

Exporting Data in EMCO Permissions Audit

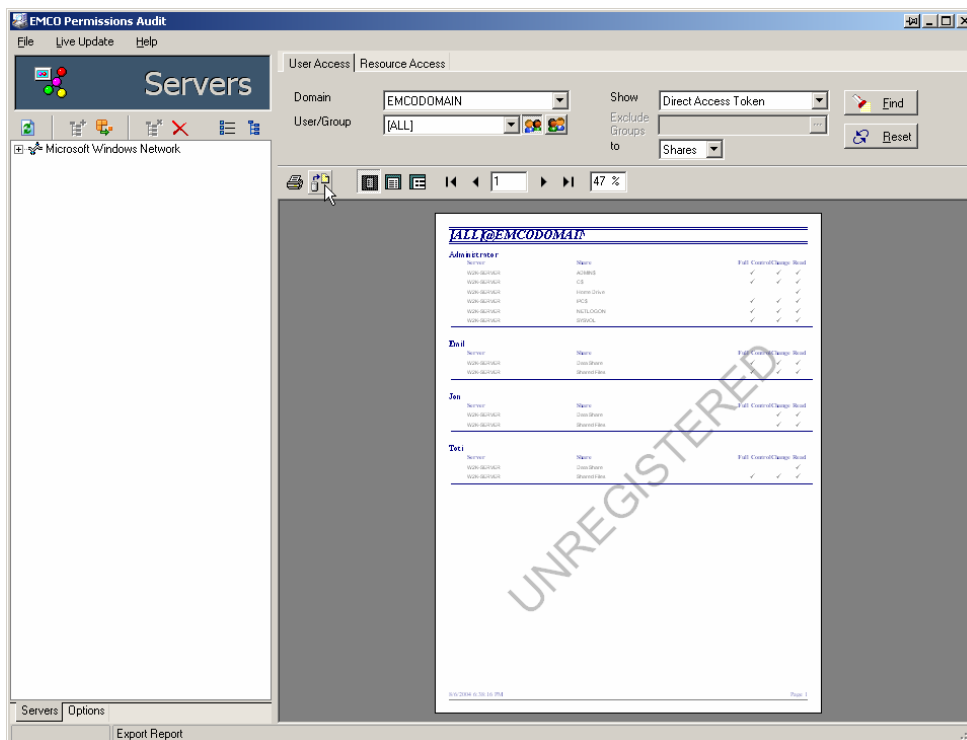
EMCO Permissions Audit allows you to export the scan data to a file on your hard disk . You can export the scanned data to the following file formats:

- ✧ HTML
- ✧ Adobe Acrobat (PDF)
- ✧ RTF
- ✧ Microsoft Excel
- ✧ Formatted Microsoft Excel
- ✧ JPEG
- ✧ Text file (TXT)

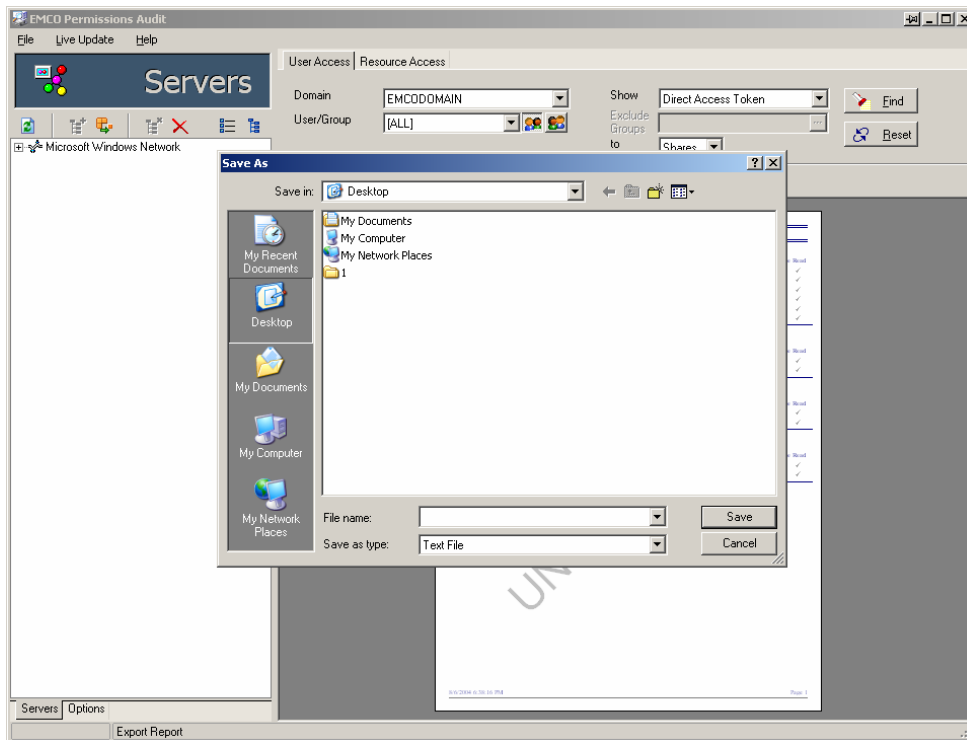
To export the scan data in EMCO Permissions Audit:

To export the scan data in EMCO Permissions Audit, perform the following steps:

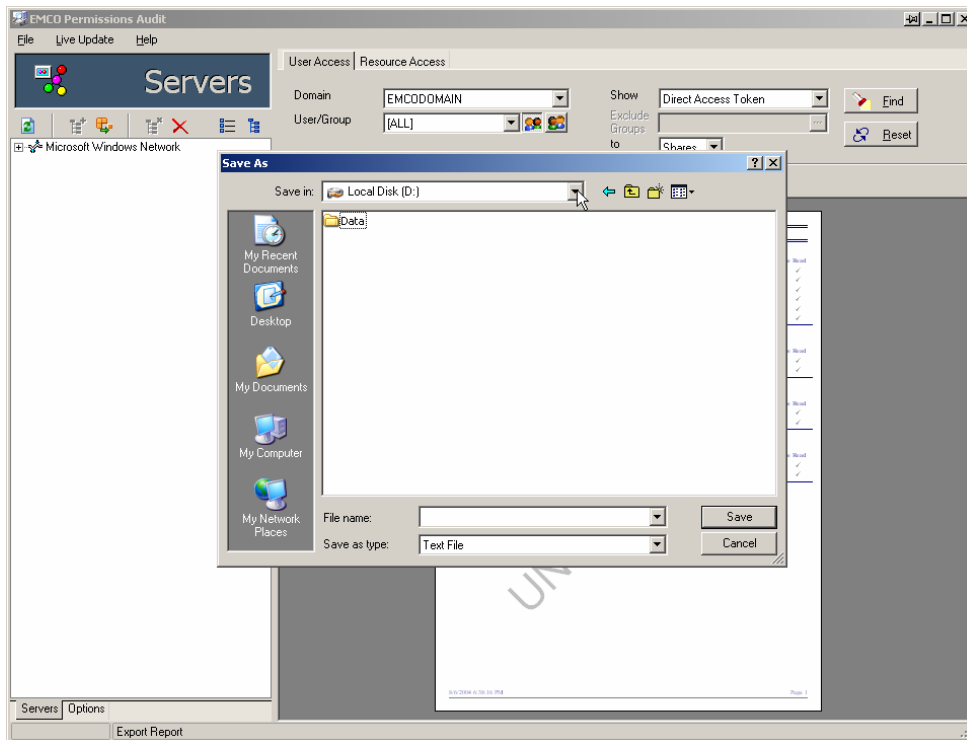
1. Scan the required data by selecting different options in either **User Access** Tab or **Resources Access** Tab (see the relevant documents for more details).
2. Click the **Export** button located on the toolbar above the scanned data.



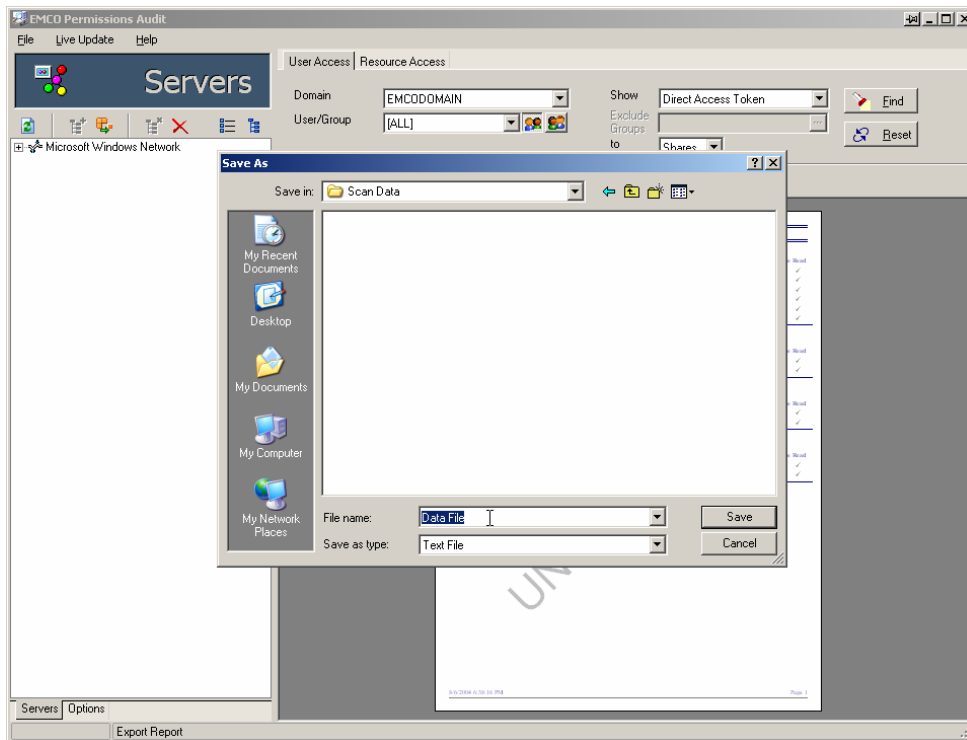
3. A **File Save** dialog box will appear on the screen.



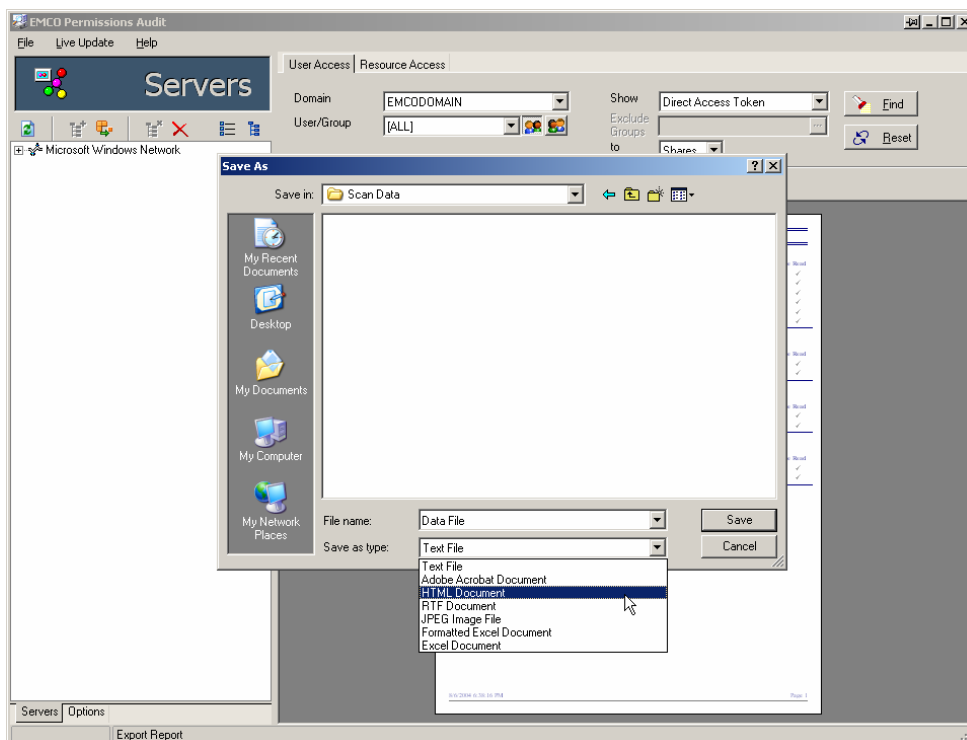
4. **Browse** and locate where you want to save the scanned data.



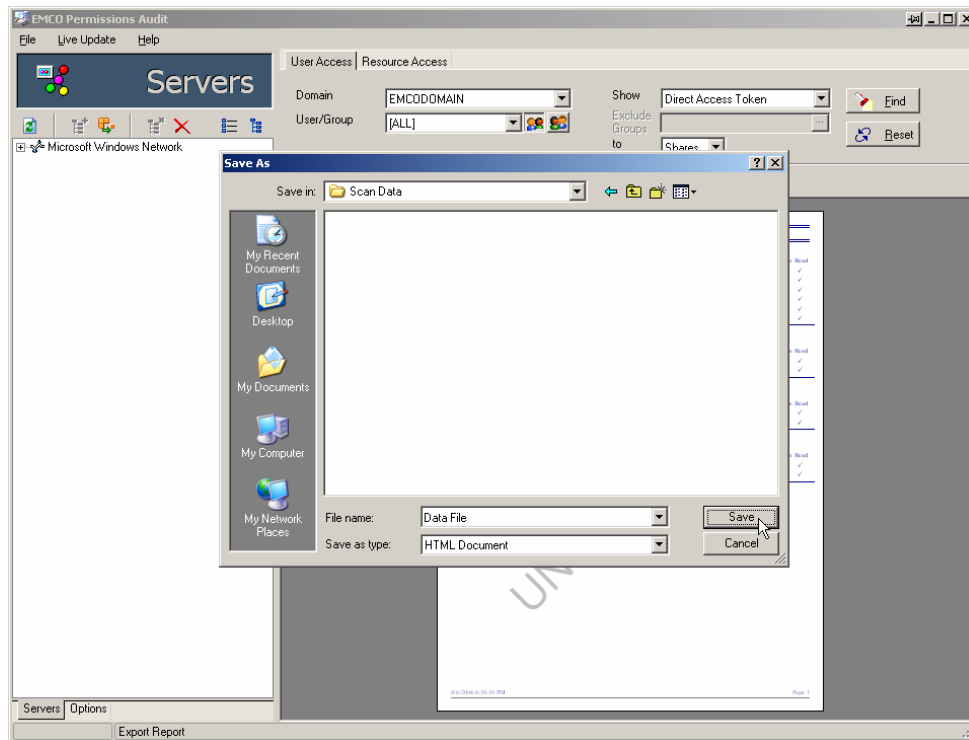
5. Type in the name of the File in the **File Name** Textbox.



6. Select the required type of the file from the **File Type** dropdown list.



7. Click the **Save** button to save the file on your hard disk.



8. This will save the scanned data in the specified file on the selected location on your hard disk.