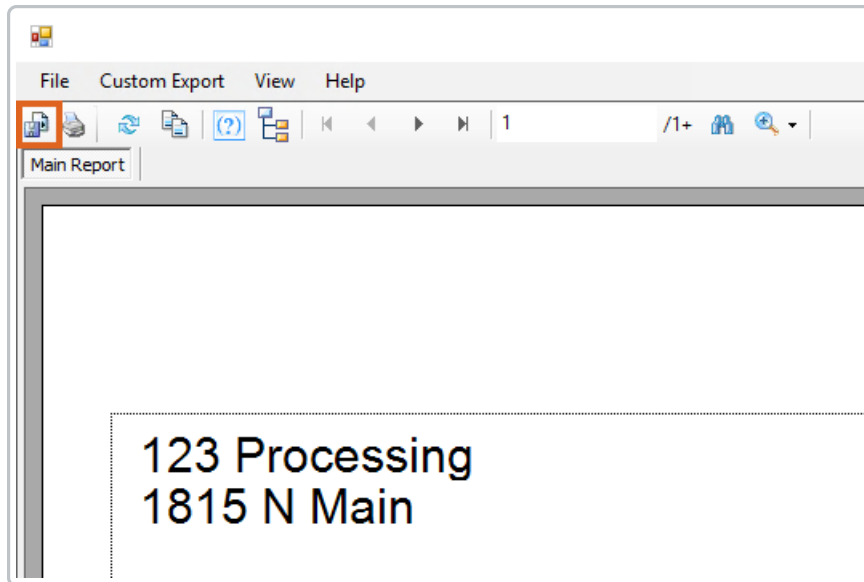


Printing Agvance Reports in PDF Format

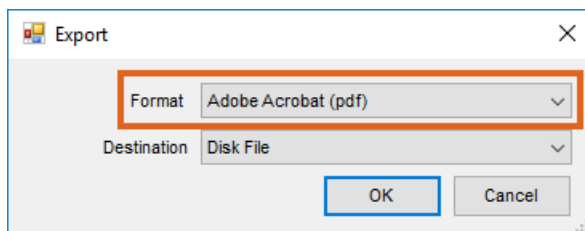
Last Modified on 03/13/2023 10:58 am CDT

To export a report from Agvance to a PDF file, follow the following steps:

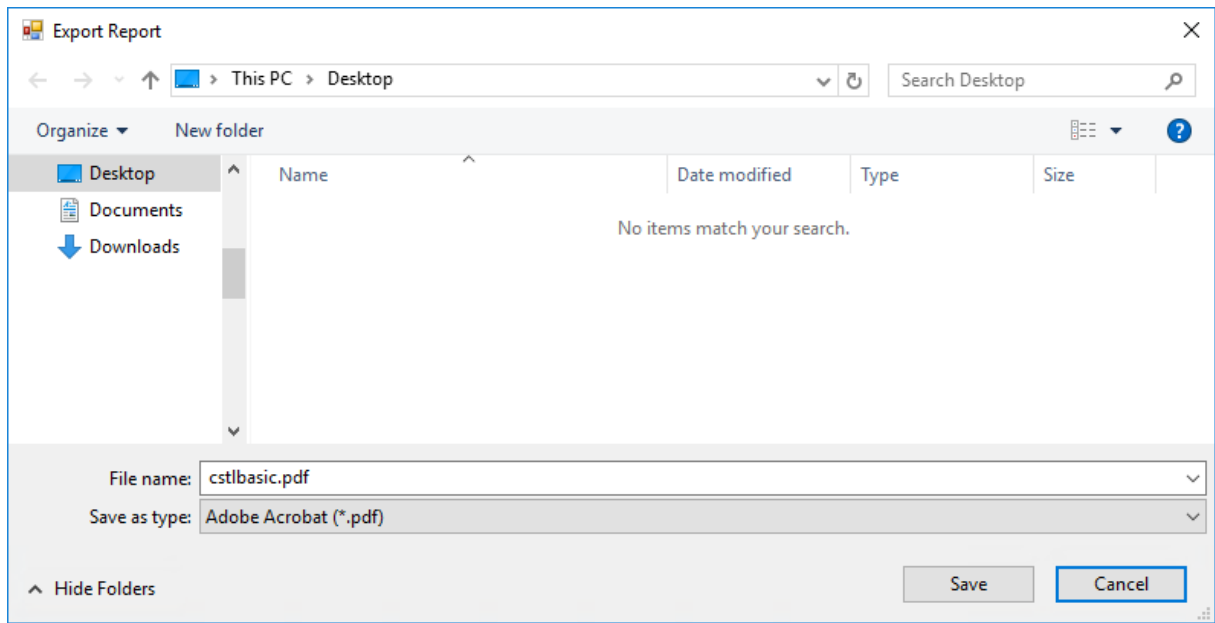
1. Preview a report in Agvance.
2. Select the **Export Report** icon at the top of the screen.



3. Select *Acrobat Format (PDF)* as the *Format*.



4. Select a location to save the PDF file.



Note: To print Invoices or any other output as a PDF file, PDF print driver will need to be downloaded. SSI recommends the Fine Print driver (PDF Factory).