IMPORTING REPORT OUTPUT INTO EXCEL

Alternative #1

1. Open the output by left clicking the hyperlink.
2. In the new window with the output in it there are a few different ways to SELECT THE OUTPUT.

   OPTION #1

   - Select EDIT from the Menu Bar on the output window.
     - Select SELECT ALL.
   - Select the EDIT from the Menu Bar again.
     - Select COPY.

   OPTION #2

   - Click anywhere in the Output window to activate it.
     - Right click and choose SELECT ALL.
     - Right click and choose COPY.

   OPTION #3

   - Click anywhere in the Output window to activate it.
     - Hold down the CTRL (control) button and hit the "A" key simultaneously.
     - Hold down the CTRL (control) button & strike the "C" key simultaneously.
3. Open an EXCEL spreadsheet.
4. Click in the Excel spreadsheet to activate it.
5. PASTE the output in.

   OPTION #1

   - Hold down the CTRL (control) button & strike the "V" key simultaneously.

   OPTION #2

   - In Excel on the HOME tab, click PASTE.
   - Right click in the spreadsheet, in the cell where you want to start.
     - Choose Paste
6. On the DATA tab, choose TEXT TO COLUMNS.
7. Choose Delimited, click NEXT.
8. Select SEMICOLON, click NEXT.

9. Here you have the option to either leave all the columns as general or change their data type.
   o For example if you change the GID column to TEXT instead of GENERAL it will keep the zeros. If you leave it as GENERAL the zeros will be removed from the GID.
10. SELECT FINISH.

Alternative #2

1. Follow previous step 1.
2. Click on FILE in the output window and SELECT SAVE AS.
3. Name the file accordingly in a place of your choice.
4. OPEN and EXCEL spreadsheet.
   a. The OPEN dialog box will appear.
   b. Select the file that you just saved
      i. You may have to change the Files of type to ALL FILES, to be able to see your document.
5. Click OPEN in the OPEN dialog box.
6. Follow previous steps 7-10.

Once you have done this you are able to manipulate the data. You can sort, move columns around, and etc. Hopefully this format for the reports allows the data to be easily manipulated and more helpful to you.