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).

File Down	load			×
Do you want to open or save this file?				
Name: 879072ProperyGateway.zip Type: jZip archive file, 827KB From: devgis01.oakgov.com				
☑ Al <u>w</u> a	ays ask before o	<u>O</u> pen	<u>S</u> ave	Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>				

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