Downloading Specific Dashboard Sheets as a PDF

Last Modified on 09/27/2024 3:57 pm CDT

The default PDF download in SKY Analytics will only save a screenshot of the dashboard to a PDF. However, it is possible to download specific sheets to a PDF which will include all rows of data.

iew	Full Sales by Customer			*	
		Fiscal	Year		
ints Receivable	Customer ID Customer Name	2021	2022 Grand Total		
	CowBo Bob Cowgill	\$1,650.75	\$124,684.50 \$126,335.25		
	238851 Edward Todaro	\$62,645.00	\$62,645.00		
Imin	239752 Euna Genovesi	\$40,005.00	\$40,005.00		
	123Pro 123 Processing	\$38,135.56	\$38,135.56		
	238970 Lady Baugh	\$38,100.00	\$38,100.00		
ny	238312 Leanora Teltschik	\$31,456.50	\$31,456.50		
	237789 Abram Sheinbein	\$30,273.50	\$30,273.50		
	236254 Katerine Wojciak	\$26,761.50	\$26,761.50		
2r	237952 Scot Hause	\$24,159.20	\$1.35 \$24,160.55		
	238028 Jacquie Belotti	\$23,933.50	\$23,933.50		
	AndBa Barry Anderson	\$138.04 \$21,862.64	\$1,692.75 \$23,693.43		
	238591 Kam Mimaki	\$23,475.00	\$23,475.00	μ	
	WirBa Barb Wire	\$21,907.32	\$-67.75 \$21,839.57		
	238073 Preston Boeshore	\$19,635.00	\$294.53 \$19,929.53		
	238493 Christine Bendis	\$19,050.00	\$305.75 \$19,355.75		
	AdeJa James Ade	\$19,278.60	\$19,278.60		
	237636 Danyell Stucki	\$17,461.15	\$261.92 \$17,723.07		
	235629 SeedWorld	\$17,444.28	\$17,444.28		
	235647 Shawna Pal	\$16,401.42	\$16,401.42		
	238112 Julienne Krack	\$16,211.33	\$105.50 \$16,316.83		
	238244 Emilee Allton	\$16,312.89	\$16,312.89		
	237405 Pamela Endler	\$16,243.50	\$16,243.50		
	236191 Mikaela Abeb	\$15,927.00	\$15,927.00		
	237645 Gretchen Olewine	\$15,670.75	\$235.06 \$15,905.81		
	236720 Calista Goldyn	\$15,650.00	\$250.89 \$15,900.89		
	237359 Jon Mustoe	\$15,657.70	\$234.87 \$15,892.57		
Patronage	237655 Claude Simonis	\$15,588.05	\$32.67 \$15,620.72		
	239049 Temika Dunks	\$15,102.05	\$237.48 \$15,339.53		
	SSI SSI	\$14,569.50	\$229.36 \$14,798.86		
	236001 Louie Schlicher	\$14,635.00	\$14,635.00		
	236775 Kaley lodice	\$14,280.00	\$14,280.00		
	239563 Kenton Bridgeman	\$12,811.60	\$12,811.60		
	BumJi Jimmy Bummer	\$12,626.32	\$12,626.32		
	235691 Ace Hardware	\$12,576.90	\$12,576.90		
	Per la Jason Perk	\$12,451,52	\$12 461 62		

- 1. Go to the sheet to download on the dashboard.
- 2. Choose Download in the bottom right, then choose PDF.

Note: Any filters selected will be honored in the download.

3. Select Specific sheets from this dashboard from the Include drop-down. Choose the sheet that displays.

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Include			
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- 4. Optionally change the Scaling, Paper Size, and/or Orientation settings.
- 5. When finished, select **Download**.
- 6. The download will show at the bottom of the browser window. Select the file to open the PDF.