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I D E A F U S I O N

HOW TO OUTPUT
INFORMATION IN PDF
AND EXCEL

How to Output Information in PDF and Excel

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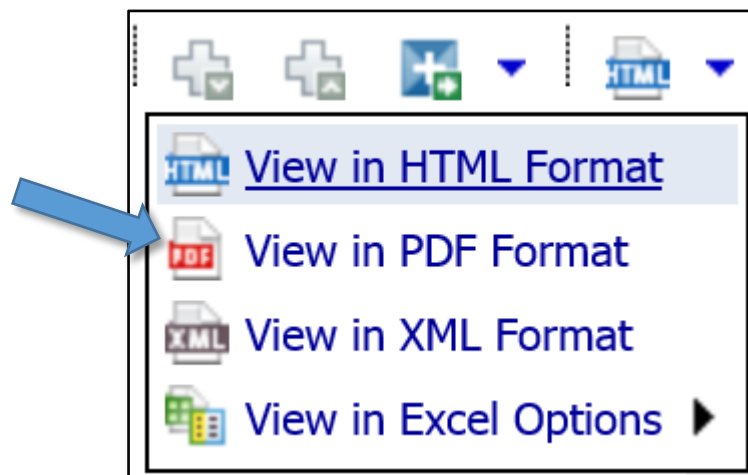
How to Output Information in PDF and Excel

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

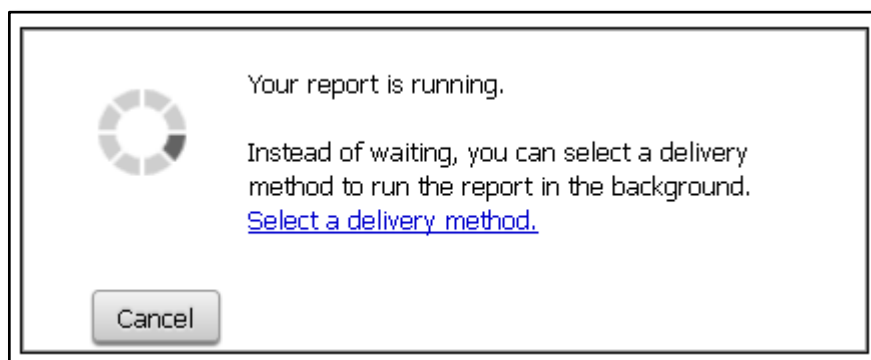
1. If you have already run the report in HTML format, click the drop down arrow to the right of the HTML icon to display the menu.



2. Click the View in PDF format.

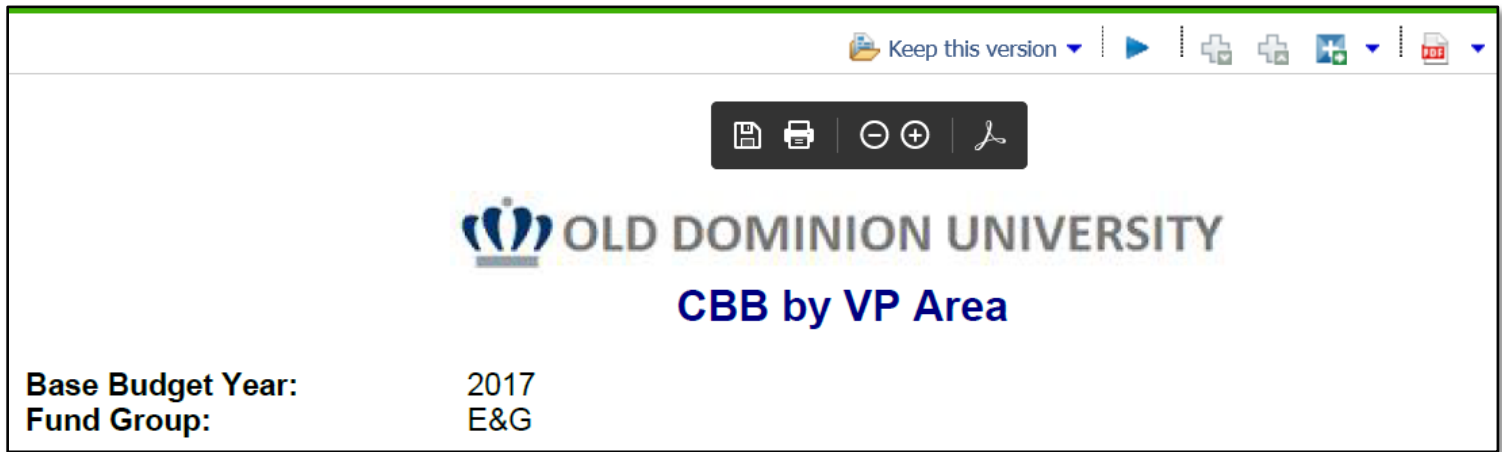


3. A popup may appear to indicate that report is running.



How to Output Information in PDF and Excel

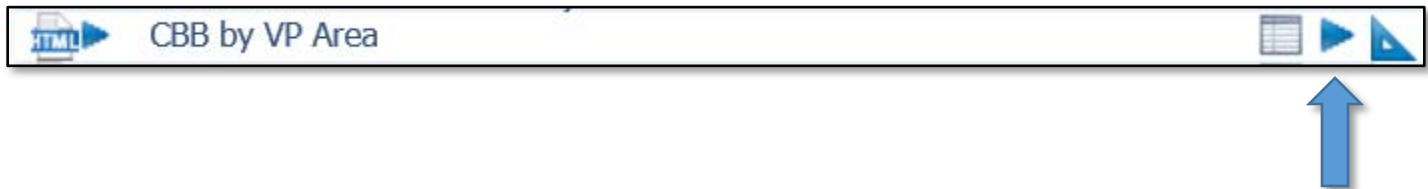
4. Upon completion, the report is displayed in PDF format.



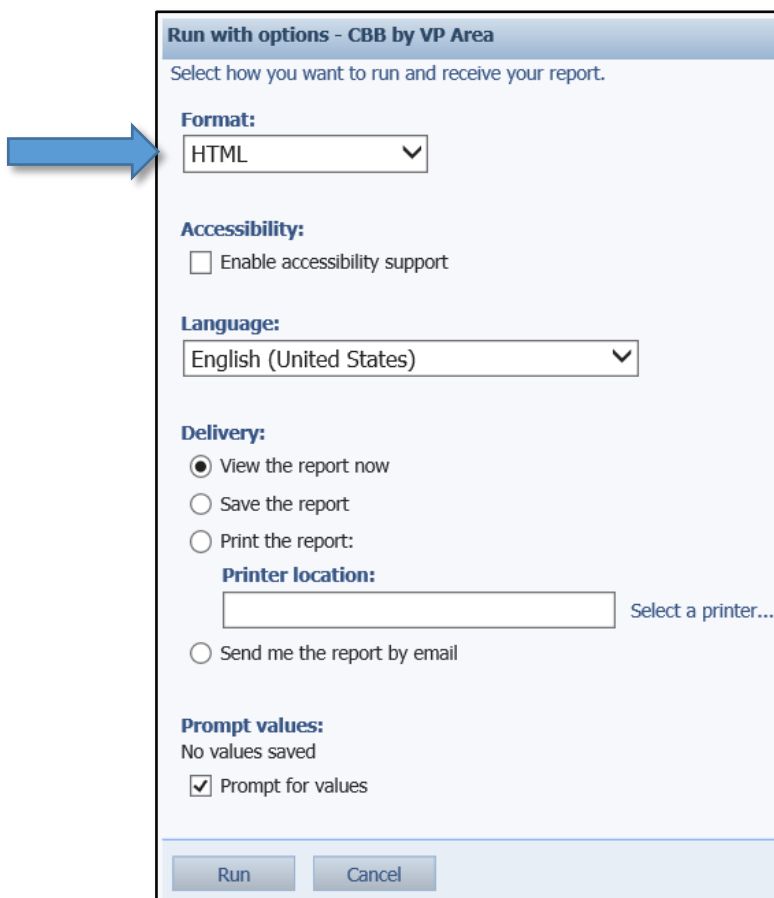
How to Output Information in PDF and Excel

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

Run with options - CBB by VP Area

Select how you want to run and receive your report.

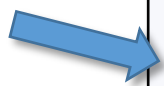
Format:

Accessibility:
 Enable accessibility support

Language:

Delivery:
 View the report now
 Save the report
 Print the report:
Printer location:
 Select a printer...
 Send me the report by email

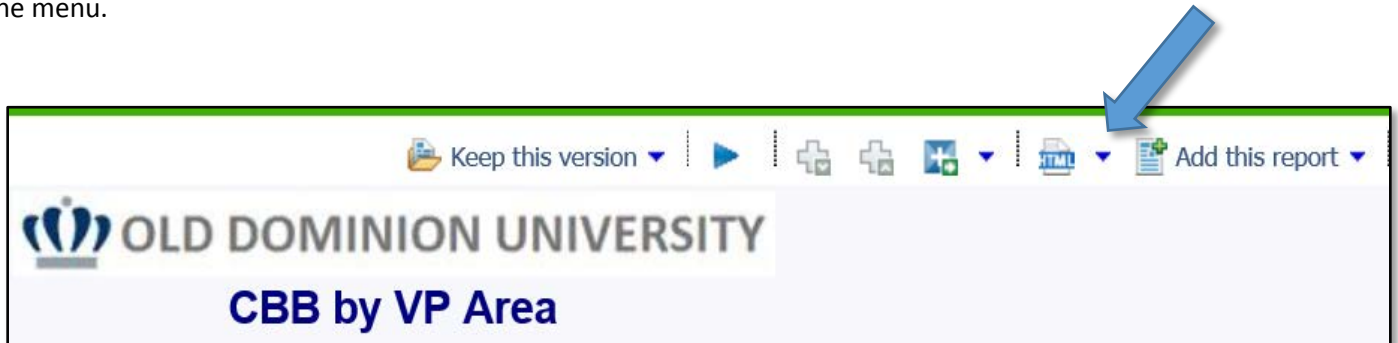
Prompt values:
No values saved
 Prompt for values



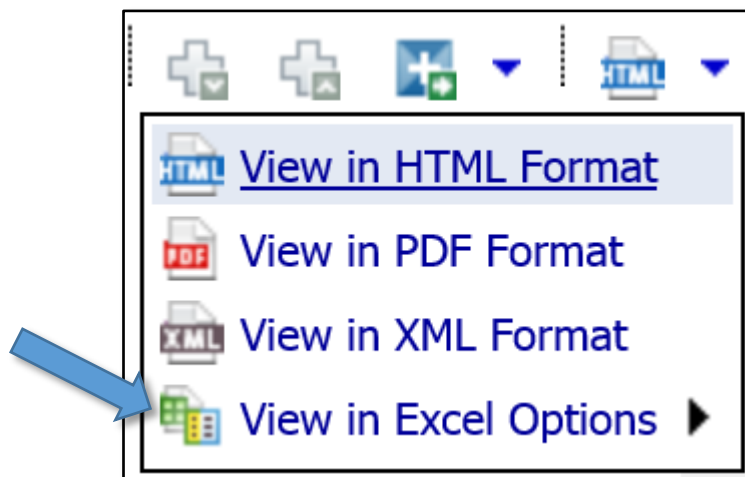
How to Output Information in PDF and Excel

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

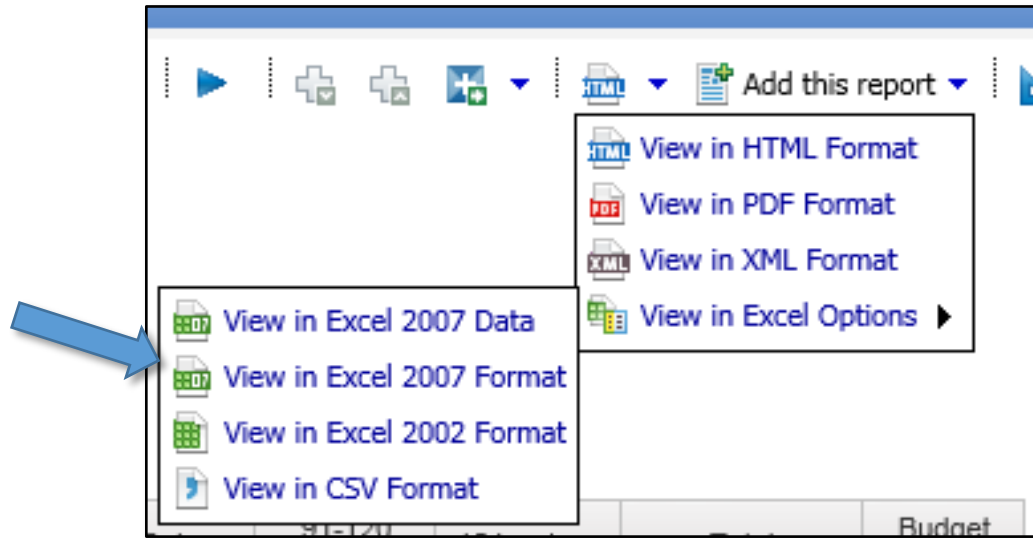
1. If you have already run the report in HTML format, click the drop down arrow to the right of the HTML icon to display the menu.



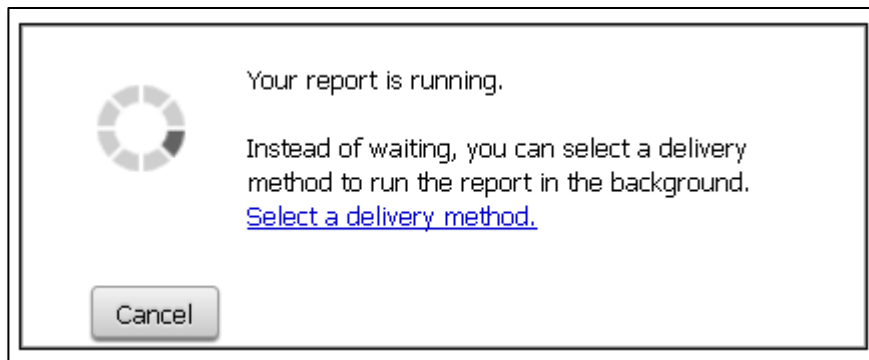
2. When you mouse over the View in Excel Options format another popup will appear. You will choose View in Excel 2007 Format.



How to Output Information in PDF and Excel



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

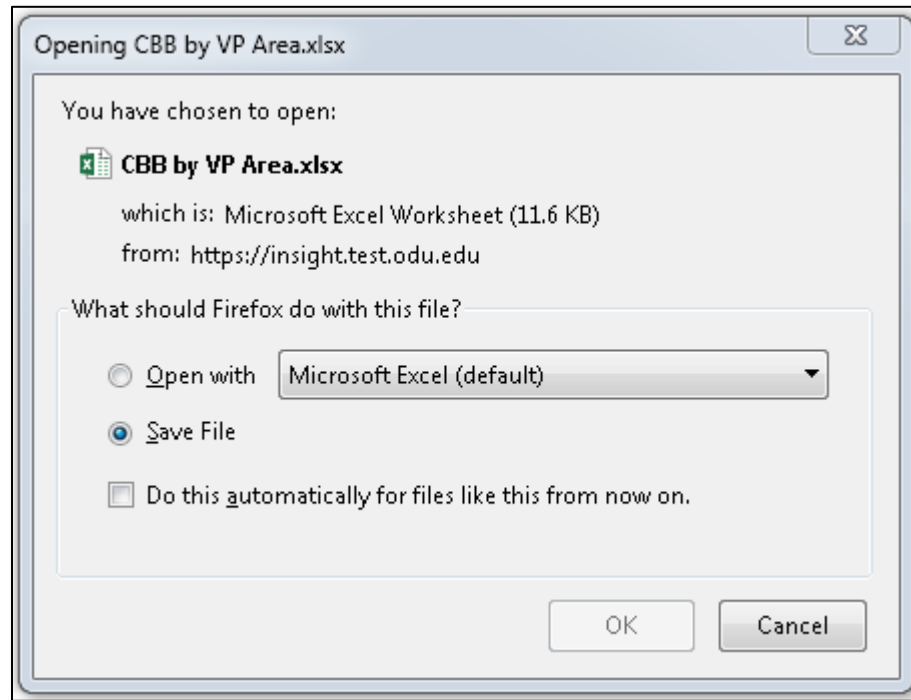


4. When the report finishes creating the spreadsheet, a message appears.
You can choose to Open with Microsoft Excel, or Save File.
Clicking Open with Microsoft Excel and clicking the OK button will open the report in Microsoft Excel.
Clicking the Save File button will save the Excel spreadsheet to your 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 folder.



How to Output Information in PDF and Excel



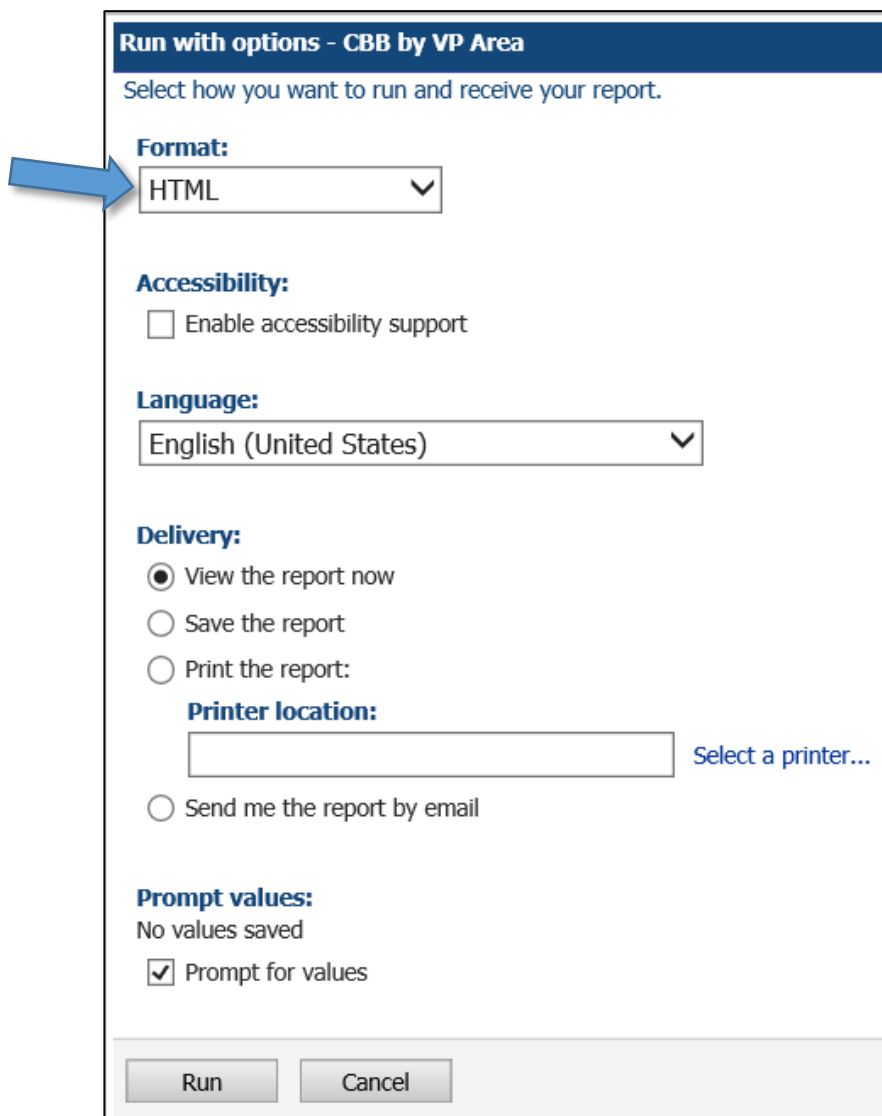
How to Output Information in PDF and Excel

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).



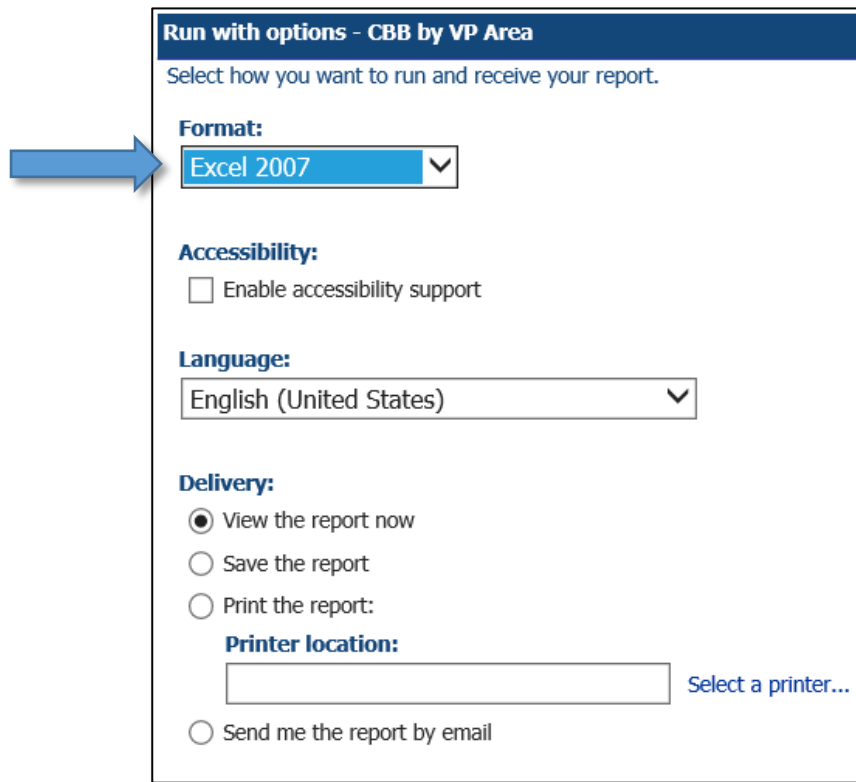
2. You should see the following screen:

A dialog box titled 'Run with options - CBB by VP Area'. The dialog box contains the following options:

- Format:** A dropdown menu with 'HTML' selected. A blue arrow points to this dropdown.
- Accessibility:** A checkbox labeled 'Enable accessibility support' which is unchecked.
- Language:** A dropdown menu with 'English (United States)' selected.
- Delivery:** Three radio buttons: 'View the report now' (selected), 'Save the report', and 'Print the report:'.
- Printer location:** A text input field with a blue link 'Select a printer...' to its right.
- Send me the report by email:** A radio button which is unchecked.
- Prompt values:** A checkbox labeled 'Prompt for values' which is checked.

At the bottom of the dialog box are two buttons: 'Run' and 'Cancel'.

How to Output Information in PDF and Excel



Run with options - CBB by VP Area

Select how you want to run and receive your report.

Format:
Excel 2007

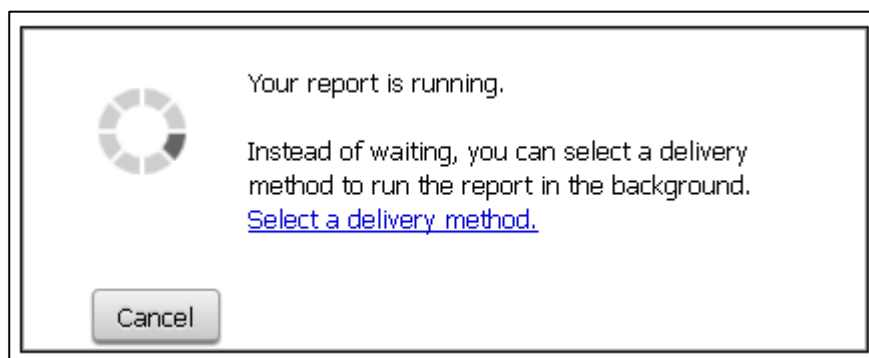
Accessibility:
 Enable accessibility support

Language:
English (United States)

Delivery:
 View the report now
 Save the report
 Print the report:
Printer location:
 [Select a printer...](#)
 Send me the report by email

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

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



How to Output Information in PDF and Excel

- When the report finishes creating the spreadsheet, a message appears.
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