

“How To” Export Report

Access to the RDMS is restricted and only granted by request. To request access to RDMS reports, see the [RDMS Access Instructions](#).

Purpose

RDMS users may **create PDF outputs**, in addition to the online version of the reports. Depending on your permission level, you may also **create Excel outputs**. Please note that when selecting this option on a report containing sensitive information, it is the user’s responsibility to safeguard the data. When in doubt, do not download sensitive data items.

Instructions

LOGIN

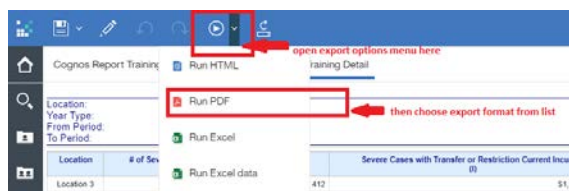
1. Go to URL <https://dms.ucop.edu/dmscognos>
2. Select your location from the dropdown
3. Click **“next”**
4. Login using your credentials and any location-specific multi-factor authentication steps

RUN REPORT

5. Execute report using the set of parameters you wish to export

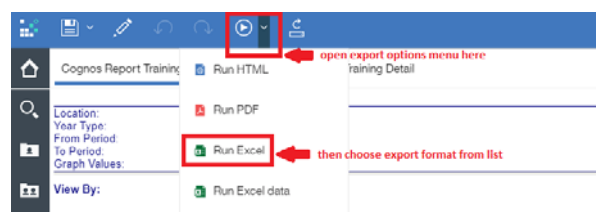
EXPORT

6. **Export to PDF**
 - a. Click the downward **“run”** arrow
 - b. Click **“Run PDF”** to export data as a PDF
 - c. Click the **download icon** to **download the document**
 - d. Click the **print icon** to **print the document**



7. Export to Excel

- a. Click the downward **“run”** arrow
 - b. **“Run Excel”** to export data as an Excel spreadsheet
 - c. Open the file from your default **“download”** section
- Note: This process may look slightly different depending on your browser and operating system. For Windows users, a pop-up will appear at the bottom of your screen*
- i. Click the **file** to open it directly in Excel



8. Return to the online report

- a. Click the downward **“run”** arrow
- b. Click **“Run HTML”**

As a reminder, sharing is subject to UC security policies for sensitive data. Refer to applicable guidance and policies at your location about exporting and sharing sensitive data.