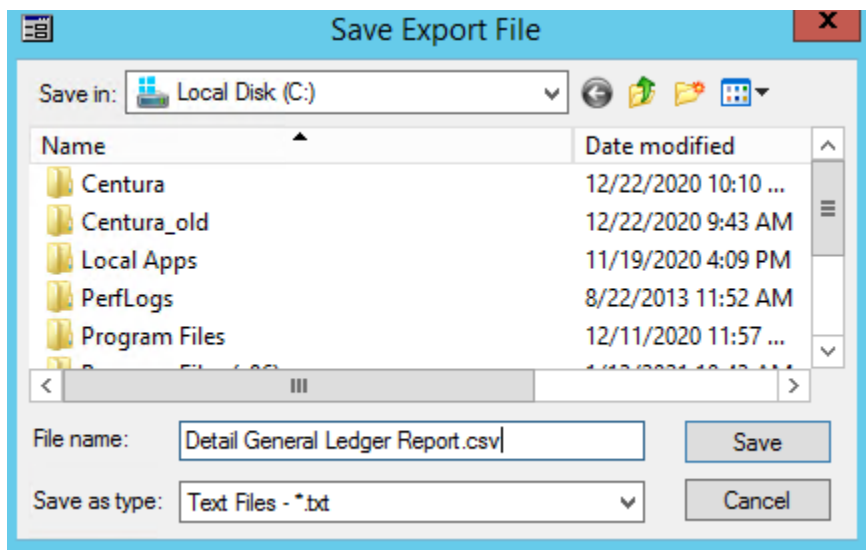# How do I export a report to Excel?

Open the report you want to export

Choose your settings/query parameters

Select Export

Save the file where you want the file to be saved, with the file name that you want, adding .csv to the end of the file name and save as type = Text Files - *.txt

When it has finished saving you can go to the saved file and it will open in Excel.