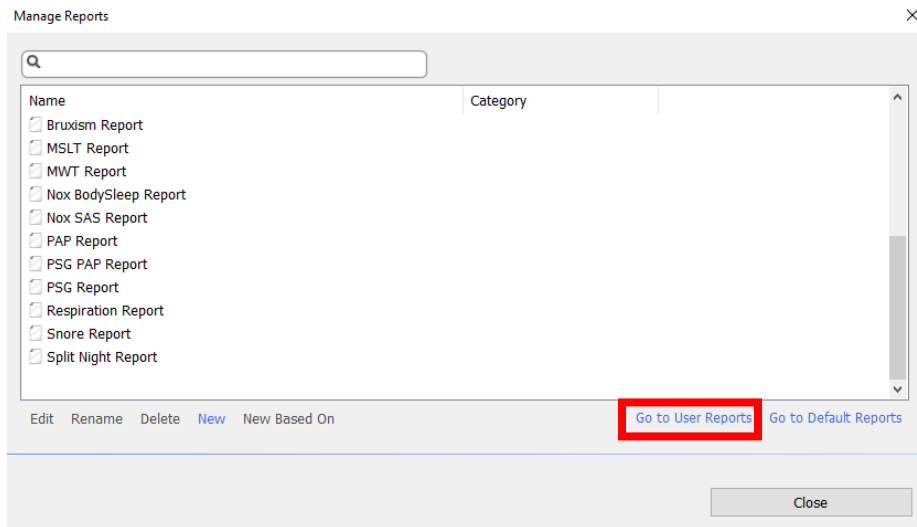


HOW TO: EXPORT REPORT TEMPLATES

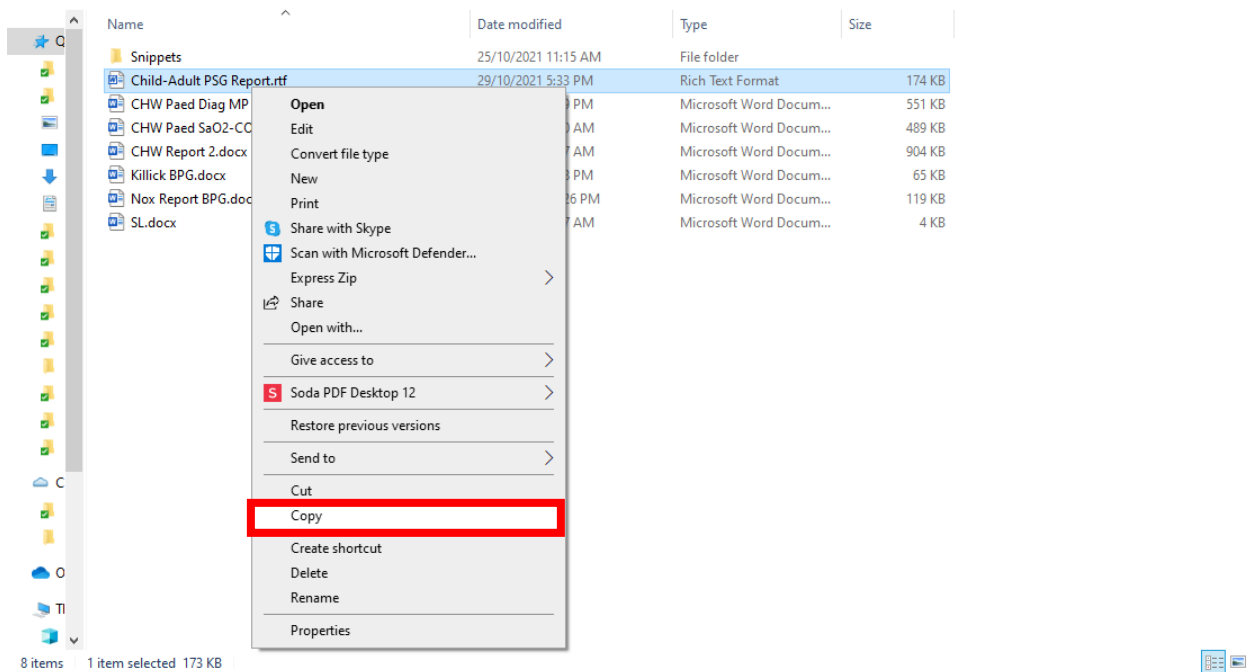
1. Navigate to Manage Reports:

Open Noxturnal and hover over “Reports” in the taskbar. Select “Manage Reports” from the drop-down menu. Click on “Go to User Reports”



2. Copy the selected report template(s):

Copy the required report template (.doc format) by right clicking on the selected document(s) and selecting copy.



3. Paste the Report Templates into email

Paste the previously copied (step 2) report templates into an email. This can be done by right clicking the mouse and selecting "Paste" (shortcut: CTRL + V).