Where do I save files that I exported from NSS Billing?

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Follow these steps to save files to your local computer that you export from NSS Billing:

- 1. Create a folder on your local computer or C: Drive.
- 2. Run the report/file you want to export as you normally would.
- 3. Navigate to the This PC drive in the Save As window.
- 4. Double-click the folder labeled C on [your computer].

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- 5. Then navigate to the **Users** folder. Next, select your user folder. From there, you will be able to find the folder that you created in Step 1.
- 6. Select the desired file extension in the Save as type drop-down and enter a File name.
- 7. Click Save.

