



2018 OSCAR System Archiving

Running and Saving a Predefined Report

To run and save a report:

1. Log into OSCAR.
2. Navigate to the **Reporting** tab on the main drop-down menu. A list of reports will be displayed.
3. Click the **Regenerate Report** icon  to the left of the report you would like to run.
4. On the next page, click **View Report** to see the results.
5. Click the **Save as Excel** button to save the report for your records.

Questions?

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