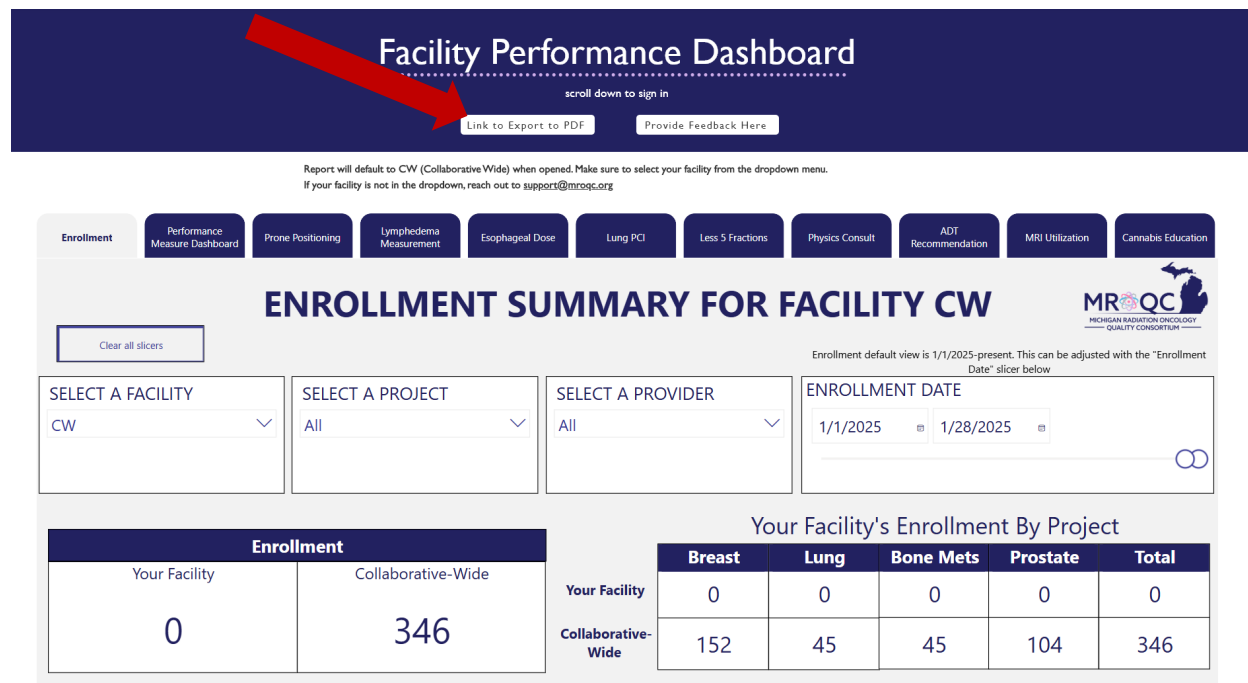


How to Export Reports to PDF

1. Navigate to the PowerBI Workspace

Navigate to the PowerBI workspace by clicking on the “link to export to pdf” button or by using the link sent to you directly by PowerBI when the report was shared with you



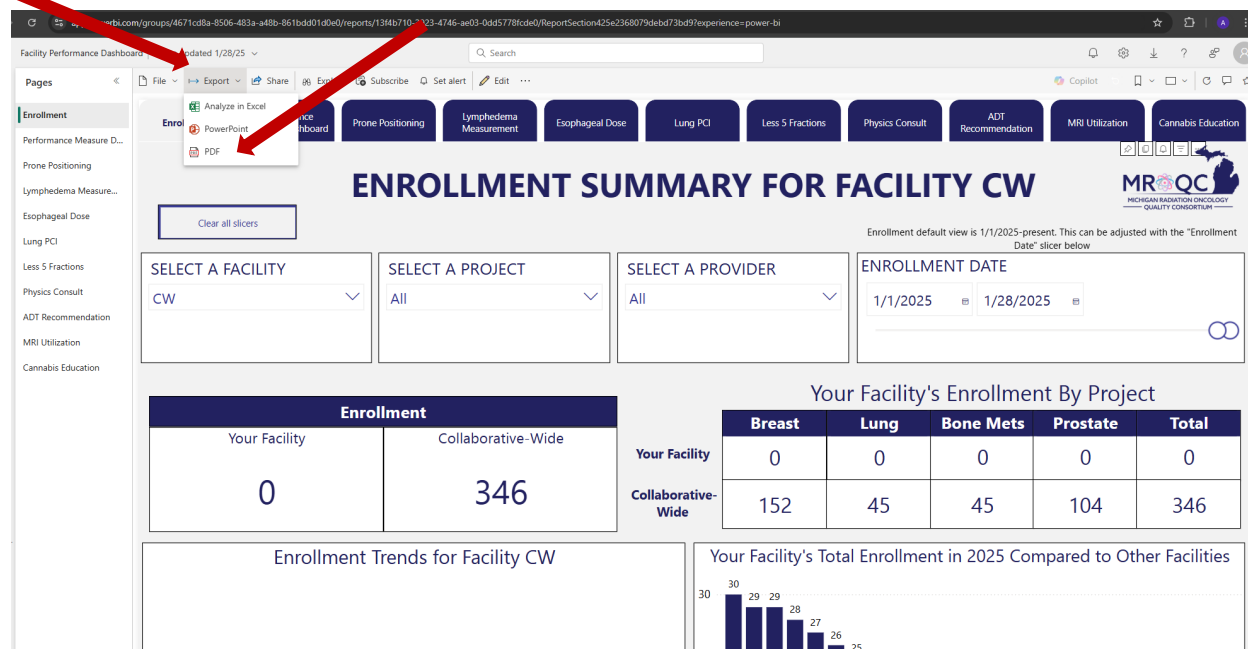
The screenshot shows the 'Facility Performance Dashboard' for 'Facility CW'. A red arrow points to the 'Link to Export to PDF' button. Below the dashboard header, there are several navigation tabs: Enrollment, Performance Measure Dashboard, Prone Positioning, Lymphedema Measurement, Esophageal Dose, Lung PCI, Less 5 Fractions, Physics Consult, ADT Recommendation, MRI Utilization, and Cannabis Education. The main content area is titled 'ENROLLMENT SUMMARY FOR FACILITY CW' and includes a 'Clear all slicers' button. Below this are four filters: 'SELECT A FACILITY' (set to CW), 'SELECT A PROJECT' (set to All), 'SELECT A PROVIDER' (set to All), and 'ENROLLMENT DATE' (set to 1/1/2025 to 1/28/2025). The dashboard displays two tables: 'Enrollment' and 'Your Facility's Enrollment By Project'.

Enrollment	
Your Facility	Collaborative-Wide
0	346

Your Facility's Enrollment By Project					
	Breast	Lung	Bone Mets	Prostate	Total
Your Facility	0	0	0	0	0
Collaborative-Wide	152	45	45	104	346

2. Export to pdf

In the report view click on the export tab and select PDF as your export option



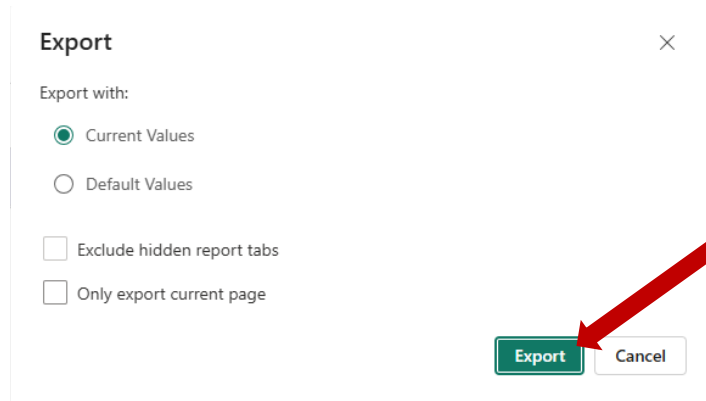
The screenshot shows the PowerBI report view with the 'Export' menu open. A red arrow points to the 'PDF' option. The dashboard content is the same as in the previous screenshot, but now includes an 'Enrollment Trends for Facility CW' section with a bar chart and a 'Your Facility's Total Enrollment in 2025 Compared to Other Facilities' section with a bar chart.

Enrollment Trends for Facility CW	
Your Facility	Collaborative-Wide
0	346

Your Facility's Total Enrollment in 2025 Compared to Other Facilities					
	Breast	Lung	Bone Mets	Prostate	Total
Your Facility	0	0	0	0	0
Collaborative-Wide	152	45	45	104	346

3. Select Export Options

When you get this pop-up, make sure you are exporting the current values you want to be viewing and that you are exporting all of the pages. Then click export to continue.



4. Wait for PDF to export and save to computer

Exporting the pdf might take a couple minutes, once it is done you will be prompted to select where you would like to store it on your computer.

