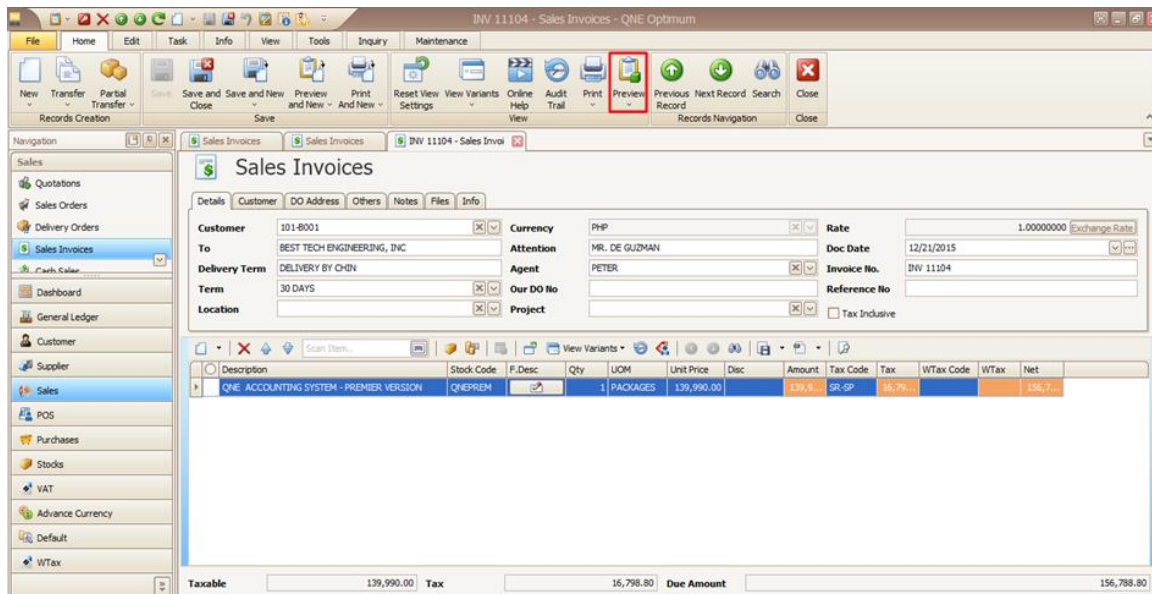# HOW TO EXPORT FORMS AND REPORTS TO OTHER FILE FORMATS

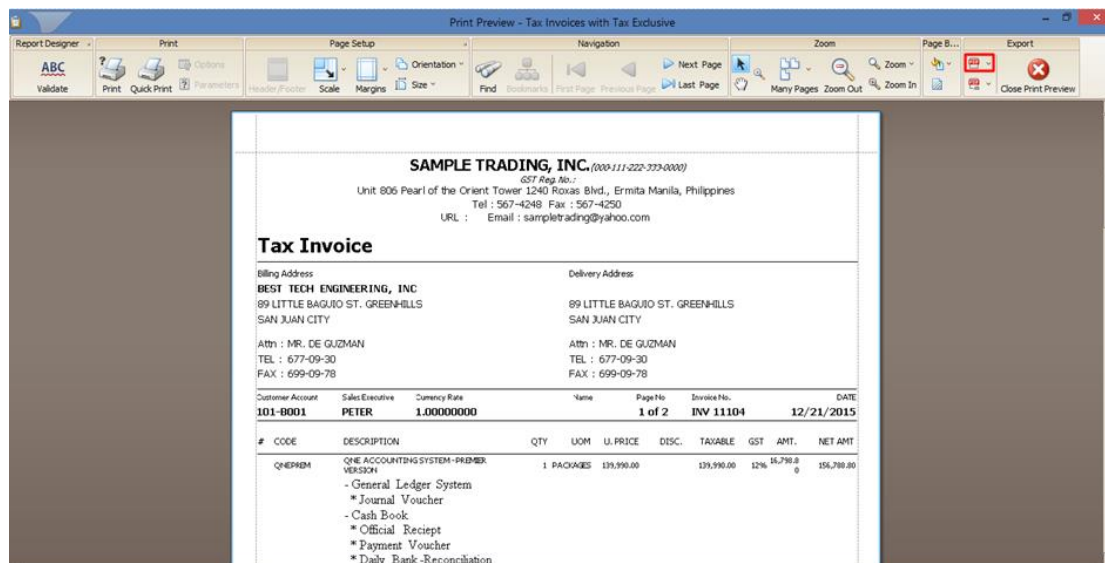In system, there is a feature where the Forms/Reports can be Exported to a File Format.

1.) How To Export a Form to Another File Format

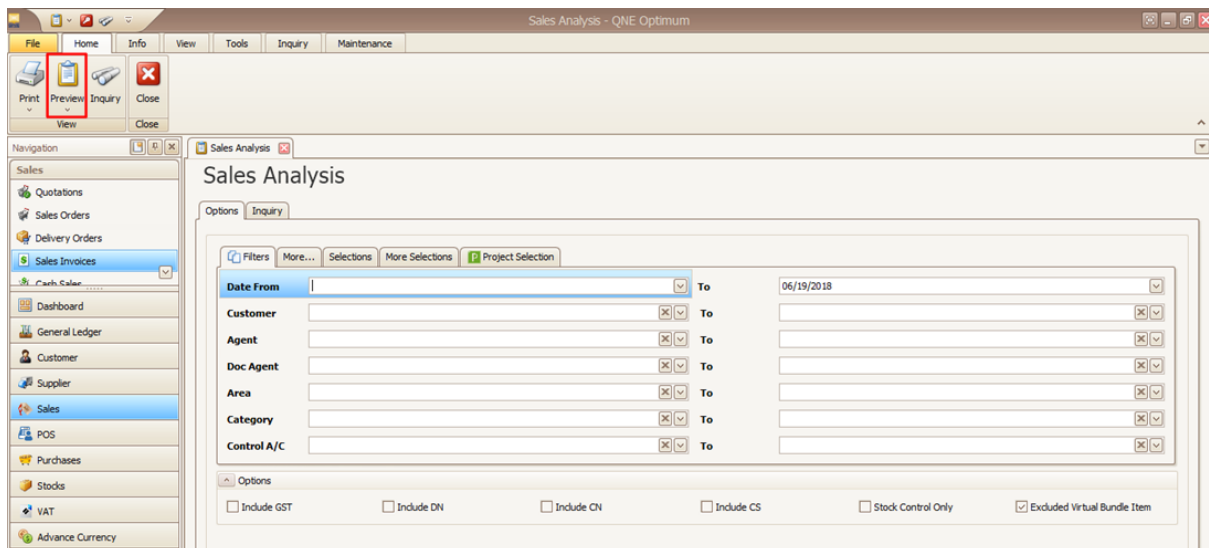In this Sample Transaction *(refer to the image below)* > **Preview** in your desired Form Format

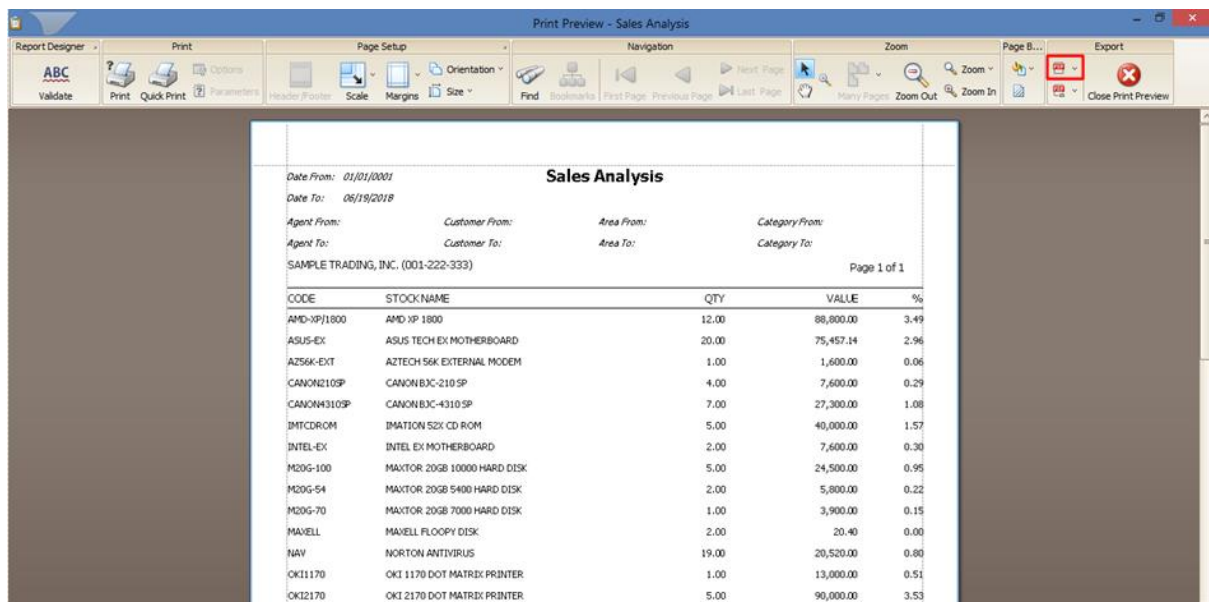Then, in **Export** at the Top Right Side > click the 'Drop Down Button' to see File Format Options

2.) How To Export a Report to Another File Format

In this Sample Report *(refer to the image below)* > **Preview** in your desired Report Format

Then, in **Export** at the Top Right Side > click the 'Drop Down Button' to see File Format Options

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For both Reports and Forms, these are the File Formats that can be Exported to *(please refer to the below image)*.