CHANGING YOUR BROWSER SETTING TO SAVE A FILE TO YOUR PREFERRED LOCATION ON YOUR COMPUTER

You can choose a location on your computer where downloads should be saved by default or pick a specific destination for each download.

On your computer, open Chrome.

At the top right of the screen, click "More" (three vertical dots) and then click "Settings".

At the bottom of the page, click "Show advanced settings".

Under the "Downloads" section, check the box next to: "Ask where to save each file before downloading."

You can close out of your browser and open your dashboard on PerfectLO.

Click on "Action" and then click "Export".

A window will now open and you can name the file as you wish and save the file to the folder of your choice.