



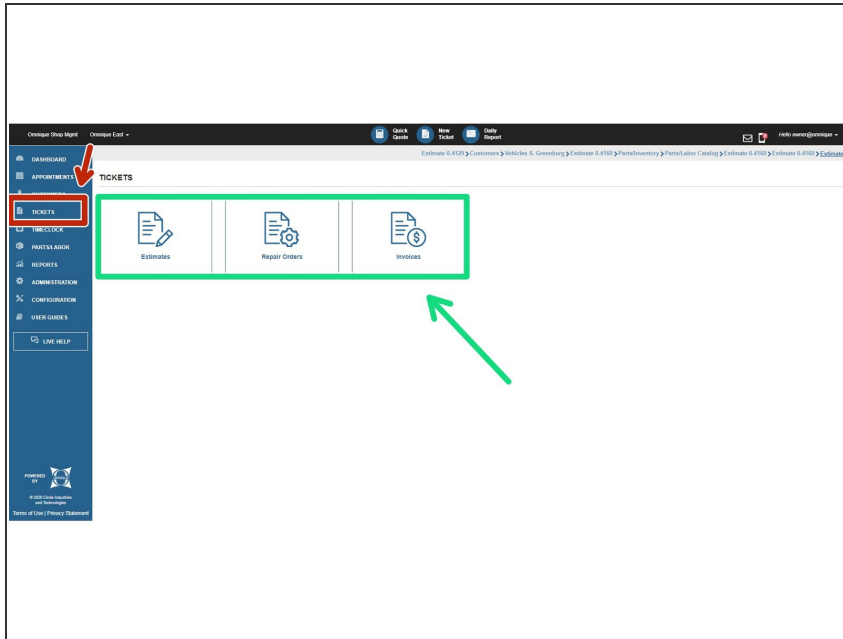
Printing / Exporting Ticket Summaries

This guide will show you how to export a ticket to either a PDF or an Excel spreadsheet.

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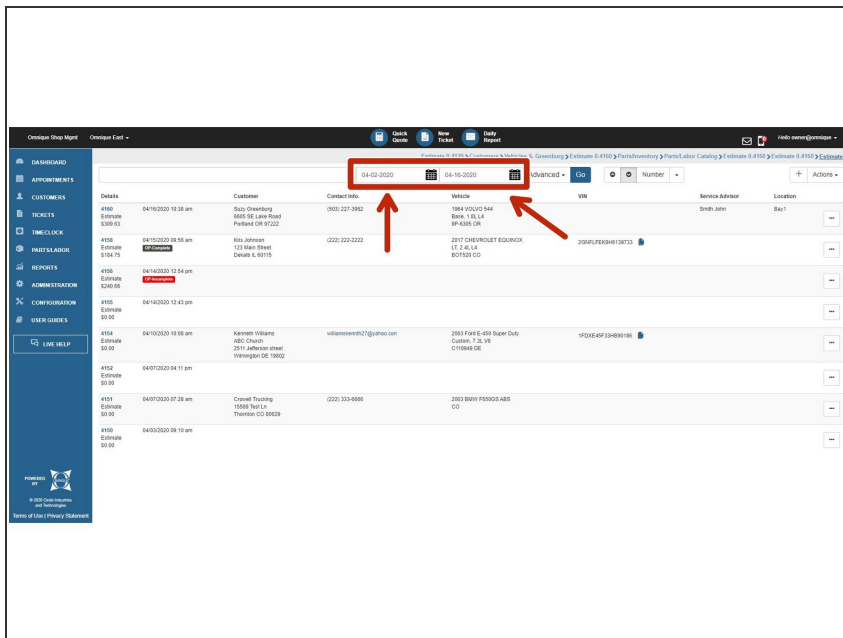
Printing/Exporting Summaries

Step 1 — Printing / Exporting Ticket Summaries



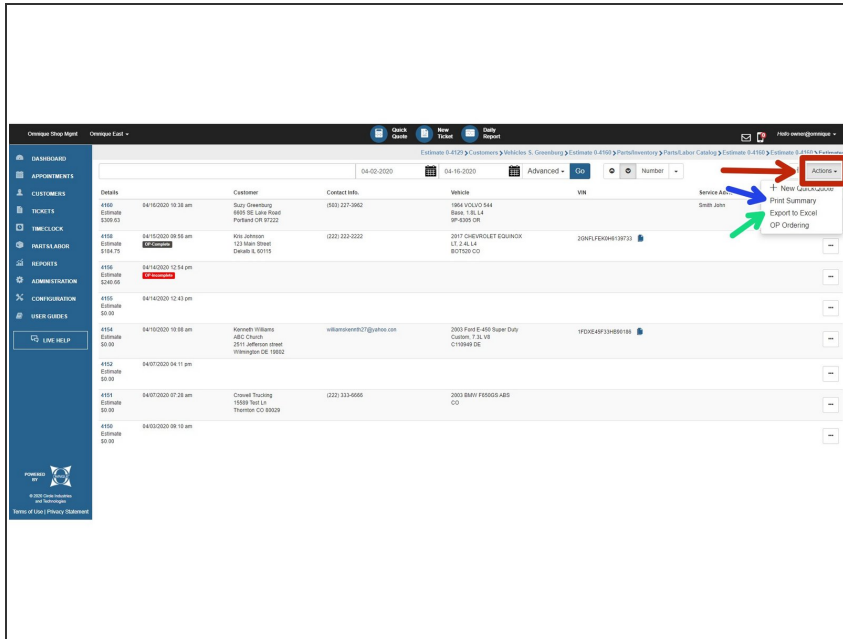
- Click on the "**TICKETS**" tab.
- Select a category you wish to summarize.

Step 2



- Select the date range you'd like to summarize using the date selection menu.

Step 3



- Select the **Actions** button.
- To view a PDF summary, click on **"Print Summary."** This will generate a PDF file.
- If you'd rather export to an Excel spreadsheet (.xls file), click on **"Export to Excel."**