HOW TO OUTPU
INFORMATION IN PI
AND EXCE

How to Output Information in PDF and Excel

Table of Contents

PDF (when you have already run the report in HTML format): 2

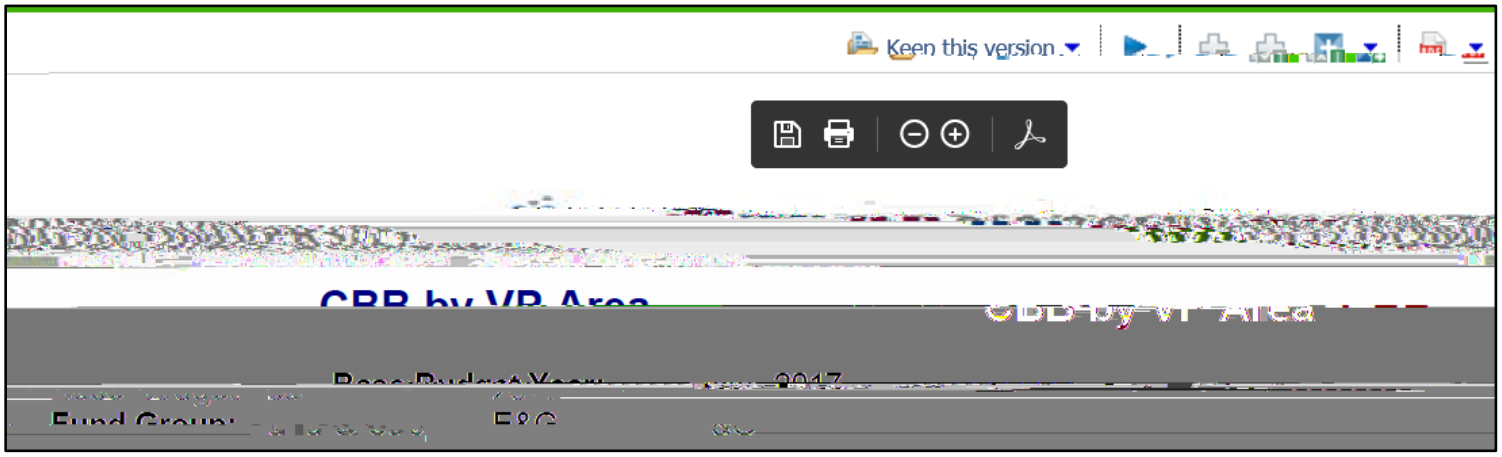
PDF (when you have not already run the report in HTML format): 4

Excel (when you have already run the report in HTML format): 6

Excel (when you have not already run the report in HTML format): 9

How to Output Information in PDF and Excel

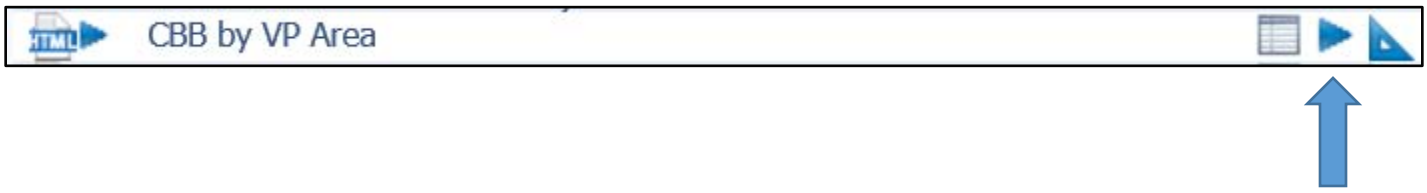
4. Upon completion, the report is displayed in PDF format.



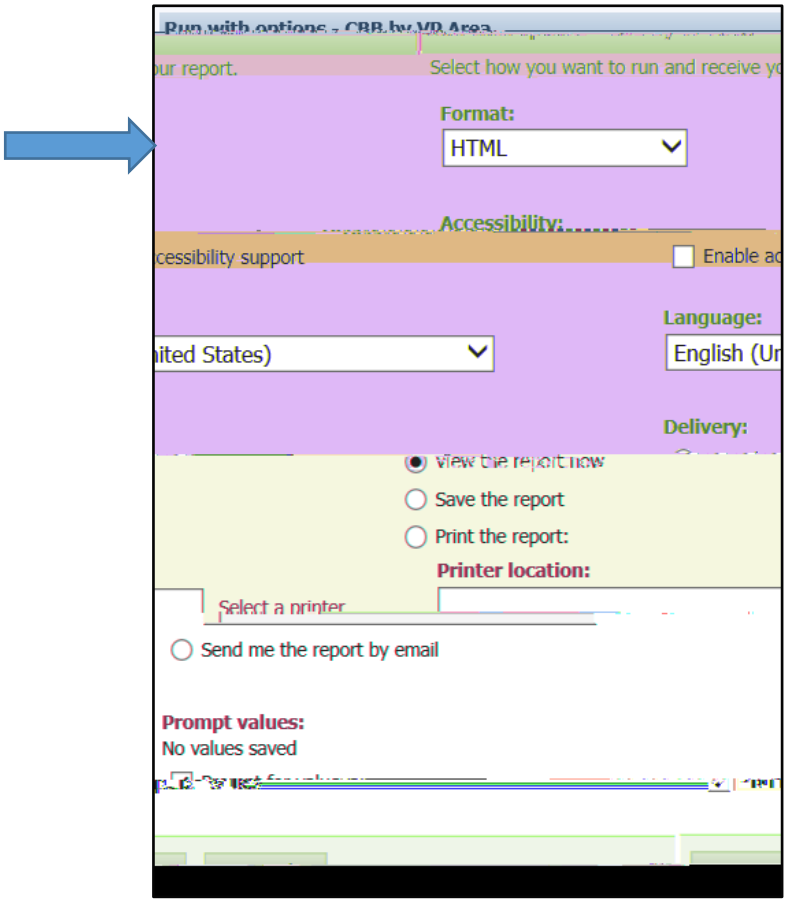
How to Output Information in PDF and Excel

PDF (when you have not already run the report in HTML format)

1. Click on the Blue Triangle pointing to the right hand side (2nd Icon on the right column of the screen):



2. This screen appears. Change the HTML drop down to PDF



3. The screen looks like this after
   Changing the HTML to PDF
   Click Run to get the output in PDF format after you have chosen your prompts

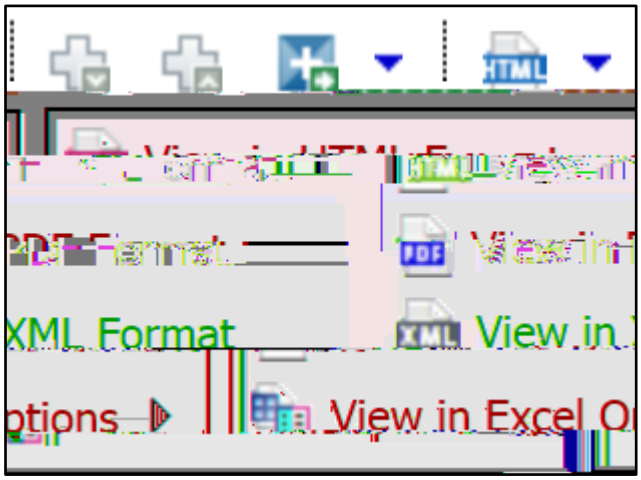
How to Output Information in PDF and Excel

How to Output Information in PDF and Excel

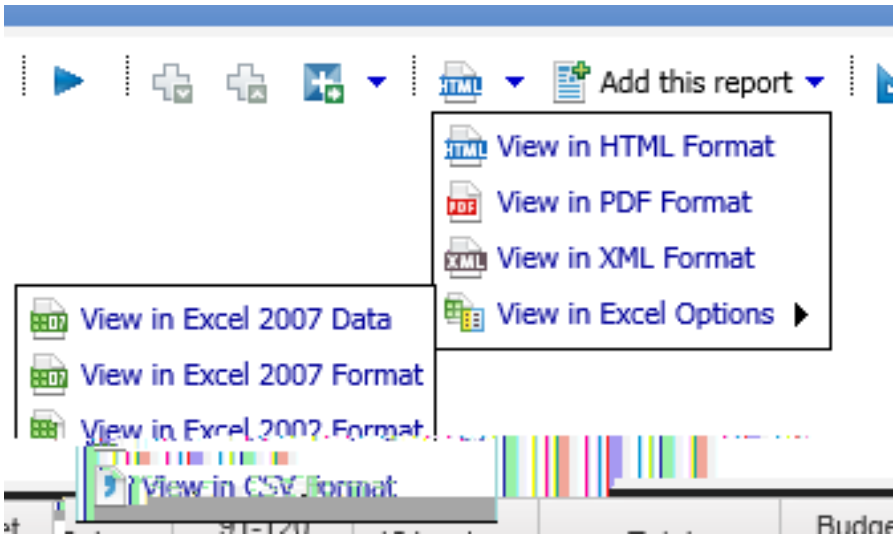
Excel (when you have already run the report in HTML format)

1. If you have already run the report in HTML format, click the drop down arrow to the right of the HTML icon to display the menu.

2. When you mouse over the View in Excel Options format another popup will appear. You will choose View in Excel 2007 Format.



How to Output Information in PDF and Excel

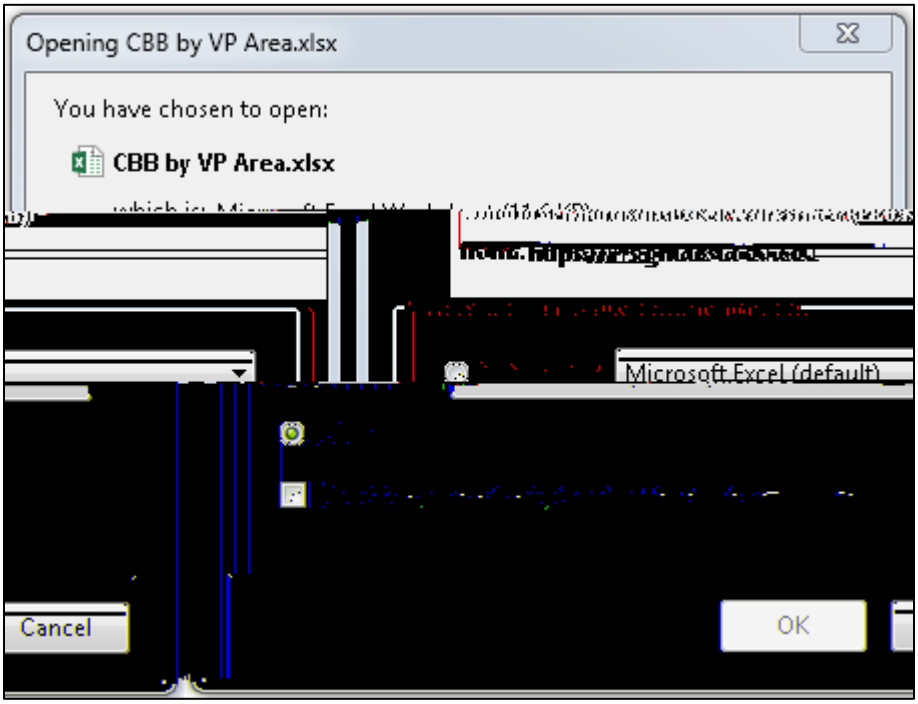


3. A popup may appear to indicate that report is running.

4. When the report finishes creating the spreadsheet, a message appears.
   You can choose to Open with Microsoft Excel, or Save File.
   Clicking Open with Microsoft Excel and clicking the OK button will open the report in Microsoft Excel.
   Clicking the Save File button will save the Excel spreadsheet to your download area.
   You will not get a notification it has finished downloading.

   If the report does not appear in Microsoft Excel, refer to the Help Documents and Links file named How to Modify Internet Explorer Options to allow Excel formatted output located in the Help > ODU Documentation > How To's fol

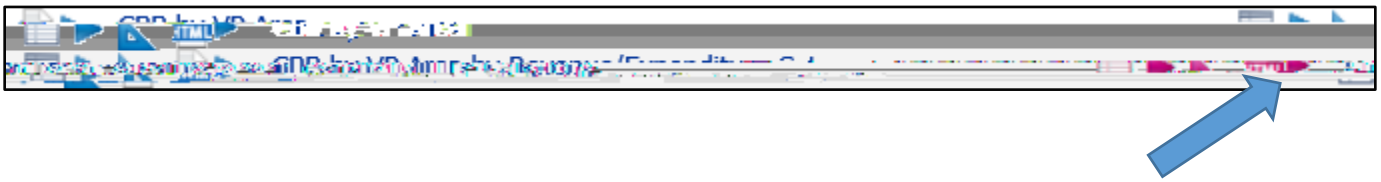
How to Output Information in PDF and Excel



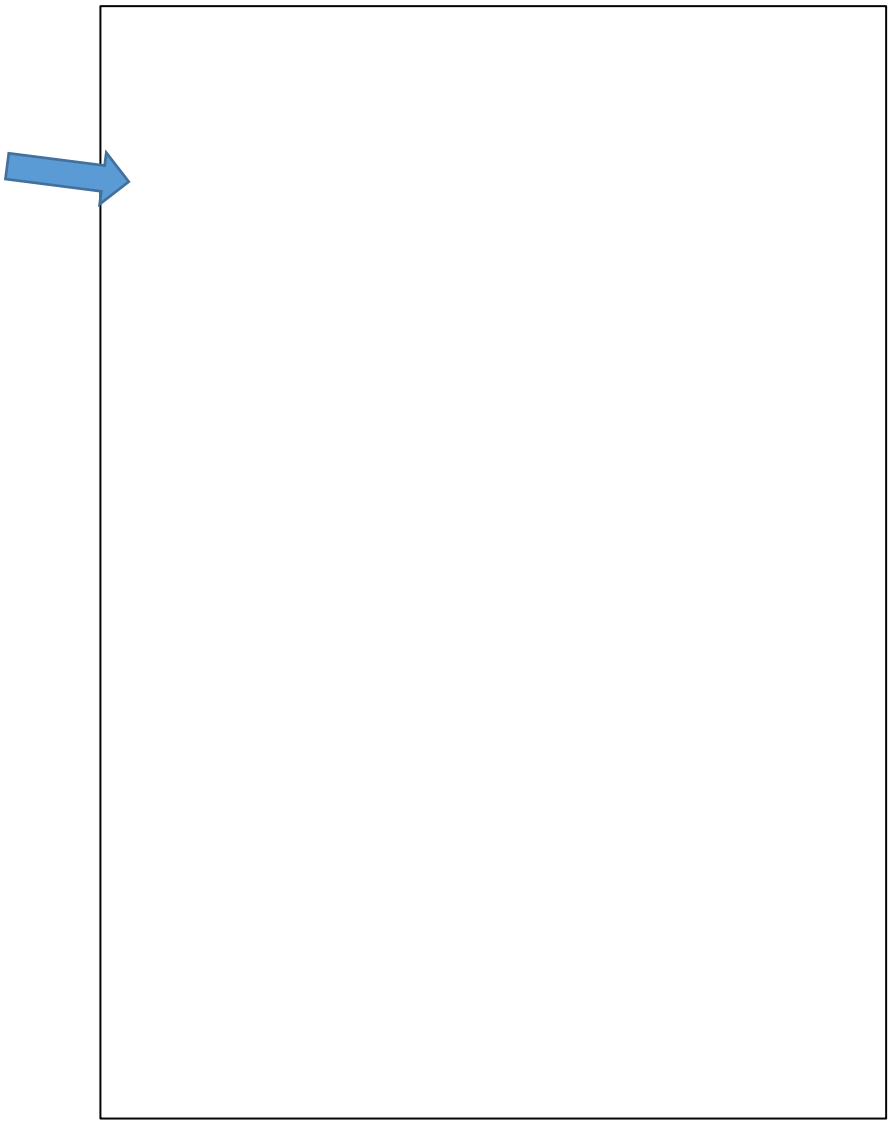
How to Output Information in PDF and Excel

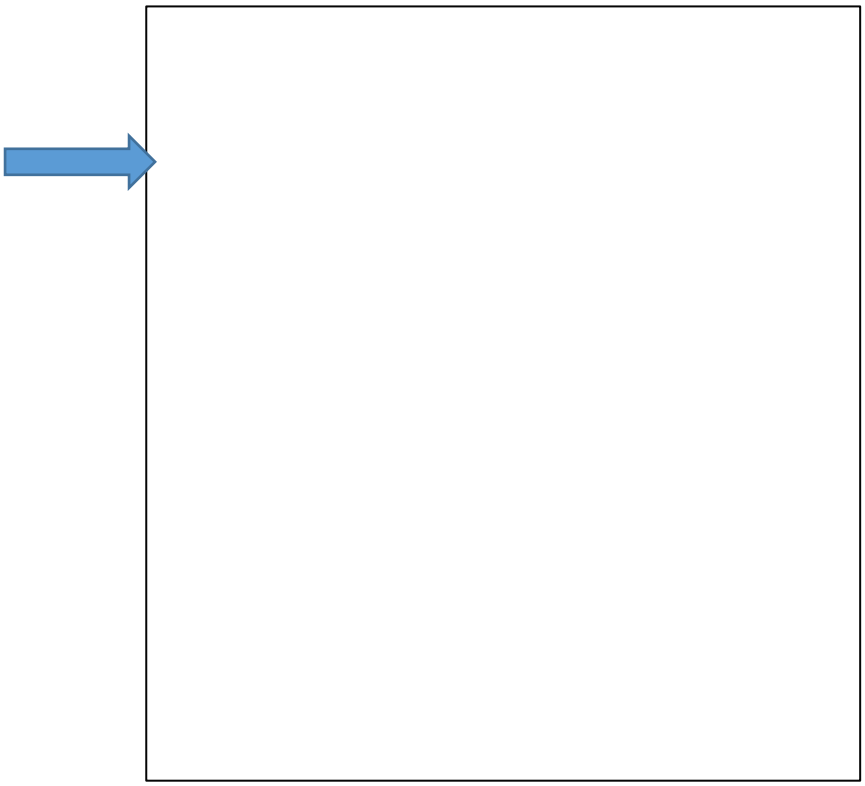
Excel (when you have not already run the report in HTML format)

1. If you have not already run the report in HTML format, click the blue triangle pointing to the right hand side (normally the 2nd icon on the right in the icon row.



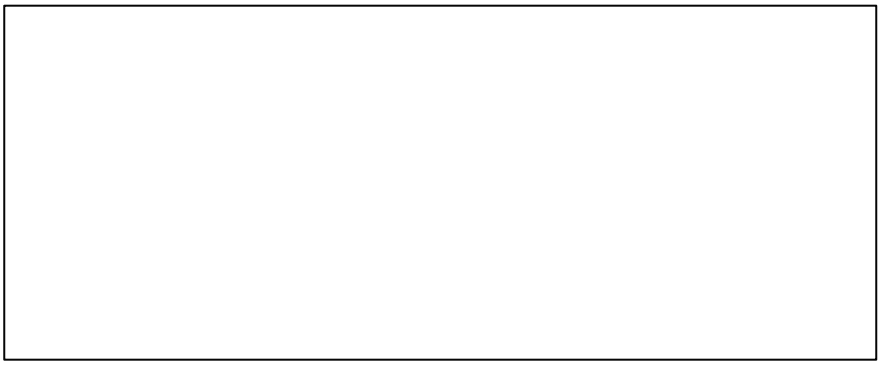
2. You should see the following screen:





3. Change the Format from HTML to Excel 2007 and click Run. The prompt screen will appear for you to make your c

4. A popup may appear to indicate that report is running.



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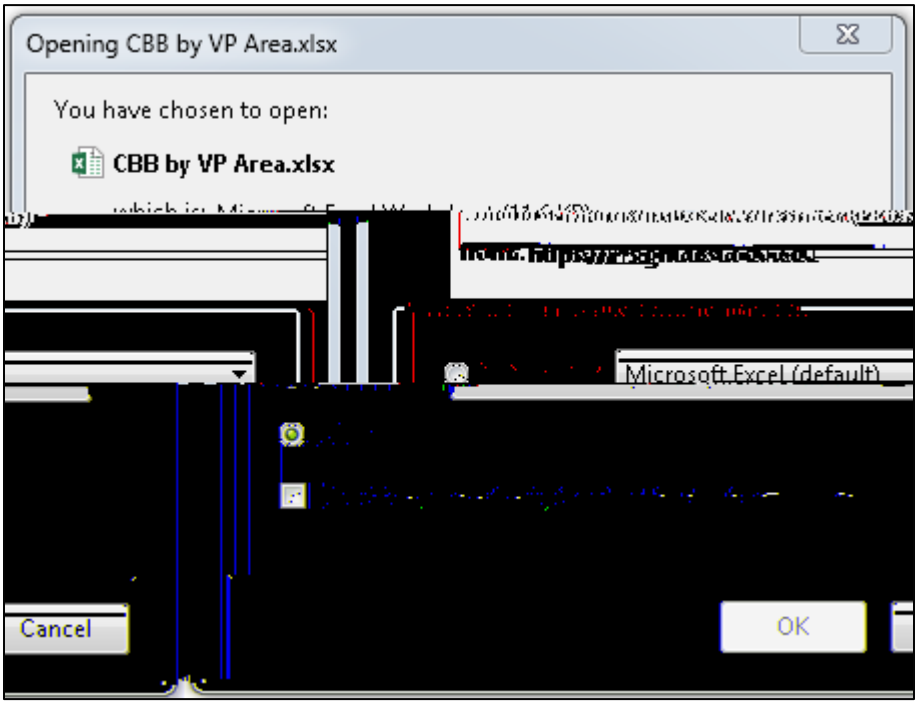
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