

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.

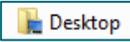
Saving From Clairvia to Local Desktop

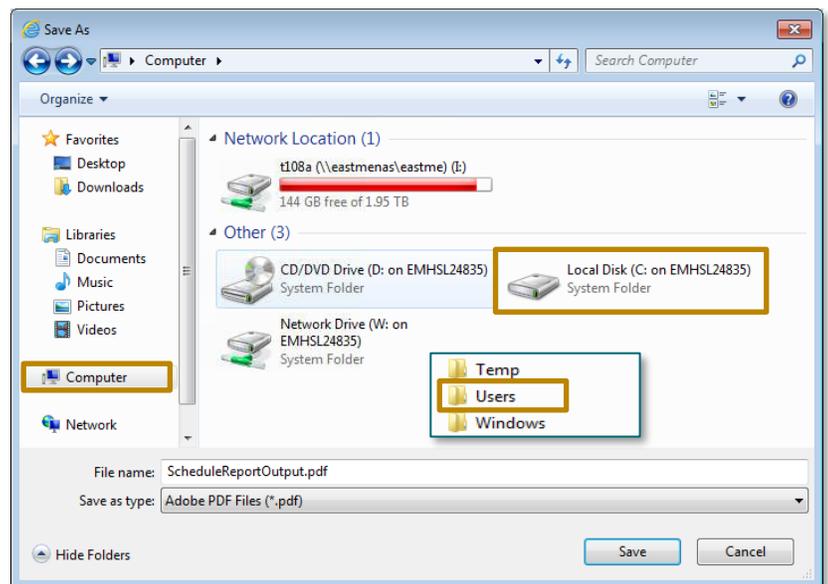


STEP 1: Hover over the top of the screen. to show icons and click the Save (Disk) button.

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**  and Save.



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

