Options to save/print SDR Reports from Terminal Server
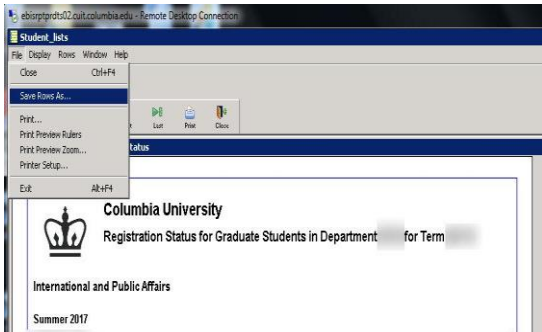
Dear SDR users,

Hope you are enjoying the new SDR environment, which Is a lot more secure and efficient than the previous one. We are sure you will appreciate this environment in due time!

There are a few methods and locations where you may be able to save your reports. Please be cognizant that if you save any report on the Terminal server, you must move it immediately.
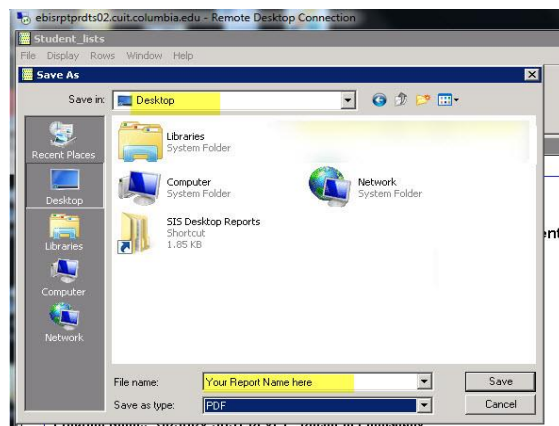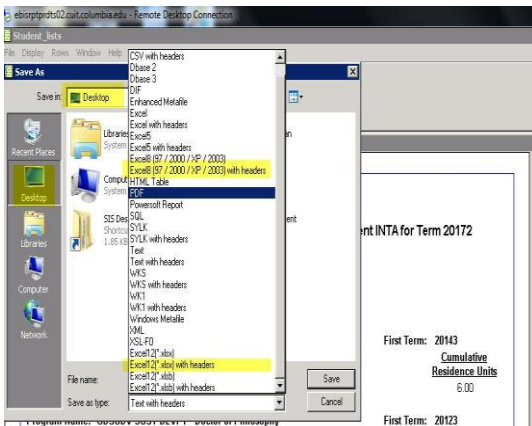
- **Cutting & Pasting to your PC**
- **Saving to Google Drive**
- **Emailing**
- **Printing**

Save Report on Terminal Server

On the Terminal Server, while viewing report results from the top Left –**File Menu**, choose **Save Row As**

And choose the desired format, you want to save your reports as, give it a meaningful File name (Please remember the location you are saving in, the example below is to Desktop).

Simple Cut & Paste to your computer

To your local PC:
- First confirm you have saved the reports to the terminal server desktop.
- You may cut this saved report to the clipboard (Right click & Cut)
- Minimize the Terminal server window to show your local PC desktop or any desired destination
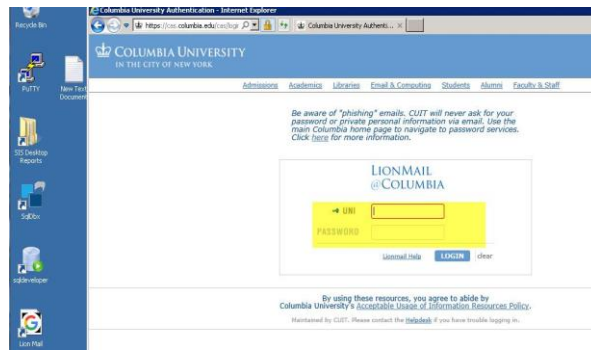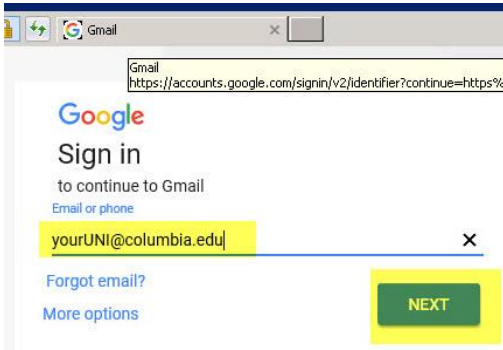- Save the document on your local PC (Right Click & PASTE)

Additionally, from your own computer (You may be able to map this folder \\c-usr\users\first letter of your first Name\your uni as any available lettered drive) and use this report.

Options to save/print SDR Reports from Terminal Server
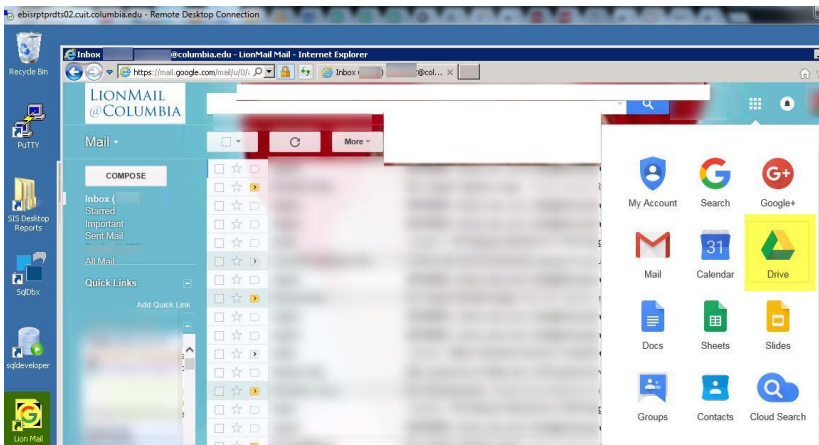
eMail - Lionmail on Terminal Server

You may also choose to email this report to yourself from Terminal server. To Login to your Lionmail account on Terminal server or Google drive

Please Click on desktop **Lionmail Icon (it might appear to be** **as in internet explorer)** and put your uni@Columbia.edu address and click **Next**

Using Google Drive to save reports
You also have the option of saving any reports into Your google drive.

Printing your report

Once reports have been saved to a local PC they can be printed like any other document.

Should you need any assistance, please don't hesitate to contact us at askcuit@columbia.edu

Once again, Happy Reporting !

CUIT - EBIS SIS Reporting Team