How do I export a report?
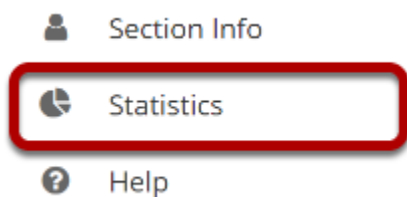
Go to Statistics.

Select the **Statistics** tool from the Tool Menu of your site.

View a report.

Select to view a report either by [creating/running](#) a report, or by clicking on one of the report links from the [Overview page](#).

Click Export.

Choose your export format.

Select the desired file format for your report to download the file.

- **Export XLS** will export the report to a Microsoft Excel file.
- **Export CSV** will export the report to a Comma Separated Values file.
- **Export PDF** will export the report to a Portable Document Format file.