

Export a Report

Last Modified on 09/12/2025 3:42 pm EDT

Overview

Report data can be exported into downloadable PDF, Word document, or Excel spreadsheet files. However, there are some restrictions, depending on the file format and element type. All links and file attachments are disabled in exported report files.

Users also have the option to download a Templated Report as a Word document on reports where an Administrator has previously configured one.

Reports display the time and date the report was last updated/loaded **based on the current user's local timezone**. This timestamp appears on exported files and is updated when the report is reloaded or refreshed. To ensure your exported report files reflect the most recent data, click the **Refresh** icon on the report or refresh your browser before exporting. See the [Loading & Caching Report Data](#) article for more information.



Note:

Data grids cannot be exported.

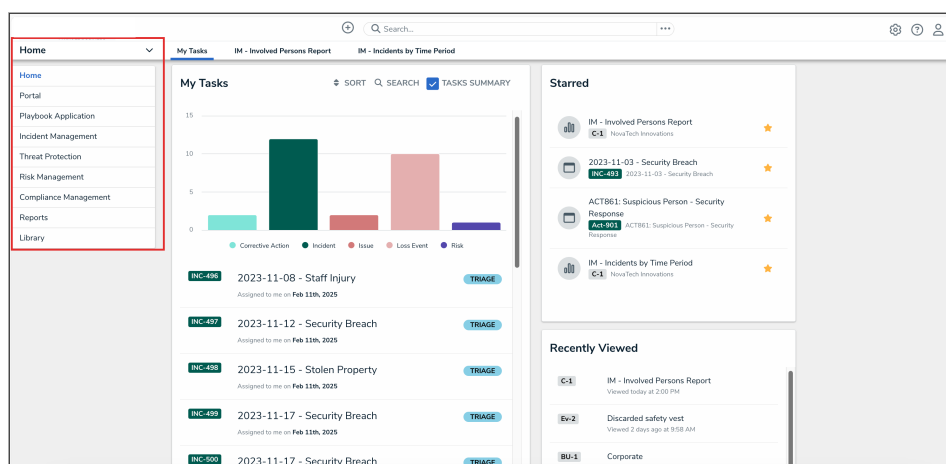
Related Information/Setup

Please refer to the [Create a New Report](#) article for more information on creating reports.

Please refer to the [Templated Reports](#) section for more information on Templated Reports.

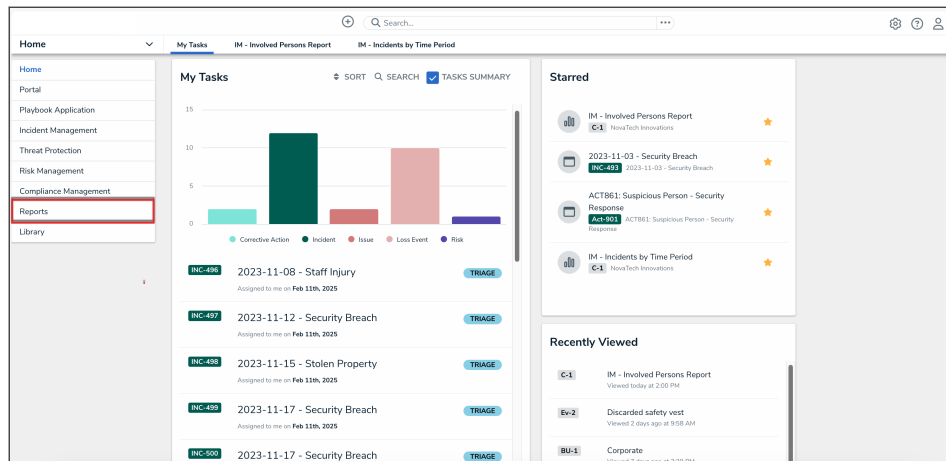
Navigation

1. From the **Home** screen, click the **Home** drop-down menu.



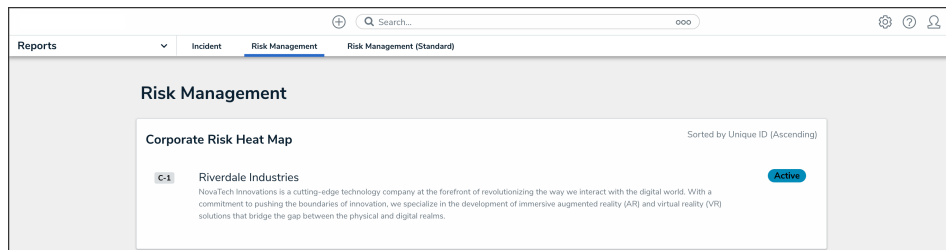
Home Drop-down Menu

- From the **Home** drop-down menu, select the **Reports** application.



Reports Application

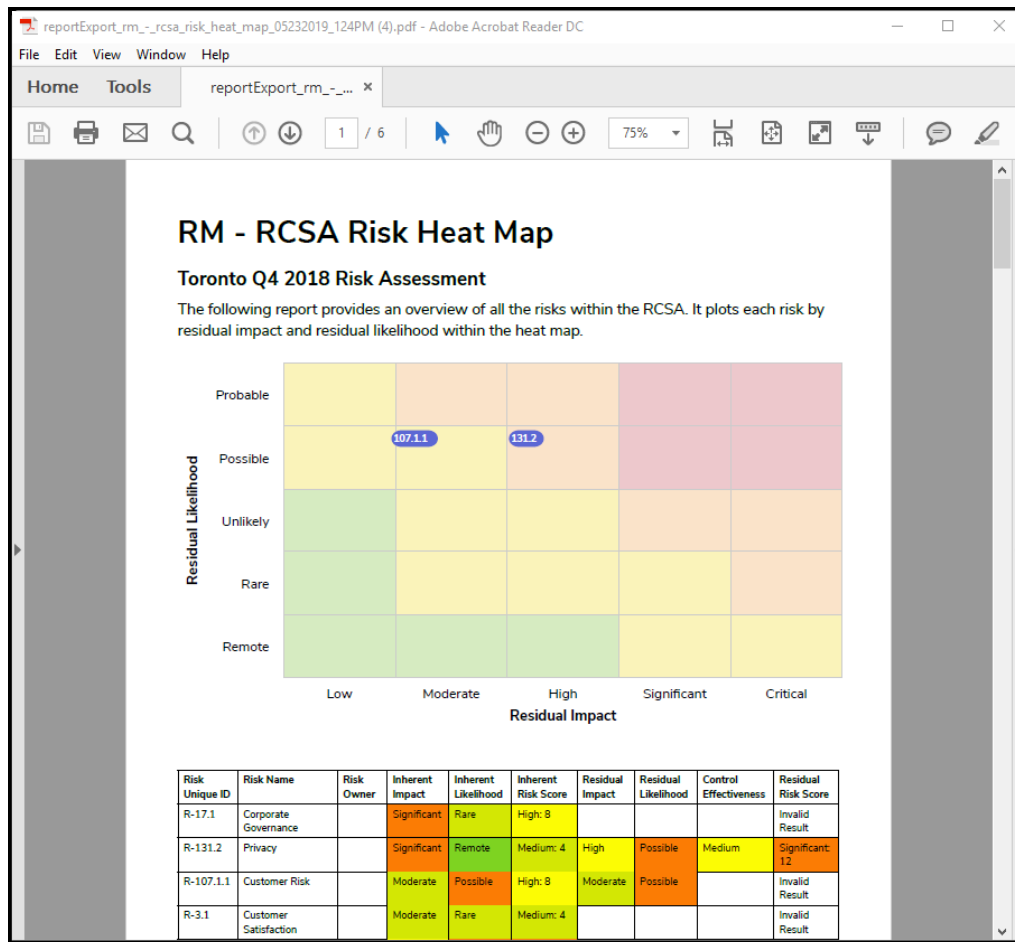
- From the list of reports, click the report that you want to export.



Report Name

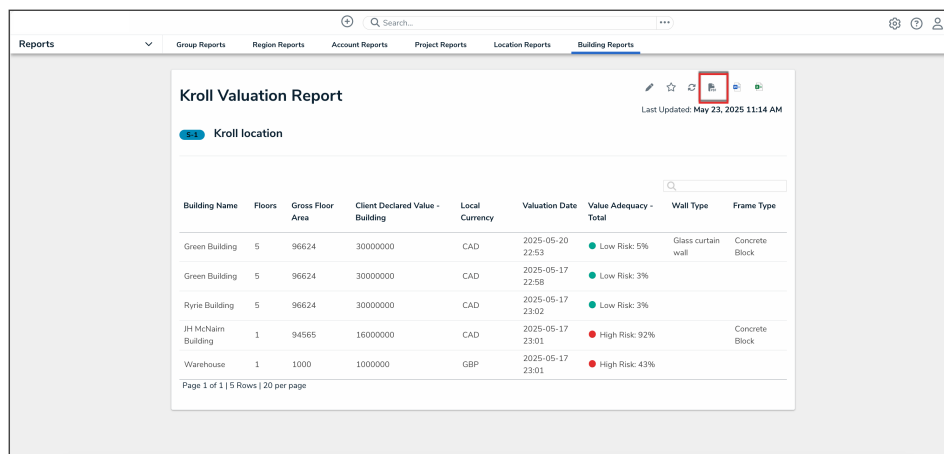
Exporting a Report as a PDF

Tables, charts, heat maps, repeatable forms, and free form text can be exported into a PDF file. The PDF file will reflect any [page breaks](#) or [PDF headers](#) added to the report canvas by an Administrator.



An Example of a Report Exported as a PDF

1. From the report you want to export as a PDF, click the **Export to PDF** icon.



Export to PDF Icon

Exporting a Report as a Word Document

Only table reports can be exported into a Word document. If the report contains other report elements, only the table data will be exported. Repeatable form elements are not displayed in the export.



Note:

Point in time reporting is not currently supported. Exporting a report with historical data currently displayed will generate a file showing present-day data only.

Risk Results by Risk Category
App Base on Core 2.5
LONDON OFFICE
Last Updated: May 24, 2019 10:20 AM (America/Denver)

Risk Unique ID	Risk Name	Risk Owner	Inherent Risk Score	Residual Impact	Residual Likelihood	Residual Risk Score
R-135.1	New Litigation & Arbitration		High: 5	Moderate	Remote	Medium: 2
R-134.1	Legal		Significant: 16	Significant	Probable	Critical: 20
R-133.1	Labour		Critical: 25			Invalid Result
R-132.1	Financial Reporting		Medium: 4			Invalid Result
R-131.1	Privacy new		Medium: 4			Invalid Result
R-130.1	New Strategy misalignment with Regulations		Medium: 3	High	Possible	Invalid Result
R-129.1	Jursidictional Regulations		Critical: 20			Invalid Result
R-128.1	Industry Regulation		Medium: 3			Invalid Result
R-111.1	Policy Compliance		Medium: 2			Invalid Result
R-110.1	Channel effectiveness		Low: 1			Invalid Result
R-109.1	Logistics		High: 9			Invalid Result

578 words

An Example of a Report Exported as a Word Document

1. From the report you want to export as a Word document, click the **Export to Word** icon.

Kroll Valuation Report
Last Updated: May 23, 2025 11:14 AM

Kroll location

Building Name	Floors	Gross Floor Area	Client Declared Value - Building	Local Currency	Valuation Date	Value Adequacy - Total	Wall Type	Frame Type
Green Building	5	96624	30000000	CAD	2025-05-20 22:53	Low Risk: 5%	Glass curtain wall	Concrete Block
Green Building	5	96624	30000000	CAD	2025-05-17 22:58	Low Risk: 3%		
Ryrie Building	5	96624	30000000	CAD	2025-05-17 23:02	Low Risk: 3%		
JH McName Building	1	94565	16000000	CAD	2025-05-17 23:01	High Risk: 92%		Concrete Block
Warehouse	1	1000	1000000	GBP	2025-05-17 23:01	High Risk: 43%		

Page 1 of 1 | 5 Rows | 20 per page

Export to Word Icon

2. Click **Export to Word**.

The screenshot shows the Resolver application interface. At the top, there's a navigation bar with tabs for Reports, Group Reports, Region Reports, Account Reports, Project Reports, Location Reports, and Building Reports. The 'Building Reports' tab is active. Below the navigation bar, there's a search bar and a 'Last Updated' timestamp. The main content area displays the 'Kroll Valuation Report' for 'Kroll location'. A table lists building details including Building Name, Floors, Gross Floor Area, Client Declared Value, Local Currency, Valuation Date, Value Adequacy, Wall Type, and Frame Type. The 'Export to Word' button is highlighted with a red box in the top right corner of the report area.

Building Name	Floors	Gross Floor Area	Client Declared Value - Building	Local Currency	Valuation Date	Value Adequacy - Total	Wall Type	Frame Type
Green Building	5	96624	30000000	CAD	2025-05-20 22:53	Low Risk: 5%	Glass curtain wall	Concrete Block
Green Building	5	96624	30000000	CAD	2025-05-17 22:58	Low Risk: 3%		
Rylie Building	5	96624	30000000	CAD	2025-05-17 23:02	Low Risk: 3%		
JH McNaam Building	1	94565	16000000	CAD	2025-05-17 23:01	High Risk: 92%		Concrete Block
Warehouse	1	1000	1000000	GBP	2025-05-17 23:01	High Risk: 43%		

Page 1 of 1 | 5 Rows | 20 per page

Export to Word

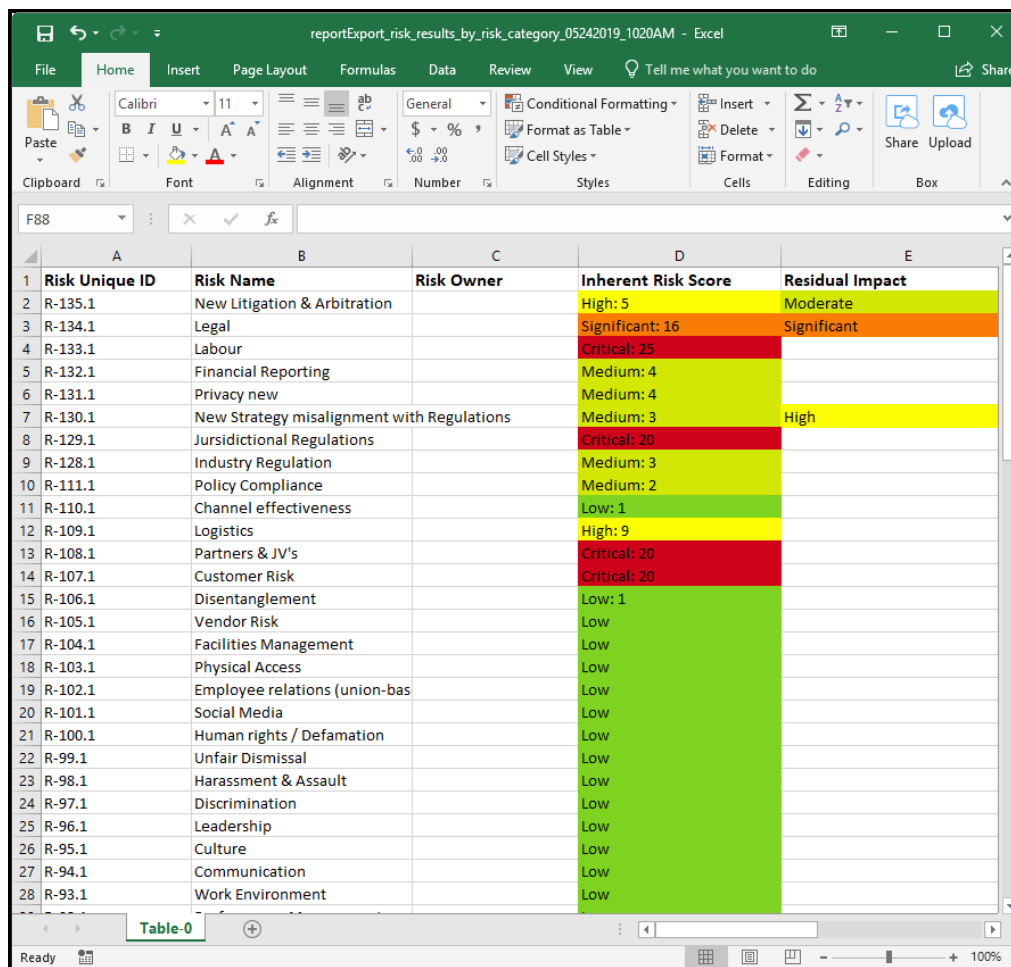
Exporting a Report as an Excel Document

Only table reports can be exported into an Excel document. If the report contains other report elements, only the table data will be exported.



Note:

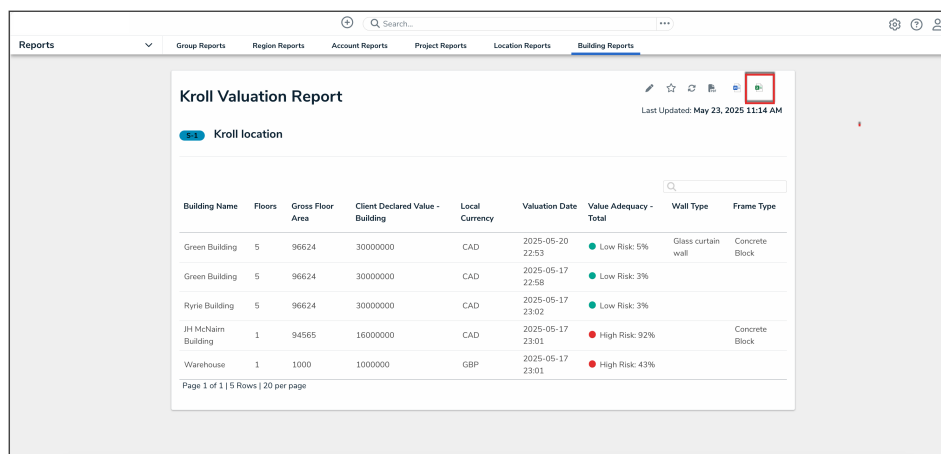
Point in time reporting is not currently supported. Exporting a report with historical data currently displayed will generate a file showing present-day data only.



	A	B	C	D	E
	Risk Unique ID	Risk Name	Risk Owner	Inherent Risk Score	Residual Impact
1	R-135.1	New Litigation & Arbitration		High: 5	Moderate
2	R-134.1	Legal		Significant: 16	Significant
3	R-133.1	Labour		Critical: 25	
4	R-132.1	Financial Reporting		Medium: 4	
5	R-131.1	Privacy new		Medium: 4	
6	R-130.1	New Strategy misalignment with Regulations		Medium: 3	High
7	R-129.1	Jursidictional Regulations		Critical: 20	
8	R-128.1	Industry Regulation		Medium: 3	
9	R-111.1	Policy Compliance		Medium: 2	
10	R-110.1	Channel effectiveness		Low: 1	
11	R-109.1	Logistics		High: 9	
12	R-108.1	Partners & JV's		Critical: 20	
13	R-107.1	Customer Risk		Critical: 20	
14	R-106.1	Disentanglement		Low: 1	
15	R-105.1	Vendor Risk		Low	
16	R-104.1	Facilities Management		Low	
17	R-103.1	Physical Access		Low	
18	R-102.1	Employee relations (union-bas		Low	
19	R-101.1	Social Media		Low	
20	R-100.1	Human rights / Defamation		Low	
21	R-99.1	Unfair Dismissal		Low	
22	R-98.1	Harassment & Assault		Low	
23	R-97.1	Discrimination		Low	
24	R-96.1	Leadership		Low	
25	R-95.1	Culture		Low	
26	R-94.1	Communication		Low	
27	R-93.1	Work Environment		Low	

An Example of a Report Exported as an Excel Document

1. From the report you want to export as an Excel document, click the **Export to Excel** icon.

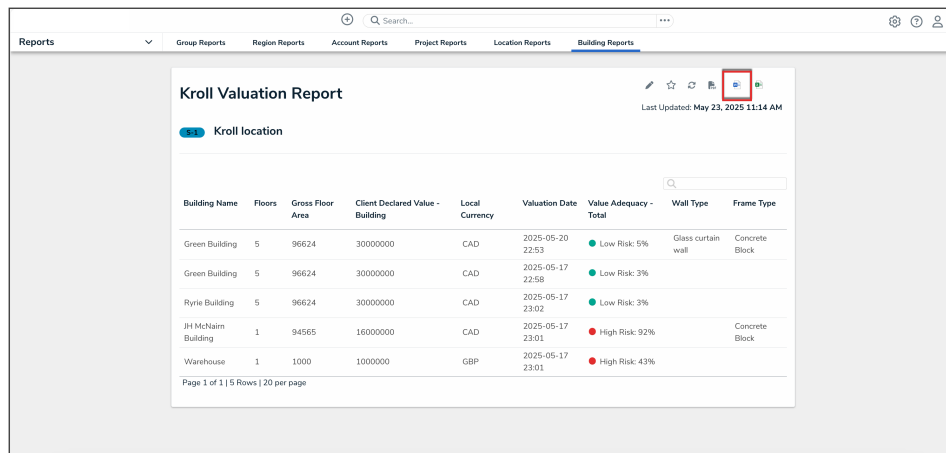


Export to Excel Icon

Exporting a Templated Report

Exporting a Templated Report provides users with a highly templated document populated with report data previously configured by an Administrator.

1. From the report you want to export as a templated report Word document, click the **Export to Word** icon.



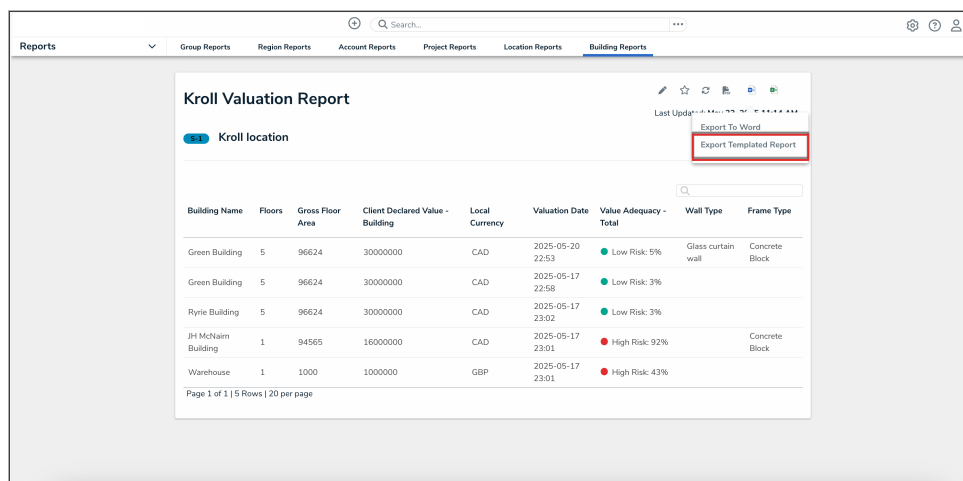
The screenshot shows the 'Kroll Valuation Report' interface. At the top, there's a navigation bar with tabs for Reports, Group Reports, Region Reports, Account Reports, Project Reports, Location Reports, and Building Reports. The 'Building Reports' tab is active. Below the navigation bar, the report title 'Kroll Valuation Report' is displayed, along with a 'Last Updated: May 23, 2025 11:14 AM' timestamp. A search bar is present. The main content area features a table with columns: Building Name, Floors, Gross Floor Area, Client Declared Value - Building, Local Currency, Valuation Date, Value Adequacy - Total, Wall Type, and Frame Type. The table contains five rows of data. The 'Export to Word' icon, represented by a document with a blue 'W', is highlighted with a red box in the top right corner of the report area.

Building Name	Floors	Gross Floor Area	Client Declared Value - Building	Local Currency	Valuation Date	Value Adequacy - Total	Wall Type	Frame Type
Green Building	5	96624	30000000	CAD	2025-05-20 22:53	Low Risk: 5%	Glass curtain wall	Concrete Block
Green Building	5	96624	30000000	CAD	2025-05-17 22:58	Low Risk: 3%		
Rylie Building	5	96624	30000000	CAD	2025-05-17 23:02	Low Risk: 3%		
JH McNaim Building	1	94565	16000000	CAD	2025-05-17 23:01	High Risk: 92%		Concrete Block
Warehouse	1	1000	1000000	GBP	2025-05-17 23:01	High Risk: 43%		

Page 1 of 1 | 5 Rows | 20 per page

Export to Word Icon

2. Click **Export Templated Report**.



This screenshot is identical to the one above, showing the 'Kroll Valuation Report' interface. However, in this view, the 'Export Templated Report' icon, represented by a document with a blue 'T', is highlighted with a red box in the top right corner of the report area.

Building Name	Floors	Gross Floor Area	Client Declared Value - Building	Local Currency	Valuation Date	Value Adequacy - Total	Wall Type	Frame Type
Green Building	5	96624	30000000	CAD	2025-05-20 22:53	Low Risk: 5%	Glass curtain wall	Concrete Block
Green Building	5	96624	30000000	CAD	2025-05-17 22:58	Low Risk: 3%		
Rylie Building	5	96624	30000000	CAD	2025-05-17 23:02	Low Risk: 3%		
JH McNaim Building	1	94565	16000000	CAD	2025-05-17 23:01	High Risk: 92%		Concrete Block
Warehouse	1	1000	1000000	GBP	2025-05-17 23:01	High Risk: 43%		

Page 1 of 1 | 5 Rows | 20 per page

Export Templated Report