



#### How to download reports into Excel format:

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1. The list of available reports will be displayed. Select the report your wish to view and download.

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B	Reports > Content Classes		
	Browse		
F	Print Download Refresh		
	Displaying 15 of 15		
	LFH25 SINGLE DEPOSIT DISBURSEMENT REGISTER	LFH33 DAILY SCHOOL AUTO-DEBIT REPORT	LFH34 DAILY EXCESS DISBURSEMENT REGISTER
	LFH67 TRANSACTIONS PENDING FUNDING REPORT	LFHB4 DISBURSEMENT REGISTER REPORT RELEASE 4	LFHBM OUTSTANDING CHECKS REPORT
	LFHC5 LFM DISBURSEMENTS ON HOLD REPORT	LFHC7	LFHCF SCHOOL AUTO-DEBIT NOTIFICATION REPORT
	UFLD040201 GISBURSEMENTS AT RISK DUE TO DELINQUENCY	Select your report from the available list.	UPAWCV0401 SCHOOL PORTFOLIO DETAIL REPORT

(Continued on the next page)





2. Open the report folder by selecting the date.



3. The contents of the report will display in the right pane for viewing. The folder will be empty if there is no data to populate the report on that given day.

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5. Select Extract. This will open to display the extract Policy.

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## Mobius View<sup>™</sup> Quick Reference: Download Report

Reports > Reports > UFLD040201 > Mar 17, 2022 12:00:00 AM > Policies		
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#### 6. Select the **Shared Policy**.

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7. Report detail displays. Select **Export** to save the report into Excel.

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8. An Export window displays. Unselect the check the box for Exclude Column Headers and select the check box for Don't Zip Export File. Select Export.

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		Select <b>Open</b>				
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Select	Open to automation	cally open the re	port in Excel.			

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9. Once the report results display in Excel you can save or print the information.

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### Mobius View<sup>™</sup> Quick Reference: Download Report

### **Downloading Reports - Text and PDF formats**

### How to download reports into Text and PDF formats:

1. Once you have the report opened, select the **Download** from the menu bar.

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2. The Download menu displays. Select More for additional options

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- 3. Select the document type (Text or PDF) in the **Download Text Document as** dropdown box.
- 4. Select the check boxes for Download PDF and Text Documents in one file and Don't Zip Single Files.
- 5. Select the **Download** button.

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6. Select Save or Save As from the download dialog box.



# Mobius View<sup>™</sup> Quick Reference: Download Report

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7. Name the file and **Save** it into a designated system folder.