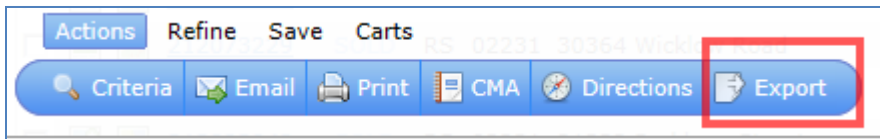


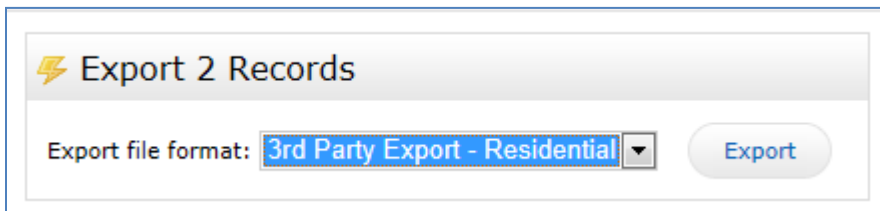
## Exporting Search Results

Sometimes you may want to export search results instead of printing them. This will allow you to manipulate the results in a program such as Excel or import them into another software program.

1. Run the search and view the search results.
2. Select the desired listings by placing a check in the box to the far left of that listing's row.
3. Click Export in the Actions menu in the Button Bar.



4. Select the desired export report format. Custom export report formats can be set up in the Settings option in the MyRCO menu.



5. Click Export. The report will be saved as a csv file to your computer's hard drive and can be opened into a spreadsheet or imported as raw data into another program.