

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.

Save As			23
OO - De	e Fernandez > My Documents > Office Practicum > export - 47 Search export		9
Organize 🔻 Ne	w folder		2
Favorites E Desktop Downloads E Recent Places Libraries Documents Music Pictures Videos	Name Date modified Type No items match your search.	Size	
👰 Computer	-		
File <u>n</u> ame: Save as <u>t</u> ype:	Demographic_List_180301084734 Excel files (*.xls)		•
Hide Folders	<u>Save</u>	Cancel	

