

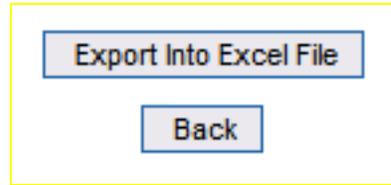
Site Usage Instructions – Data Export into Excel File

Exporting Data

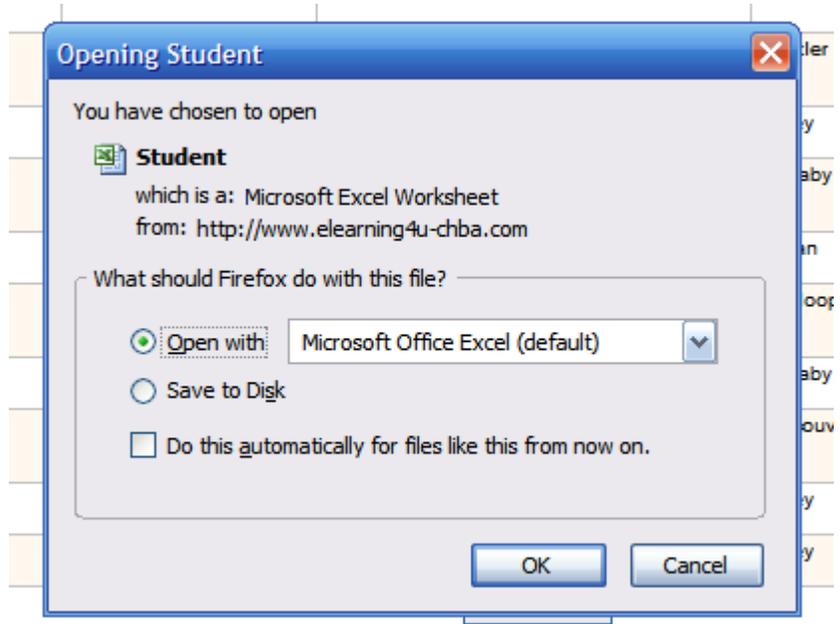
Occasions will arise when the information that is displayed on a particular screen will be needed in a format that can be reviewed off line. This can be accomplished by following the instruction below.

Export into Excel File:

When viewing different screens users will notice the **“Export Into Excel File”** box located at the bottom of each page.



By clicking on the box the following is displayed. The user can choose to **“Open with”** t and view the document or can **“Save to Disk”**. Once the choice is made and the **“OK”** is clicked the file will be displayed or saved to a location you have chosen on your computer.



At this point the information is displayed in an Excel file. Many of the columns are too narrow to display all of the information they contain. This can easily be rectified by double clicking on the line between each column. This will automatically reset the column width for proper viewing.

	A	B	C	D	E	F	G	H
1	Student Number	First Name	Last Name	Email	City	Preferred Phone Number		
2	0000-00001	Jean-Paul	Kowal		Quesnel	250-		
3	0000-00002	Chris	Addario	chrisadda@hotmail.com	Whistler	604-995-9399		
4	0000-00004	Robert	Heron	thetrans@big.net	Courtenay			
5	0000-00005	Scott	Pimblott	scott@timenet.ca	Kamloops			
6	0000-00006	Allan	Murray		Summerland			
7	0000-00007	Kevin	Nightingale	kevinb@shawnet.ca	Summerland			
8	0000-00008	Aaron	Vega	a.vega@rogers.ca	Parksville			
9	0000-00009	Alex	Angioli		Vancouver			
10	0000-00010	Michel	McSween	accentliving@shaw.ca	Vancouver	250-335-5101		
11	0000-00011	David	Pfuetzner	davidp@ac	Kelowna	250-		
12	0000-00012	David	Giffin	giff@telus.net	Kamloops	250-		
13	0000-00013	Simon	Huser		Kamloops	250-		
14	0000-00014	Guy	Mercier	guymercier	Kamloops	250-		
15	0000-00015	Marvin	Vos		Kamloops	250-		
16	0000-00016	Gary	Hawkins	gary@acrc	Vancouver			
17	0000-00017	Tayfun	Tur	tayfun@ac	Vancouver	778-		
18	0000-00018	Jim	Adams	jim3115@t	Vancouver	604-		

Double click on the line separating the columns to automatically increase the column width.

	A	B	C	D	E	F
1	Student Number	First Name	Last Name	Email	City	Preferred Phone Number
2	0000-000001	Jean-Paul	Kowal		Quesnel	
3	0000-000002	Chris	Addario	chrisadda@hotmail.com	Whistler	
4	0000-000004	Robert	Heron	thetrans@big.net	Courtenay	
5	0000-000005	Scott	Pimblott	scott@timenet.ca	Kamloops	
6	0000-000006	Allan	Murray		Summerland	
7	0000-000007	Kevin	Nightingale	kevinb@shawnet.ca	Summerland	
8	0000-000008	Aaron	Vega	a.vega@rogers.ca	Parksville	
9	0000-000009	Alex	Angioli		Vancouver	
10	0000-000010	Michel	McSween	accentliving@shaw.ca	Vancouver	

Now this can now be saved or printed for future reference.