

# Export information using Reports View

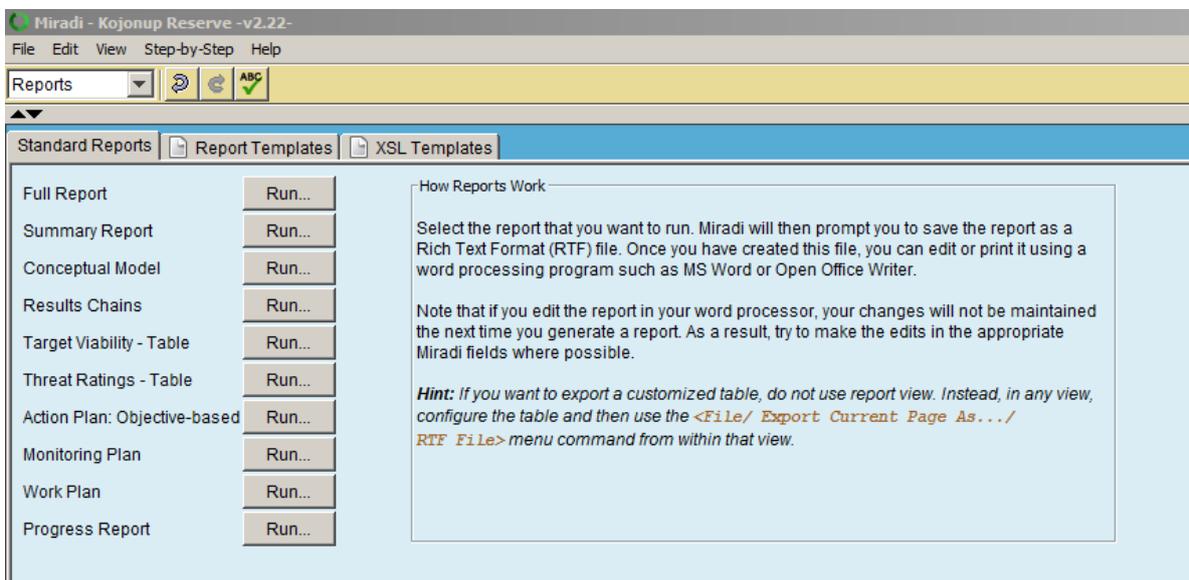
The **Reports View** enables you to produce various reports about your project. Refer to these additional guides for other ways to report on your project

- **“Getting information out of Miradi - Export any View of information”**
- **“Getting information out of Miradi - Use Strategic Plan View”**

## Standard Reports

The **Standard Reports** tab allows you to generate pre-defined reports that produce documents in accordance with the CMP Open Standards. Use the <Full Report> button to create a document showing all of your project info; use the remaining buttons to create a document showing one section of your plan. To generate these pre-defined reports -

- choose the type of report you want to create
- click on Run
- save the file in RTF format
- open it in MS Word to manipulate the formatting or print the document

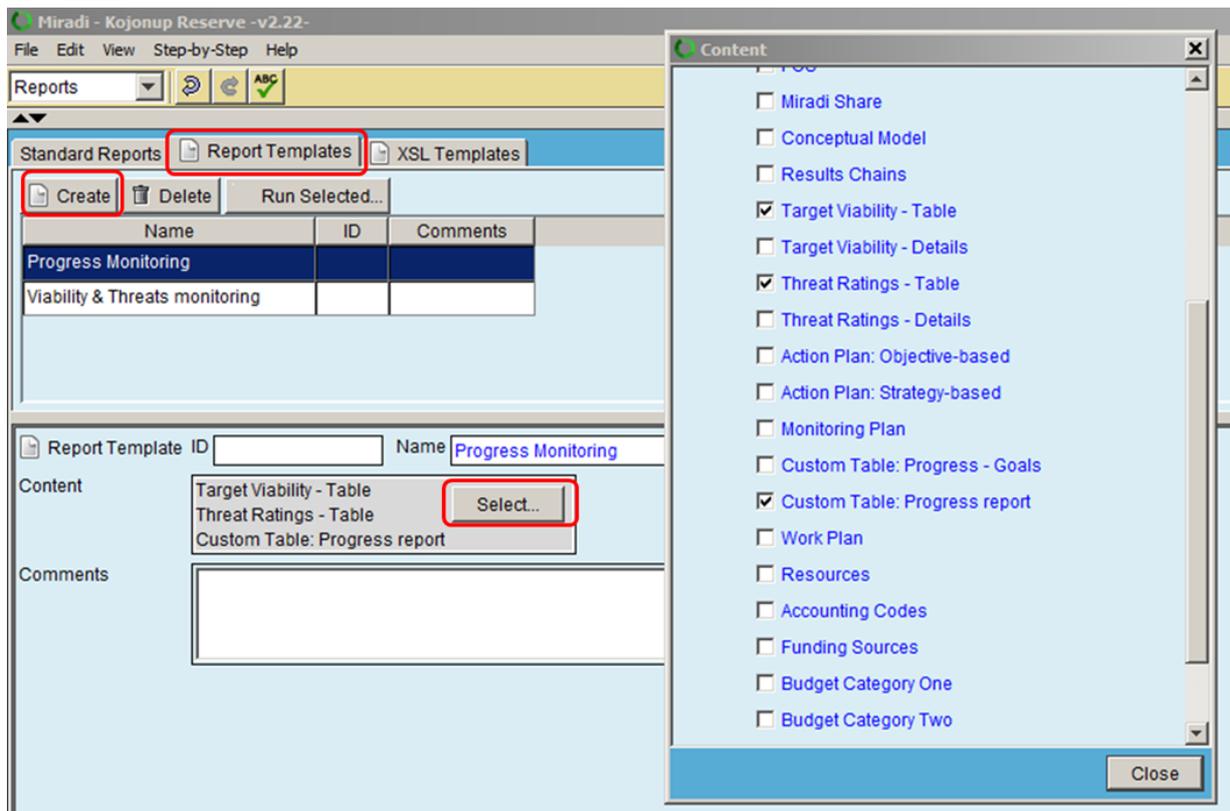


## Reports Template

The Reports Template tab lets you combine several report segments into one report. To generate these reports (see screenshot below) -

- click on Create
- give the report a name in the lower window
- click on Select and choose the items that you want in your report, by ticking the boxes

- You can change the columns displayed by clicking on **Customize Table** option.
- Note that any **Custom Tables** you have created in **Strategic Plan View** (described above) can be included here
- You can include multiple items into your Custom Report, allowing you to export many different types of information into the one report
- in the upper window click **Run Selected**
- save as **RTF** format
- open the file in MS Word to manipulate the formatting or print the document



## XSL Templates

This tab allows advanced users to create custom reports using external XSLT (Extensible Stylesheet Language Transformation) templates following the XMPZ2 schema.

See separate guide “**How to generate Bush Heritage Reports from Miradi**” for running Bush heritage’s customised reports.