Factor: 100%

start OneSource

The **export completed** box will come up, click on **OK**. Close the report by clicking on the red x on top right corner.



Your report has been saved in the folder you created (in this example it is the My reports folder). To view the report double click on the folder and find the document, then double click on the document to open.