

# How to Download, Import, and Export PS Reports

## How to Download a Report

- To save the report, right-click (PC) or ctrl-click (Mac) on the file and save the file to the desktop (or a place you have selected).

## How to Import a Report

To import the report to your system, in PowerSchool click on:

- System
- Import Report Template
- Click on Browse and find the file you saved
- Click on Import

If successful, you'll get a message saying it imported and give you the title of the report. (Please note - not everyone has access to the System pages, so another admin may have to import the report.)

## How to Export a Report

To export a report on your system, in PowerSchool click on:

- Reports
- Report Setup
- Choose Form Letters, Mailing Labels, Object Reports, or Report Cards
- Select the report to be exported as a template - The Edit Form Letter, Edit Mailing Label Layout, Object Report, or Report Card page appears.
- Click "Export Report as Template." The File Download dialog appears.
- Select "Save this file to disk."
- Click OK. The Save As dialog appears.
- Select a file location.
- Click Save. The system exports the report template.