# Reports / Audits - Reporting Portal

> **This Quick Reference Guide will explain how to:**
>
> - Run reports using the Reporting Portal
>
> - Save Reports (must be as .csv) or copy report and paste into excel

Run and Save Report

1. In Navigator toolbar, select **Reports** to open the Reporting Portal

3. Search the report you wish to run. E.g. Antimicrobial Active Orders Report – Data cube. Select Run
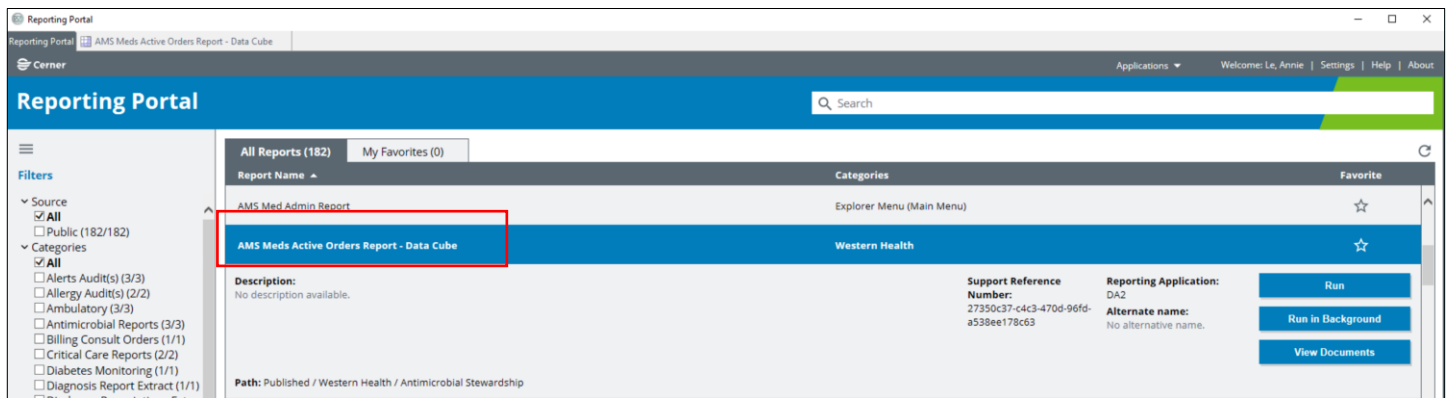
4. The report parameters prompts will pop-up in a window like this
e.g. Ordered Date/Time, Location
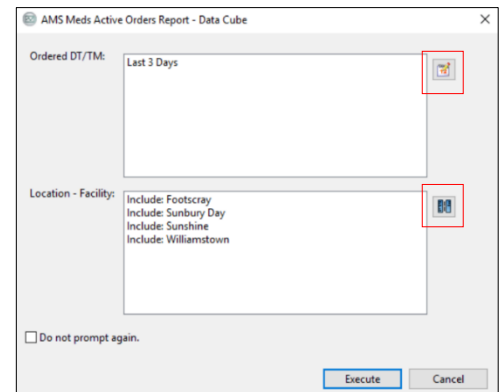
5. Modify the parameters using the icons on the right as highlighted

6. Click Execute. The report will generate in a different tab – it can be viewed on screen or saved

7. Depending on the type of report it is, there are different ways to save it:
    a) If you Right click and there is an Export option
       Select Export > Text Delimited > **Comma (*.csv)**
       * must be saved in your local C: drive
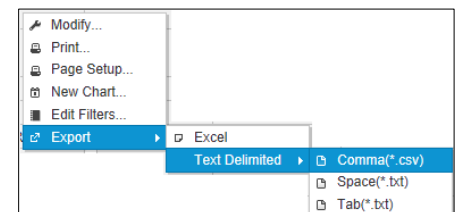
    b) If there is a **blank square** in the top left hand corner of your report
       i. Click in that box to highlight the whole report > **CTRL C (copy)** > open excel and **CTRL V (paste)**
       ii. Alternatively click on the **'disk'** icon to save as a **.csv file in your local C: drive**