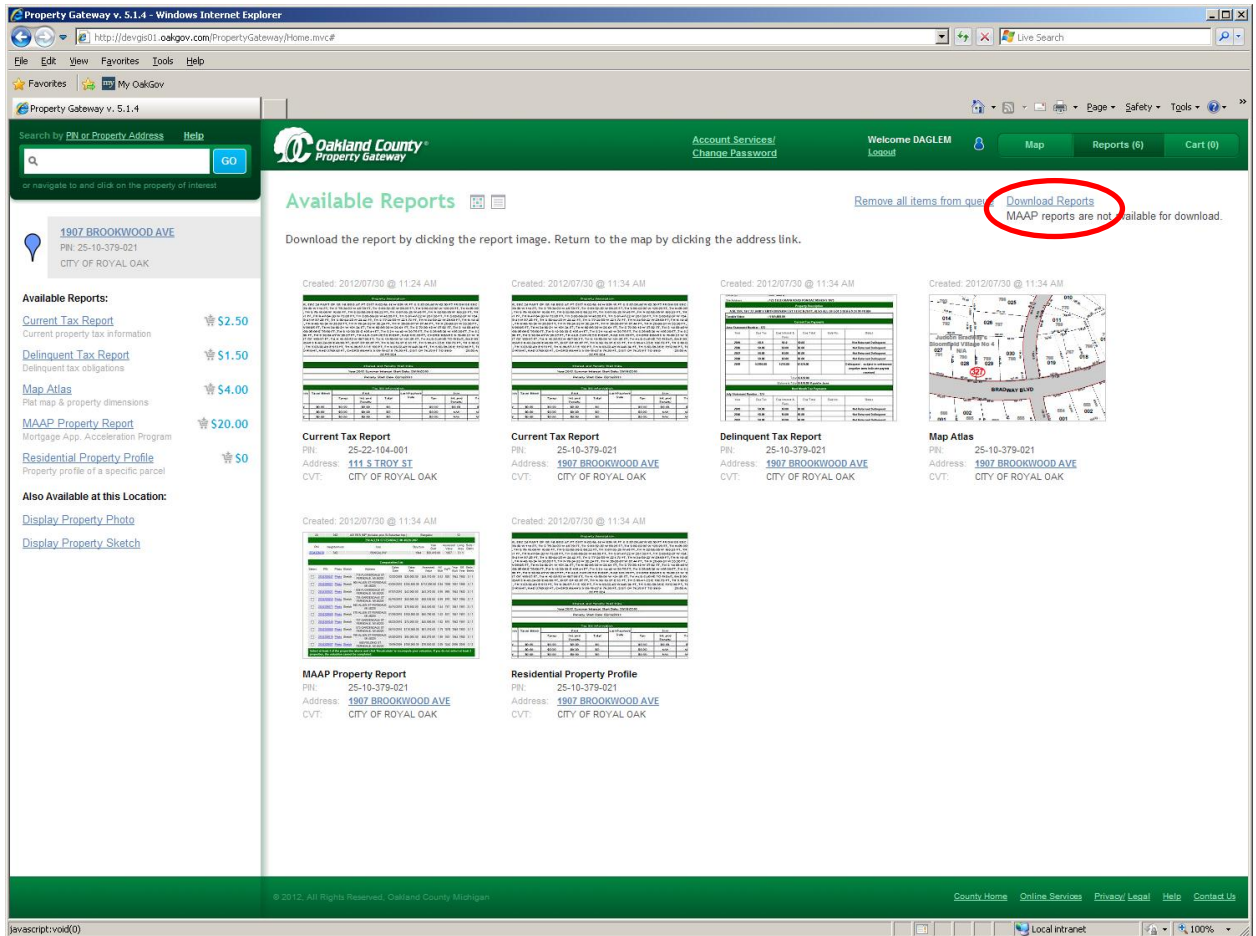


# How to use the Download Reports tool

The Download Reports tool allows users to download many reports in a zip file that can then be unzipped on the user's local Computer.

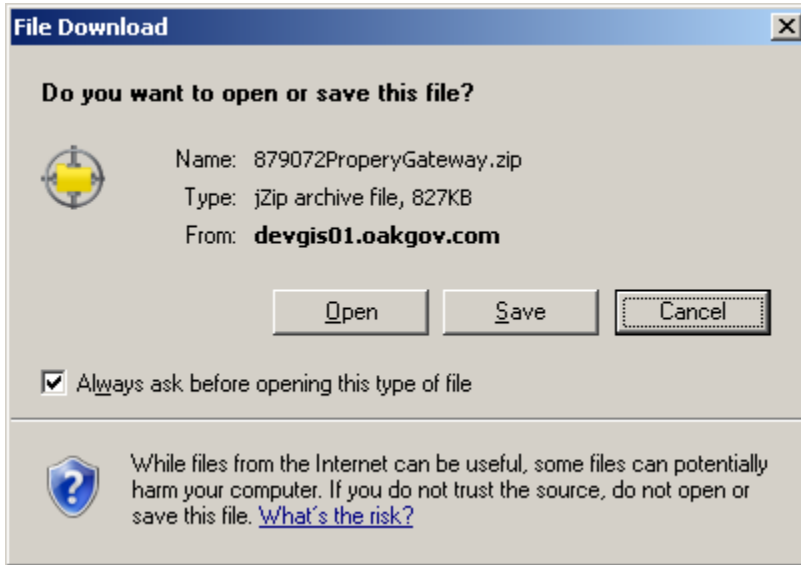
1. Once reports have been added to the Reports section of Property Gateway, click the **Download Reports** link.



2. Click Ok to the Creating Zip file message:



3. Select **Save** to specify where the zip file will be stored or select **Open** to open the zip file (on a Windows PC this means that the zip file will be stored in a temp folder).



4. Unzip the file using an extraction tool such as JZip or Windows functionality.