

How to download reports and export files from WebAdmin

- **Article Type:** General
 - **Product:** Voyager
 - **Product Version:** 8.2.2
-

Desired Outcome Goal:

Download files located in the .rpt directory using webadmin, without copying the text of the file directly from the browser.

Procedure:

1. From the main WebAdmin page navigate to SysAdmin > Report Files.
2. Locate the file you wish to download from the list.
3. Right click on the file and depending on the browser you are using select "Save target as" or "Save link as".
4. Select the destination for your file, and save.

Category: WebAdmin

- **Article last edited:** 6/25/2014