How to Export, Save and Print a Report from SCEIS

Select the export icon.
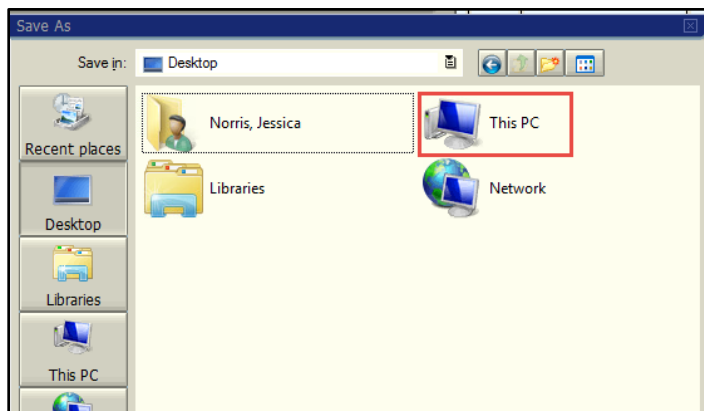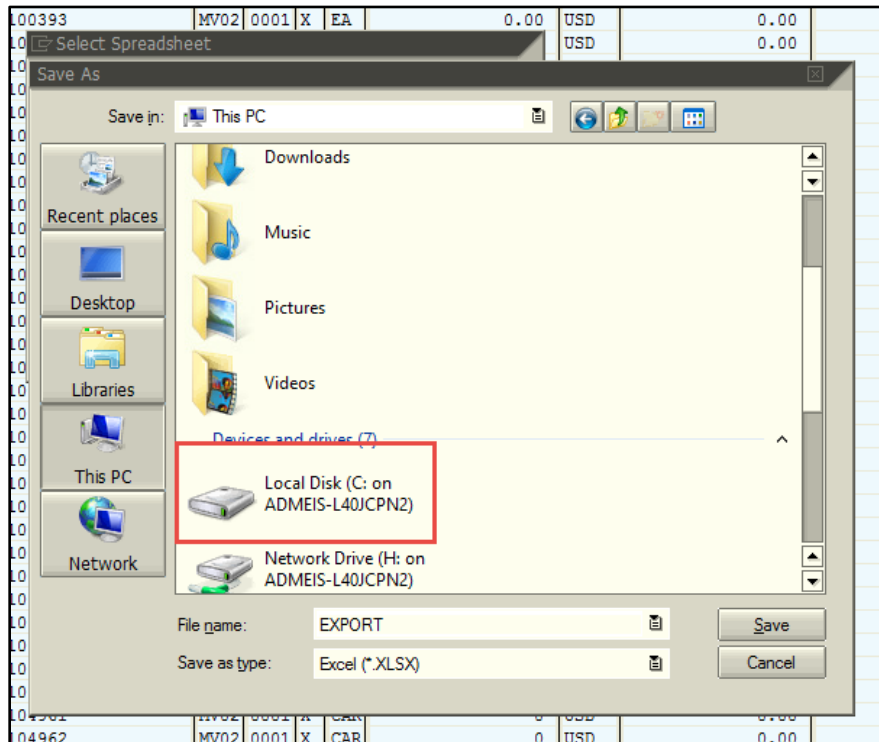

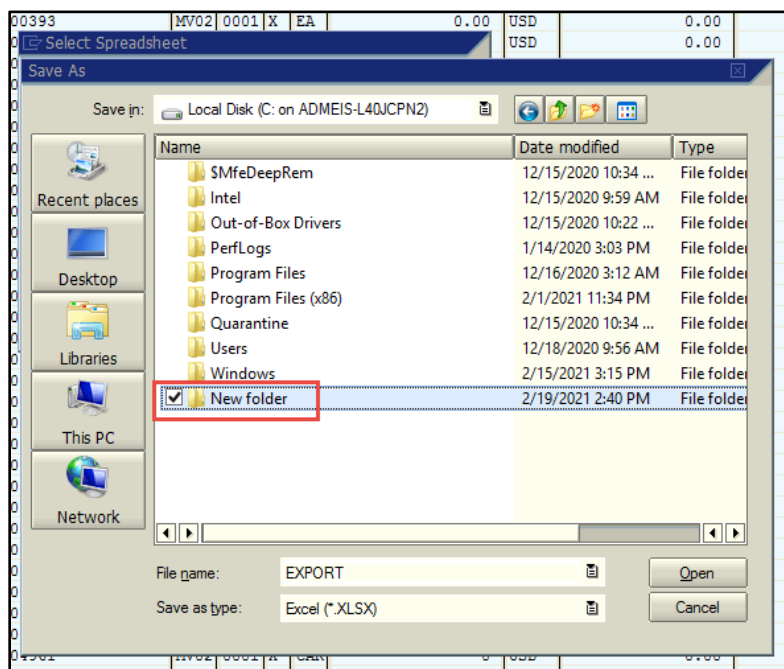Select the appropriate format.
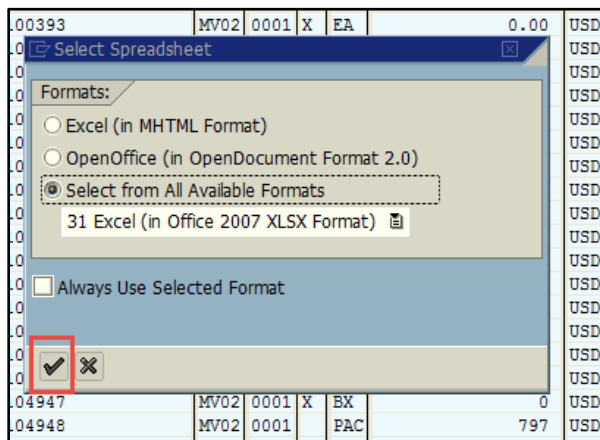
Double click "This PC."

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Select Local Disk.

Right click and add a new folder and name it. Once you have it re-named, double click it again to save your file in it.

SCEIS
SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

The file will be in your local drive.