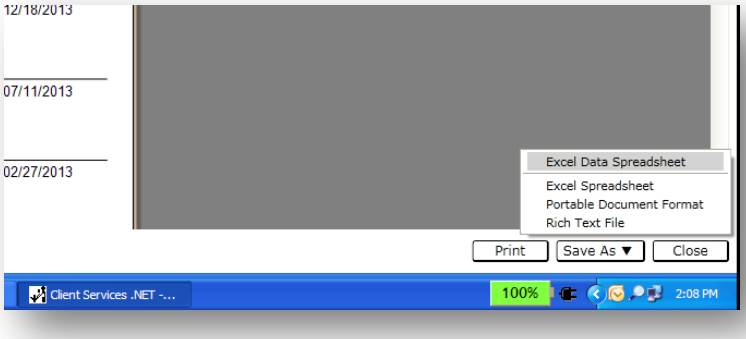
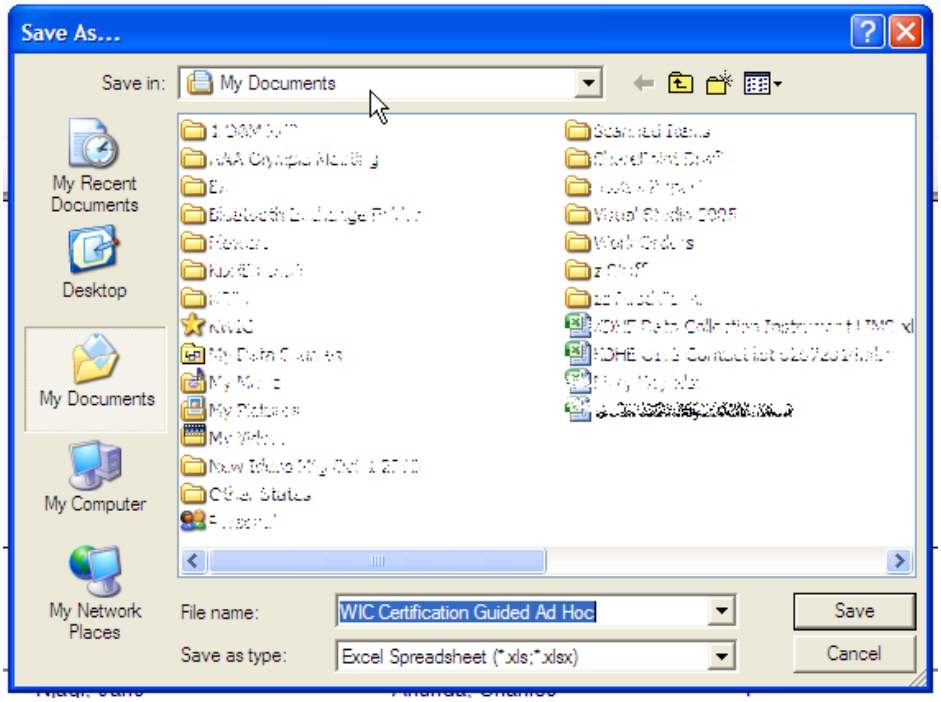
Question	Answer

When working with reports in Client Services, use the **Excel Data Spreadsheet** selection to save the report in a much more user friendly version. Click the Save As button at the bottom of the screen and select Excel Data Spreadsheet.



A Save As box will come up and be sure to look and see where the document is being saved. In the box below, this document will be saved in the My Documents folder. The information generated from the report in Client Services is now saved as an Excel Spreadsheet to your computer.