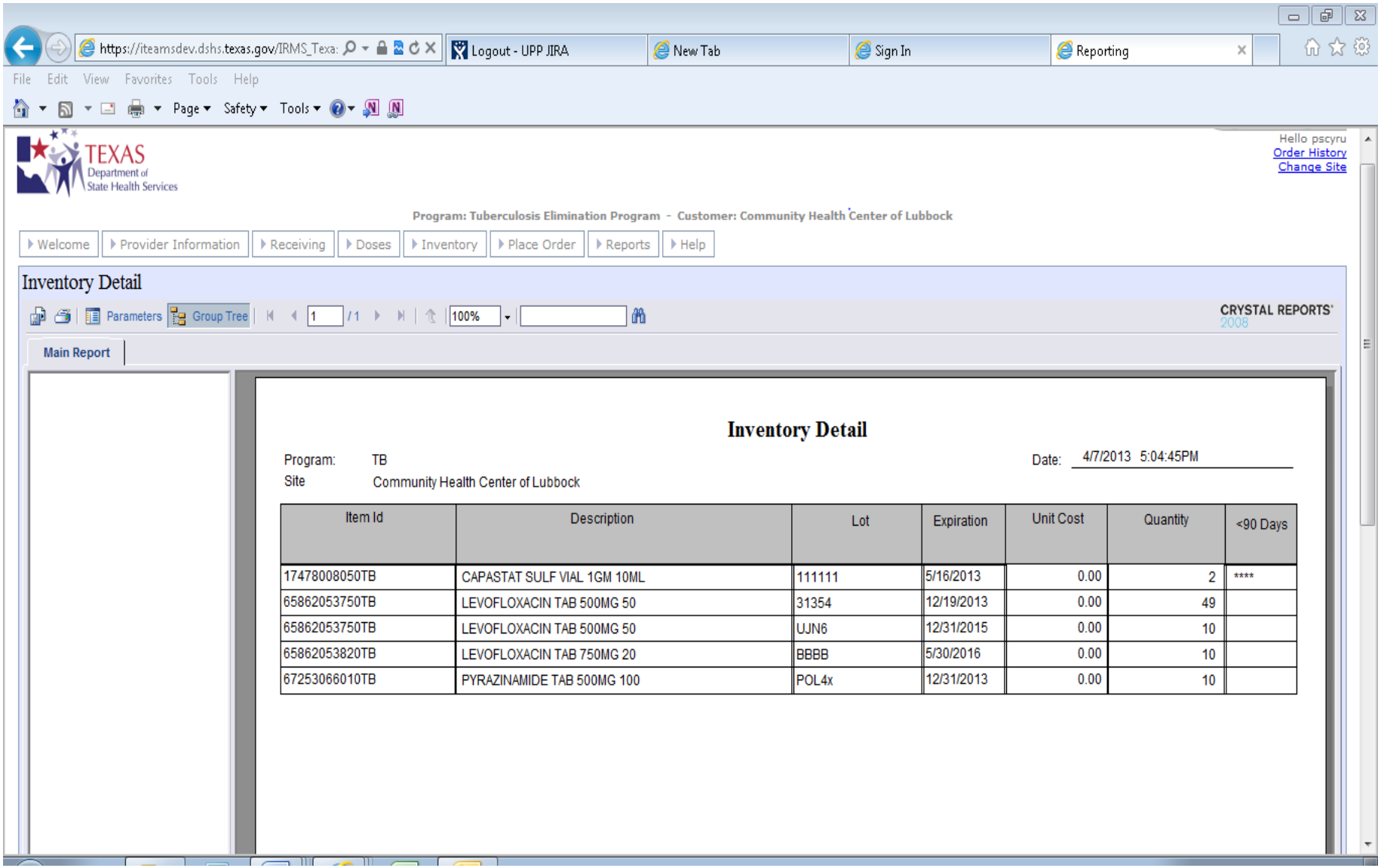
How to export the Inventory Detail Report to Excel

Function being tested: Report

Step #	Execution Procedure or Input	Expected Result or Output
1	Hover over the **Reports tab** and select **Inventory Report.** See Screen at end of test.	**The report will display the Program, Site, and Date/Time. Columns are item id, description, lot, expiration, Unit Cost with 0s, quantity and whether the inventory is within 90 days of expiring for the program and site selected.**
2	Press the **print** icon.	**Report should print.**
3	Press Export **the Report** icon (underneath the words 'inventory detail' at top of screen) and select a desired format (Excel).	**System should export to Excel then allow you to click on OK and close out the message box.**

Inventory Report



Inventory Detail

Program: TB
Site Community Health Center of Lubbock
Date: 4/7/2013 5:04:45PM

Item Id	Description	Lot	Expiration	Unit Cost	Quantity	<90 Days
17478008050TB	CAPASTAT SULF VIAL 1GM 10ML	111111	5/16/2013	0.00	2	****
65862053750TB	LEVOFLOXACIN TAB 500MG 50	31354	12/19/2013	0.00	49	
65862053750TB	LEVOFLOXACIN TAB 500MG 50	UJN6	12/31/2015	0.00	10	
65862053820TB	LEVOFLOXACIN TAB 750MG 20	BBBB	5/30/2016	0.00	10	
67253066010TB	PYRAZINAMIDE TAB 500MG 100	POL4x	12/31/2013	0.00	10	