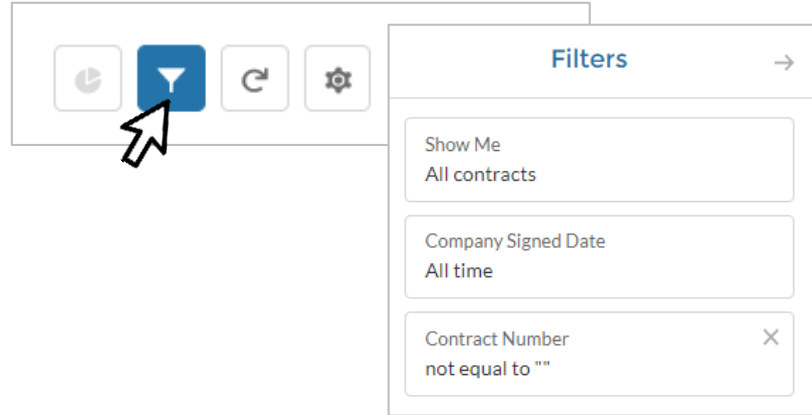|	
1. At the top of the landing page, select the **Reports** button on the button bar.	
2. Choose the report to you wish to view and select the **View** button. *If you have multiple contracts, you will receive a report with content from all contracts. To view only content specific to an individual contract, you must filter the report (step 3).*	
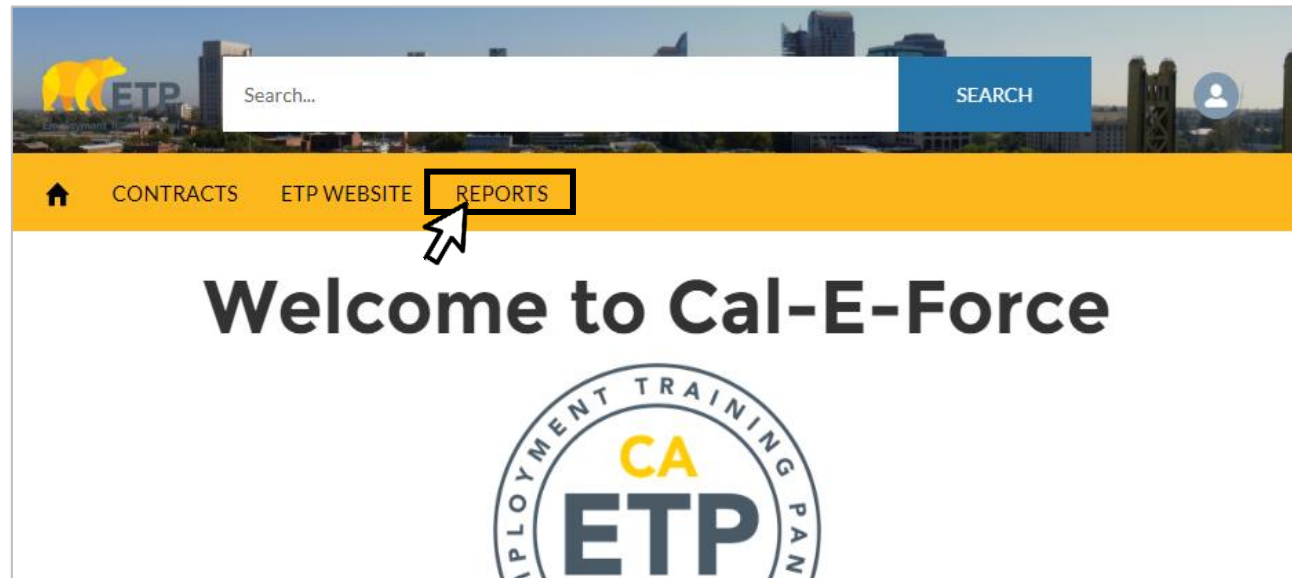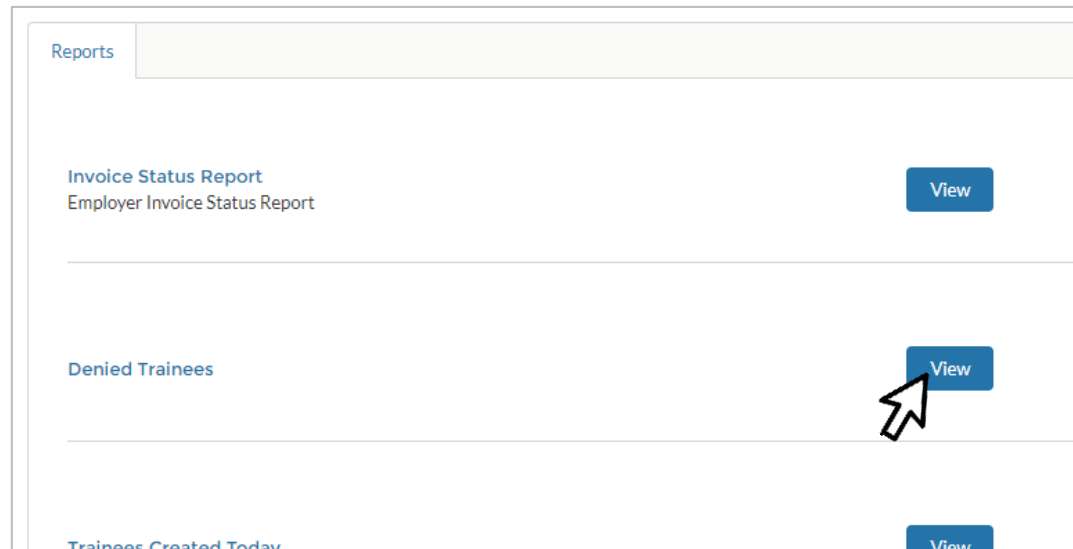
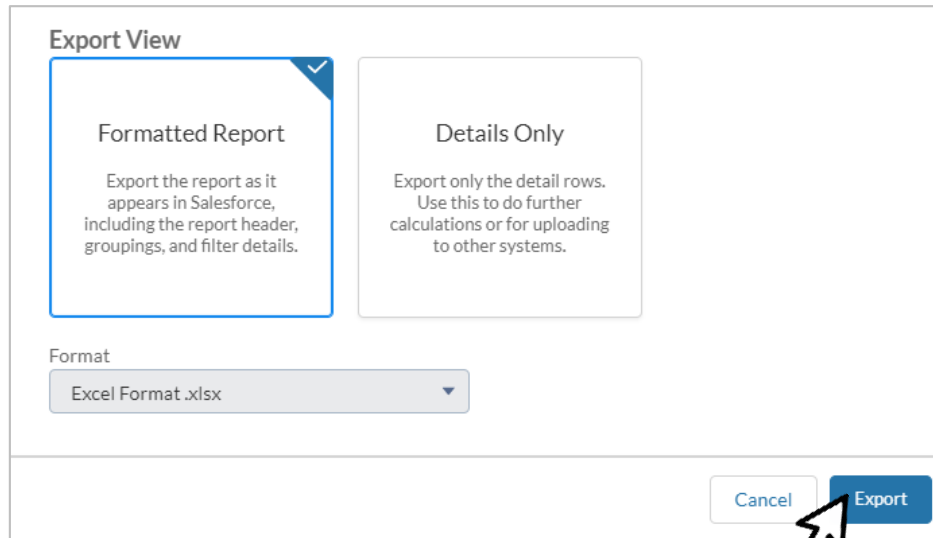|	
3. If you wish to narrow your results, select the **funnel icon** to filter and/or sort results. *If you have multiple contracts, to view just one specific contract, filter by **Contract Number**.*	
4. To **sort** the report by a specific data point in the report, click on the column header. To sort the reverse direction, click on the header again.	
5. To add or remove **subtotals, grand totals,** and/or **record counts,** click on the gear icon. Select/deselect the desired checkboxes. Click the **Apply** button.	
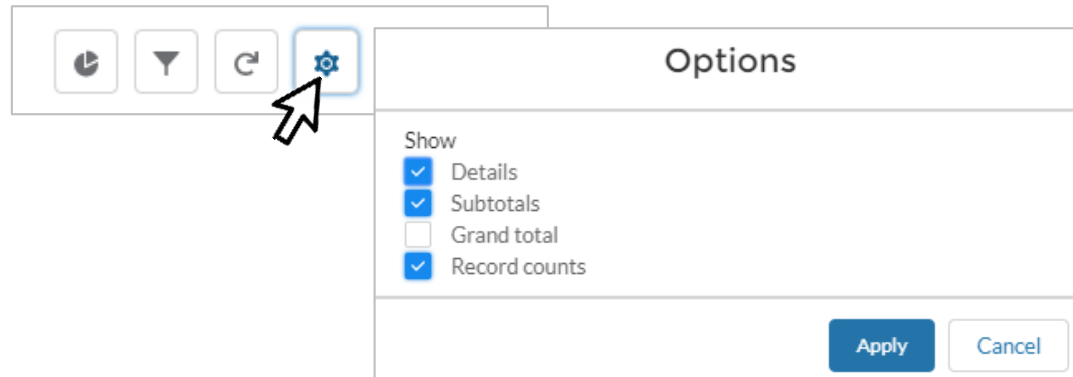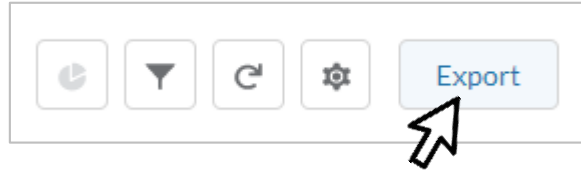
6.	Click **Export** to download the report.	
7.	Choose view as either formatted report or details only and Click the **Export** button and your report will be saved as an Excel spreadsheet into the Downloads section of your computer. *If you would like to filter/sort the report further, the **Details Only** export is recommended.*	**Export View** **Formatted Report** Export the report as it appears in Salesforce, including the report header, groupings, and filter details. **Details Only** Export only the detail rows. Use this to do further calculations or for uploading to other systems. Format Excel Format .xlsx Cancel Export
8.	**Details Only Export**: To further sort or filter your report in Excel, use the down arrows in the Details Only export.	