There may be times when a local copy of a particular report from Clairvia may need to be saved on a local device. The following steps outline this process.

## Saving From Clairvia to Local Desktop

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STEP 1: Hover over the top of the screen. to show icons and click the Save (Disk) button.

STEP 2: From the Save As window, click Computer in the left view pane, then Local Disk (C: on $<^{*}$ yourdevice ${ }^{*}$ )
STEP 3: Double-click to open Users folder and search for your network sign on.

STEP 4: Double-click to open and select
Desktop ${ }^{\text {Pa Desktop }}$ and Save.


NOTE: If you want to create a specific folder for Schedules, expand the left view pane down to Desktop and right-click $\rightarrow$ Folder and name. The new folder will be available on your desktop.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:

