## k/Avis

## SAVING TO DESKTOP

Below are instructions on how to save important documents to your desktop, such as the Transmittal Cover Sheet and Weekly Report Cover Sheet.

1. Right-click the Document You Wish to Download

## REPORTING RESOURCES

| Transmittal Reports |  |
| :---: | :---: |
| Transmittal Report Cover Sheet Guide |  |
| Transmittal Cove | Open |
|  | Open in new tab |
|  | Open in new window |
| PODD Setup | Save target as... |
|  | Print target |
| Step 1: TBarCode | Cut |
| Step 2: Scanning | Copy |
|  | Copy shortcut |
| Barcode Reader | Paste |
|  | (9) E-mail with Windows Live |
| Scan to Configur | 需 Translate with Bing |
|  | All Accelerators > |
|  | Inspect element |
| Point of Sale | Add to favorites... |
| POS Reports Ma | Send to OneNote |
|  | Properties |

2. Choose "Save target as..."

|  | Open <br>  <br> Open in new tab <br> Open in new window |
| :--- | :--- |
|  | Save target as... |
|  | Print target |
| Cut |  |
| Copy |  |
| Copy shortcut |  |

Weekly Reports
Weekly Report Cover Sheet Guide
Weekly Report Cover Sheet
DOR Notification of Weekly Recap Report in PODD

Extract Files
Extract File How-To
Extract File Location Instructions

## 3. Select "Desktop" as Your Destination


4. Save and Confirm Document is on Desktop
$\square$ Cancel

