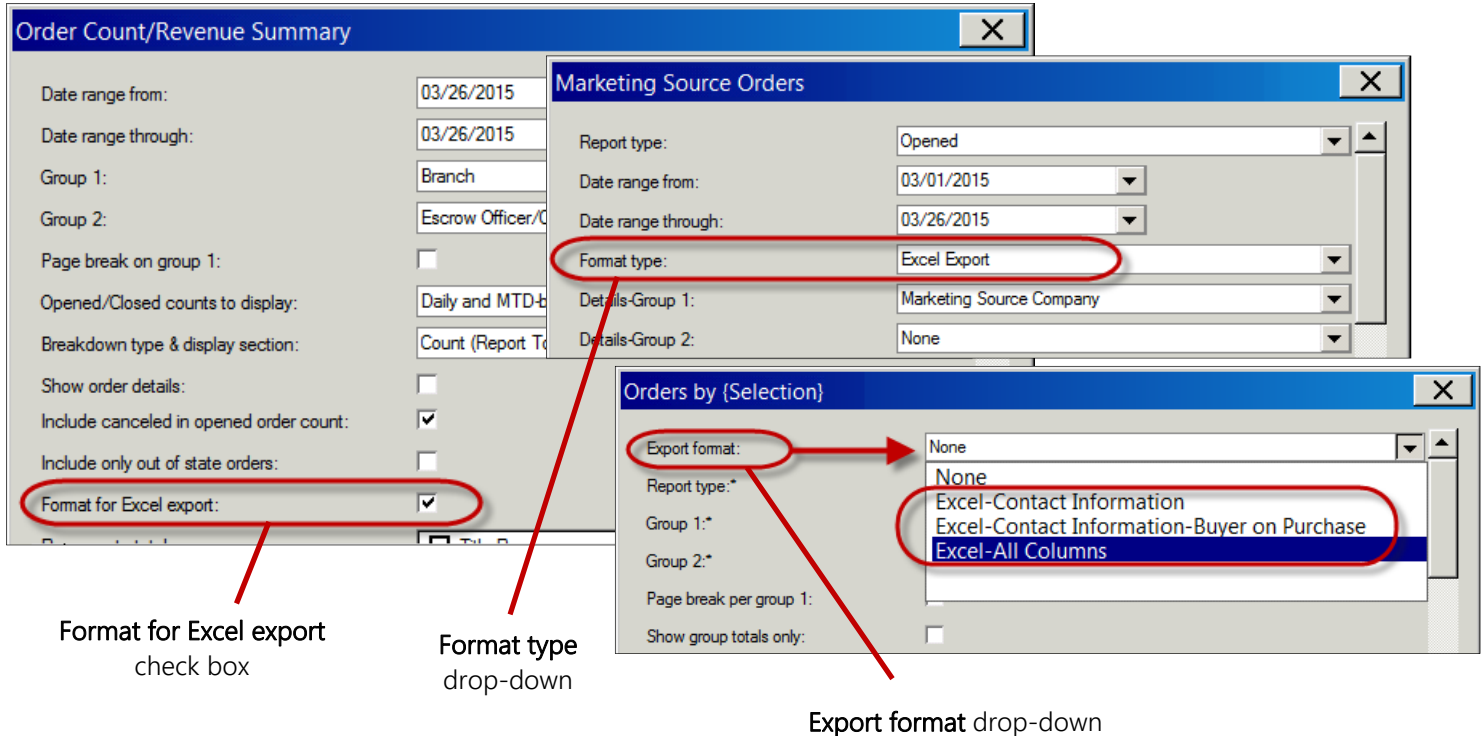Follow these steps to save a SoftPro Select report as a Microsoft Excel file.

Not all reports are formatted to be useful in Excel when exported.

When entering report criteria, look for an Excel formatting designation like the examples below.
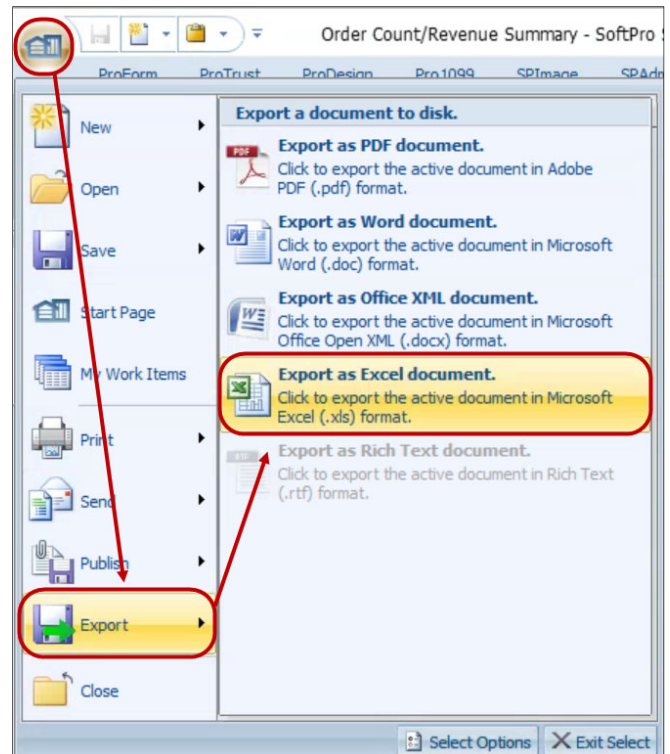

Format for Excel export
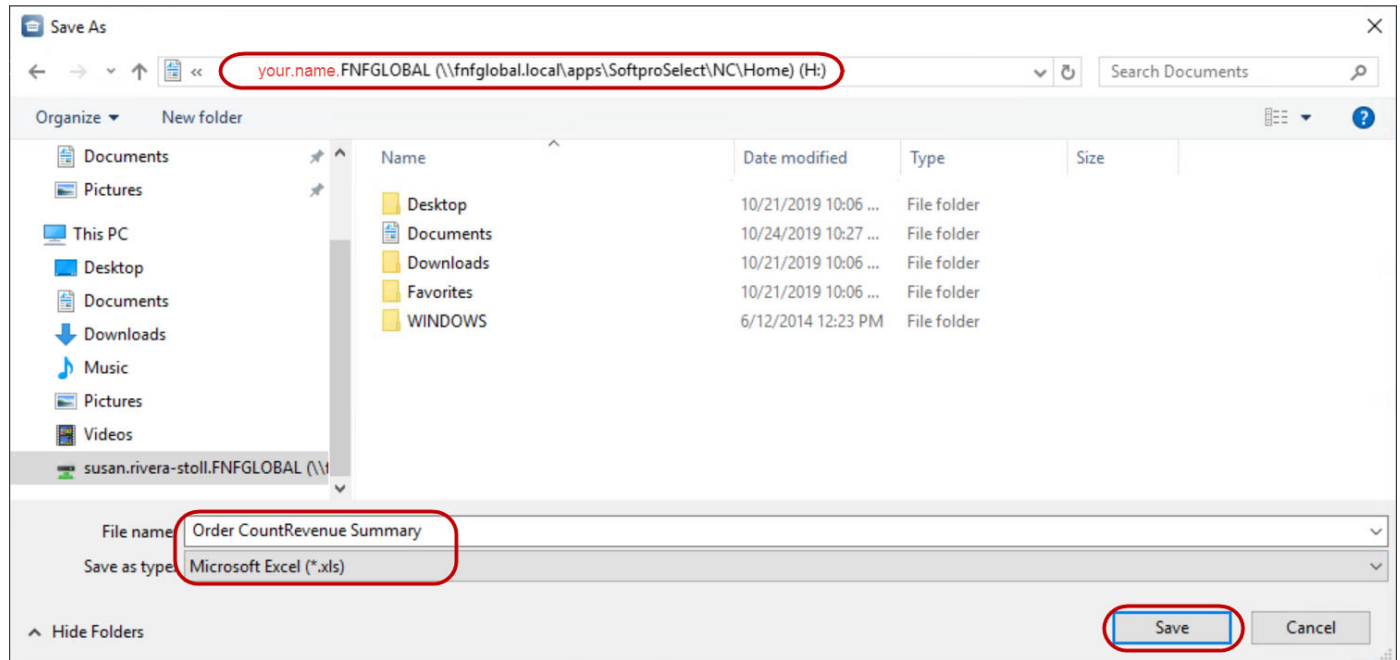check box

Format type
drop-down

Export format drop-down

1. While viewing a report, Click the **SoftPro** icon > **Export** > **Export as Excel document**

2. If this is the first time you are exporting, verify the path shows your **Home** drive; our example shows the **H**-drive as the **Home** drive. Your operation may or may not use the **H**-drive.

3. In the **File name** drop-down, enter your desired report name

4. In the **Save as type** drop-down, verify (or select) **Microsoft Excel (*.xls)**

5. Click the **Save** button

Use the new **FNF Citrix SPS Export** shortcut located on your local desktop to access the exported reports or documents on the **Home** drive.