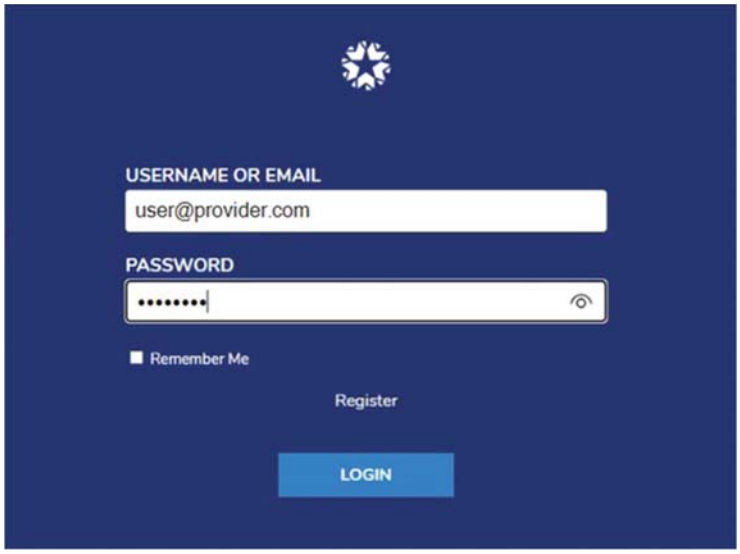
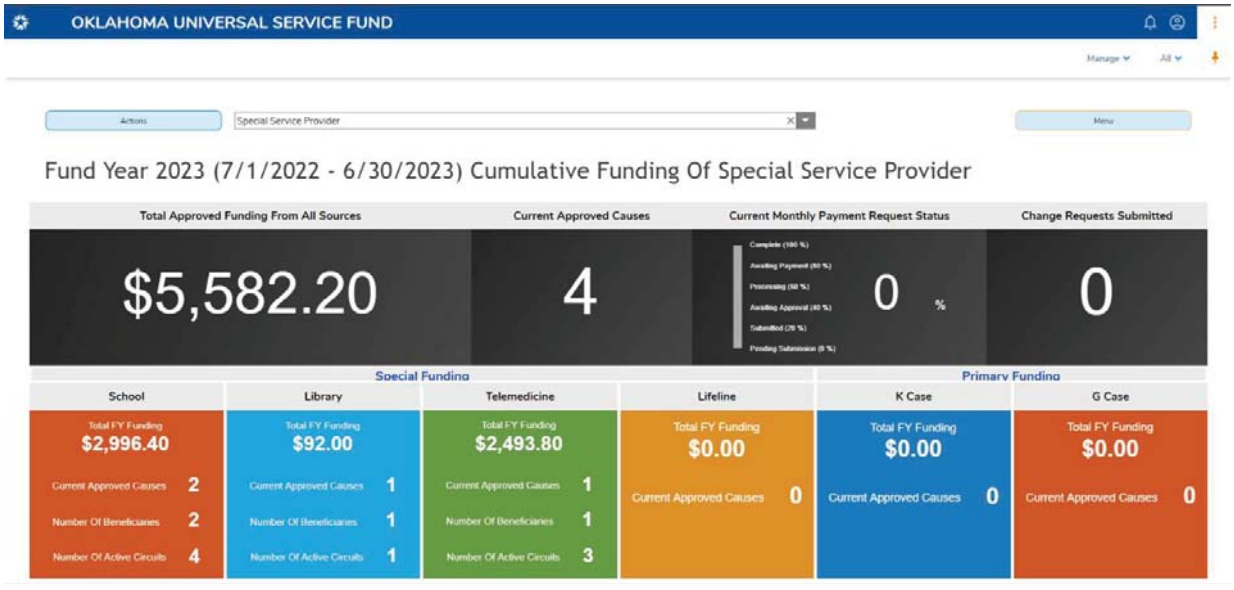
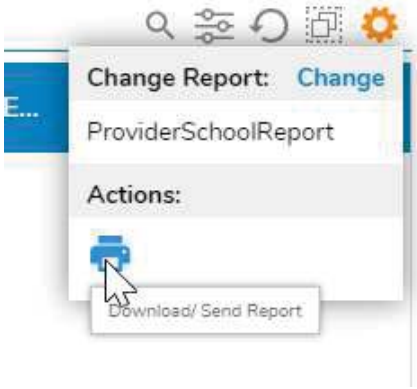
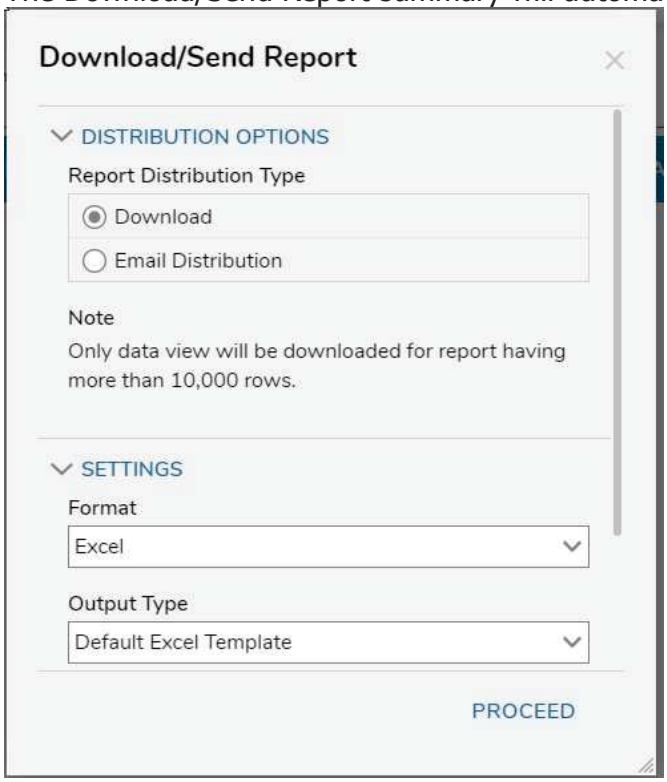
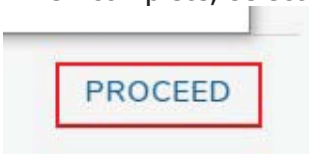
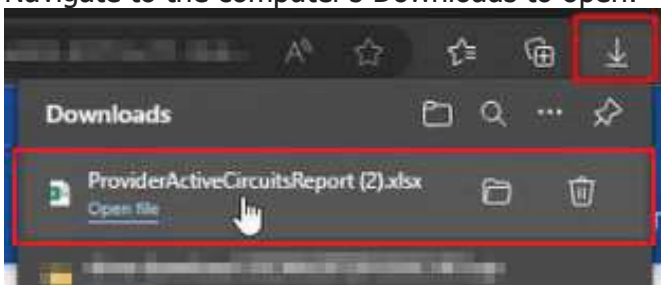
Training Handout: How to Export

Overview: The following training handout reviews step-by-step instructions on how to export (download or send) a data report when the option is available.

Step	Action
1.	Login: https://occ.decisions.com/ 
2.	Provider Dashboard/Home will automatically open upon login. 

Step	Action
3.	Anytime there is a gear Icon or Printer Icon in the corner of any system page (My To Do List, Historic Funding, Active Circuit Details, etc.), there is the option to export: • Click on the gear icon to open the options provided:  • Select the Printer Icon to download or send the report, contents, etc.
4.	The Download/Send Report summary will automatically appear: 

Step	Action
5.	Select a Distribution Option: • Download, or • Email Distribution
6.	Select a format setting via the dropdown: • Excel, or • Pdf
7.	When complete, select "PROCEED" 
8.	The Export View screen will automatically appear: • Select "Download Exported Report"
9.	Navigate to the computer's Downloads to open: