Save Files

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Follow these steps to save files that you export from the cloud:

1. Create a folder on your local computer where you wish to save your exported files.
2. Run the report/file you want to export, and click the **Export** button.
3. Navigate to the **Network** drive in the **Save As** window.
4. Double-click **tsclient**.
5. Double-click the **\\tsclient\C Share** or your local folder.
6. Navigate to the folder you created in step 1.

In the example below, we created the **My OP Cloud Exports** folder on the local C drive before we exported the file.