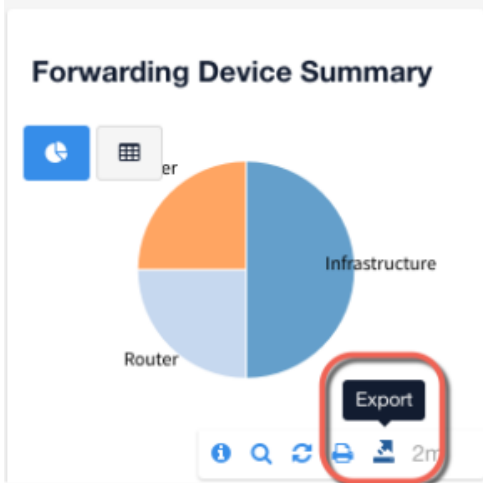# Exporting Dashboards & Reports

It never hurts to back up your work! This page describes how to export a dashboard widget. It also covers how to export the metadata associated with user-created dashboard widgets and user-created reports. The exports go to Data Definition Language (DDL) formatted files. In the event of a system failure during an upgrade, your Solutions Architect can use this file to recover the dashboard widgets and reports you created. Asset Manager recommends generating this file before upgrades, especially if you create or update dashboards or custom reports frequently. Store the backup DDL files in a safe place.
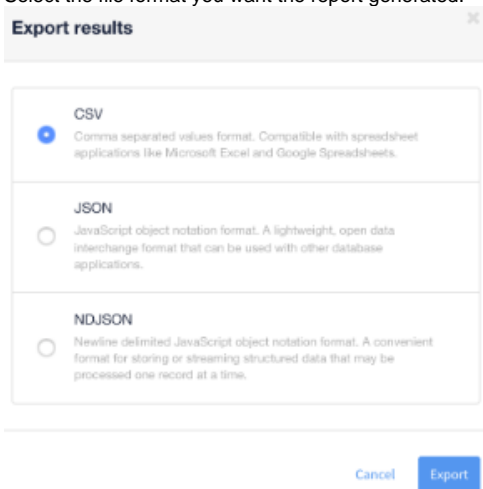
Exporting a Dashboard Widget

To export a dashboard widget:

1. Hover your mouse over any dashboard widget to display the toolbar.
2. Click the **Export** icon to export the widget to CSV, JSON, or NDJSON formatted file.

Exporting a Report Widget

1. In **Reports** > **Real-Time Reports**, select a report to export.
2. Click the **Export** icon.
3. Select the file format you want the report generated.

4. Click **Export**.
5. Save the report to your system.