

Downloads List Page

The Downloads page can be accessed by selecting the More tab in the primary navigation header and selecting “View Downloads” from the menu. The Downloads page displays the list of export files available to the user.

Select on the file’s hyperlink to either download the file to your default download location or to browse for a location for downloading. The exact behavior of the link depends on the browser being used. For example, depending on your browser, you may also be able to drag and drop a link to the content to your local file directory.

The export files are automatically deleted on their expiration date or can be manually deleted by accessing the Actions menu associated with that download and selecting “Delete.”

Export files can be filtered by using the options in the Narrow Choices panel (e.g., Download Type, Created Date, etc.). Export files can be sorted using options in the Sort menu at the top right corner of the screen.