

# Exporting Reports

The instructions below explain how to download the report into an Excel document.

To download your reports in Excel, click on the **REPORTS TAB** on the left-hand side of the home dashboard. After highlighting one of the download options listed below, you can click the download tab to automatically save to an excel file on your computer.

**Download Options Include:**

- 1. Day
- 2. Week
- 3. Month

**NOTE:** The free Home Plan provides up to 30 days of reporting, and the Enthusiast Plan provides up to 365 days of reporting.

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