



SAVING: WebConnect to Local

Please find information below to help you save your data (for example reports or PDF documents) from our WebConnect service to your local computer. Please use these instructions as a guide to locate alternate areas on your computer as required.

Saving from WebConnect to Local PC

1. Click Export from our WebConnect programs (eg for your Recs, Reports)
2. Click **This PC**
3. Double click **C on [Your Computer Name]**
4. Double click **Users**
5. Double click your login name for your PC

You should now see Desktop, Documents etc in the right hand pane – these are on your local computer. Navigate to your required location from this point and Save.

We recommend creating a new folder directly under C drive called WebConnect, this will save you time (and clicks!) and is easily located on your local computer if you want to view or email your exported document.