In the next screen you can verify that the report has the information you want. If the report is not correct you can click "close" and select new options for your report. If the report is correct, click on the printer icon in the top left corner. You can also click on the "Print All Reports" link if you are previewing multiple reports.

Once you click on the print icon you have two choices.

1. print your report to a local printer or
2. save your report as a PDF, Excel file, or rich text file to your computer. You can also do both simultaneously.