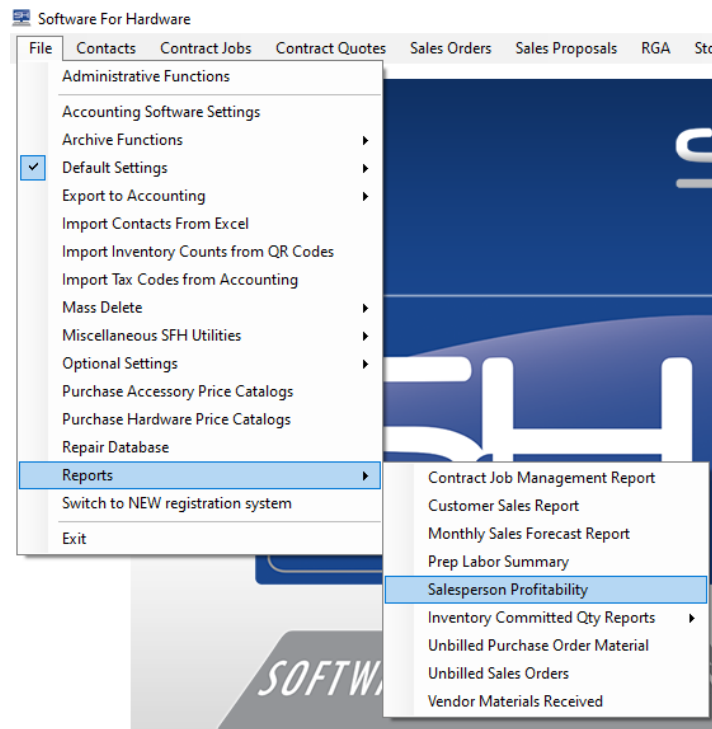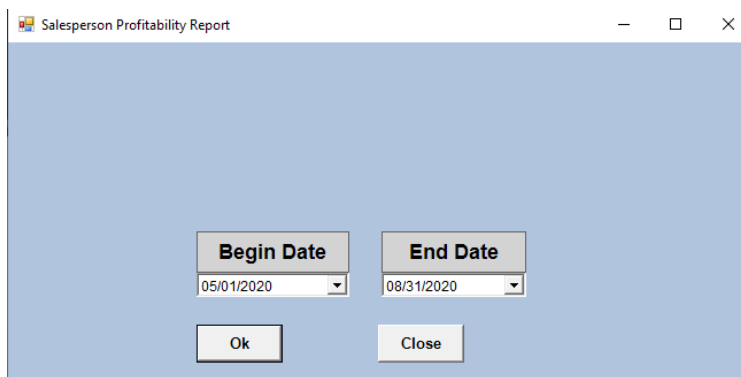# Added Excel Export to Selected Management Reports

Software for Hardware has added the ability to export selected management reports to an Excel spreadsheet.  The selected reports are the *Salesperson Profitability Report*, the *Unbilled Purchase Order Material Report*, and the *Unbilled Sales Orders Report*.
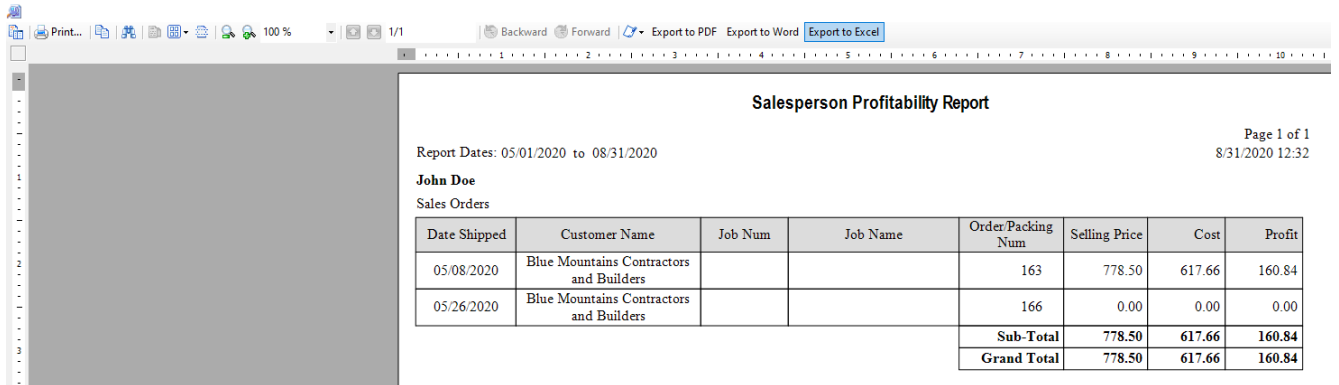
**How it works**:

1. Launch Software for Hardware and from the Logo screen click the *File* menu selection.
2. Click *Reports* from the menu.
3. From the fly out menu select one of the three reports listed above.  For this example we will select *Salesperson Profitability*.



4. Enter a valid date range.

5. The report is generated within the Preview window.  Please note that *Export to Excel* is one of the menu choices.



6. Click *Export to Excel*.
7. The standard Windows *Save As* dialogue box appears.  Simply navigate to the desired saving folder and save the file.
    a. Open Excel and import your newly exported report, or double click on the file name.
    b. Below is the exported report for the example used above.