

This work instruction was last updated: 22nd March 2010

Exporting a report to CSV file

The reports that have been written in Cognos have been designed to be easy to read in the html or pdf format that they are generated in. However, some users like to export the reports to Excel (especially the Staff List report) and then like to filter & sort the data. This work instruction shows you how to export a report to CSV file, which makes sorting & filtering the data easier as all formatting is removed.

Related Work Instructions (located on the [epeople website](#)):

- Reports Overview
- Viewing and Printing Reports in Excel

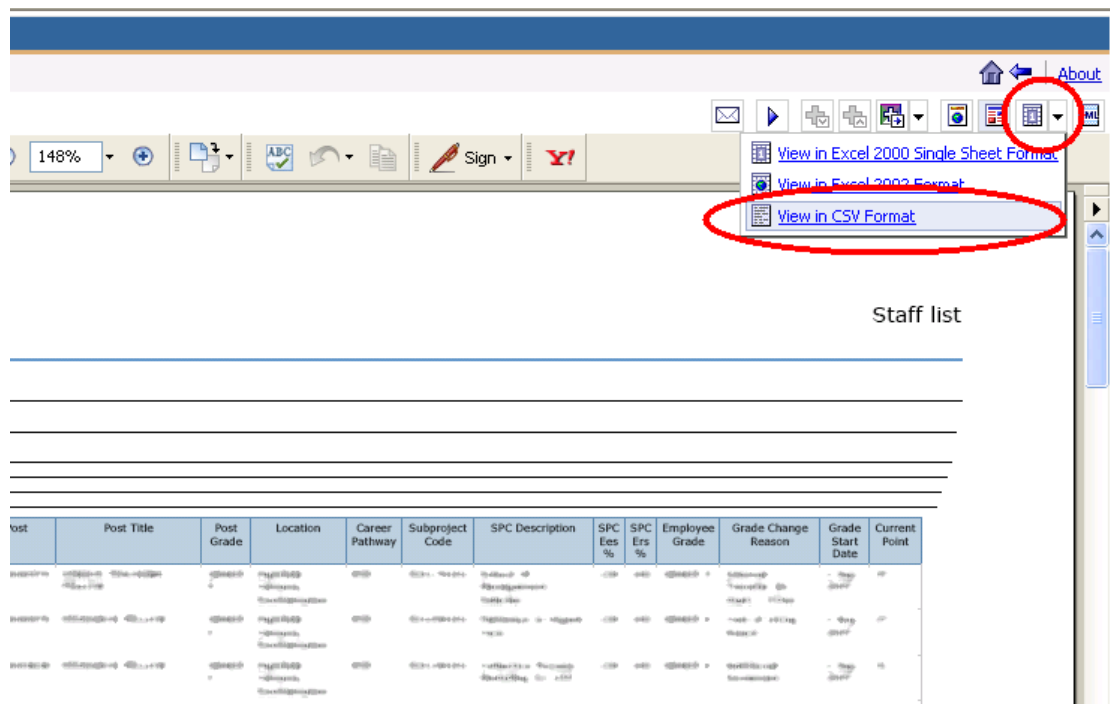
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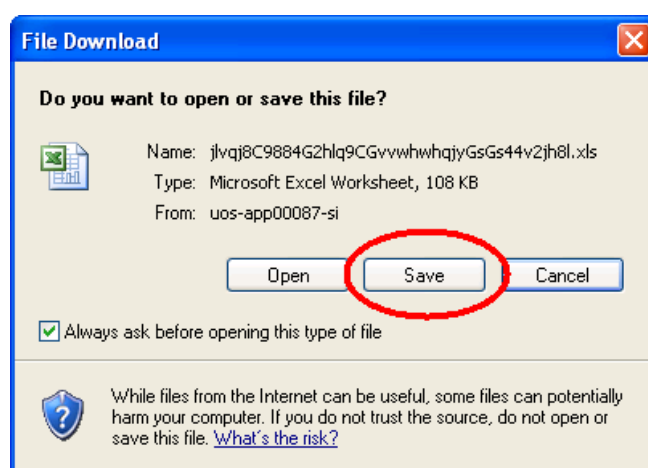
1 Exporting a report to CSV

① When your report has generated, it will open in either pdf format or html format.

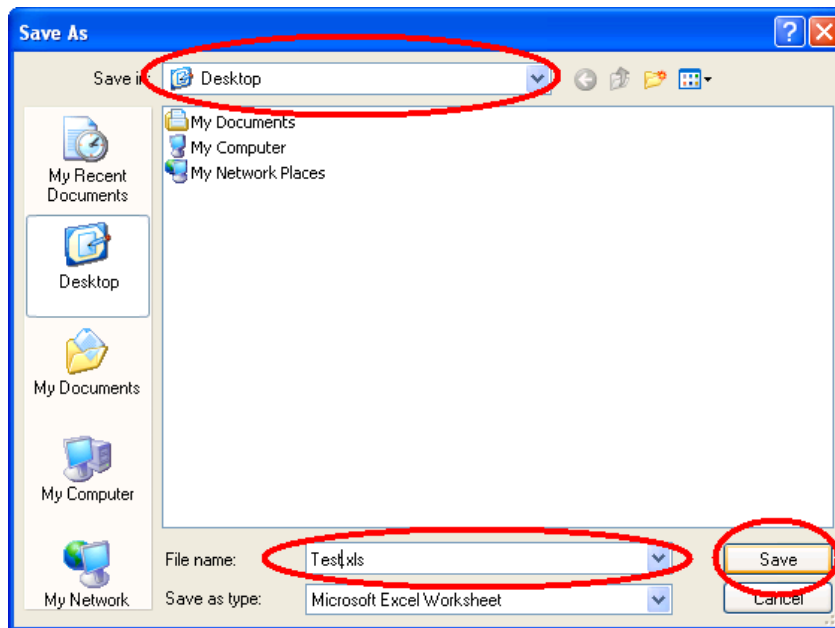
1.1 To export it to CSV, click on the drop-down arrow next to the Excel icon (circled below), then click on the “View in CSV Format” option from the list:



1.2 You will then be asked whether you would like to **Open** the file, **Save** it, or **Cancel**. Click on **Save**:



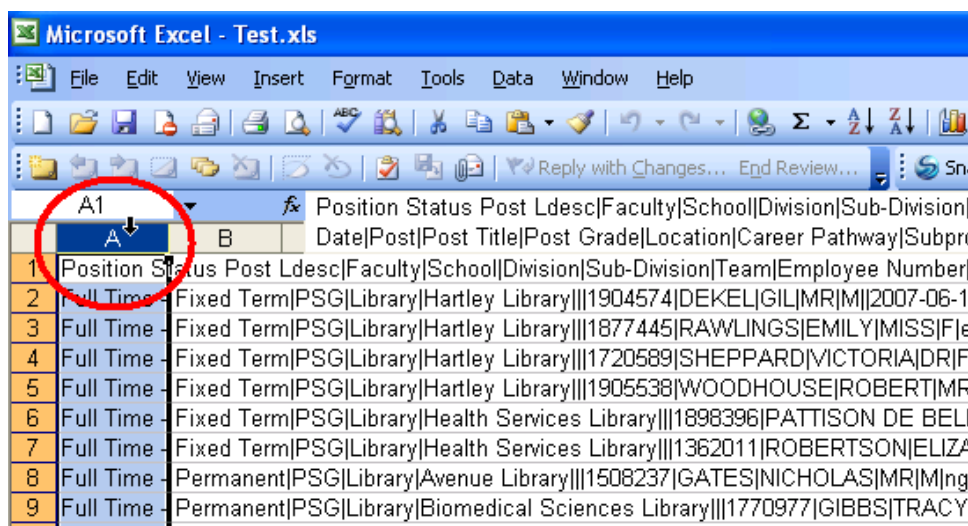
1.3 Select the location where you want to save your file to, give the file a name and use the file extension **.xls**



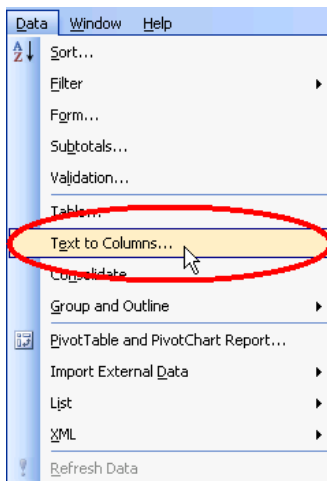
- 1.4 Next, go and open that file, from whatever folder / location you saved it to:



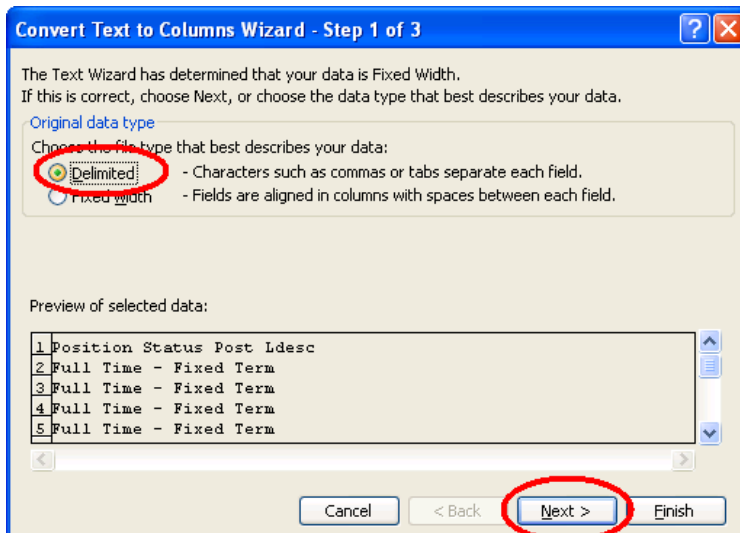
- 1.5 When the file opens it will look like one large screen of text. Highlight column A (by clicking on the grey "A" header field, circled below):



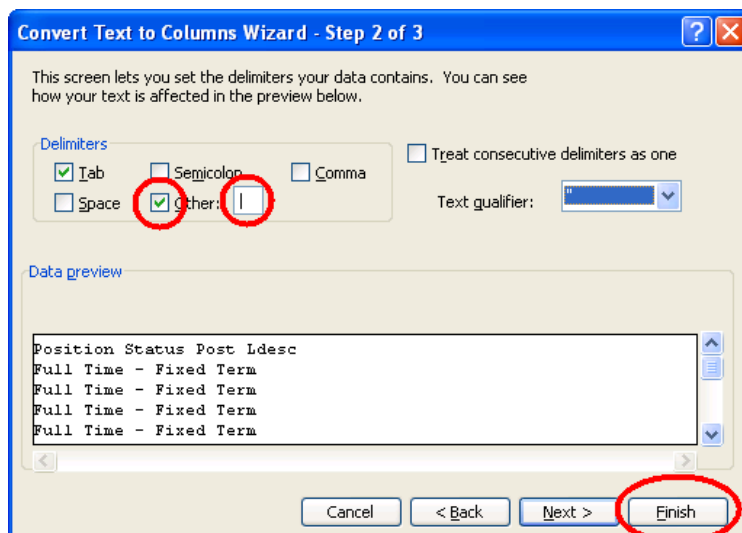
- 1.6 Then click on the **Data** menu, then on the **Text to Columns...** option:



- 1.7 Click on the **Delimited** option, then click the **Next** button:



- 1.8 Click on the **Other** field and then enter the pipe character (a vertical line: "|", generally found one key to the left of the "Z" key on most keyboards):



1.9 Click on **Finish**.

The data from the report will now appear neatly in columns with no line breaks or other formatting. You can now filter, sort, edit etc. the data as you desire.

A	B	C	D	E	F	G	H	I	J	K	L
Position	Status	Post Ldesc									
1	Full Time - PSG	Library	Hartley Library								
2	Full Time - PSG	Library	Hartley Library								
3	Full Time - PSG	Library	Hartley Library								
4	Full Time - PSG	Library	Health Services Library								
5	Full Time - PSG	Library	Health Services Library								
6	Full Time - PSG	Library	Avenue Library								
7	Full Time - PSG	Library	Biomedical Sciences Library								
8	Full Time - PSG	Library	Biomedical Sciences Library								
9	Full Time - PSG	Library	Biomedical Sciences Library								
10	Full Time - PSG	Library	Biomedical Sciences Library								
11	Full Time - PSG	Library	Biomedical Sciences Library								
12	Full Time - PSG	Library	Biomedical Sciences Library								
13	Full Time - PSG	Library	Biomedical Sciences Library								
14	Full Time - PSG	Library	Biomedical Sciences Library								
15	Full Time - PSG	Library	Biomedical Sciences Library								
16	Full Time - PSG	Library	Hartley Library								
17	Full Time - PSG	Library	Hartley Library								
18	Full Time - PSG	Library	Hartley Library								
19	Full Time - PSG	Library	Hartley Library								
20	Full Time - PSG	Library	Hartley Library								
21	Full Time - PSG	Library	Hartley Library								
22	Full Time - PSG	Library	Hartley Library								
23	Full Time - PSG	Library	Hartley Library								
24	Full Time - PSG	Library	Hartley Library								

Once you have finished working with the data, you remember to save your changes.

- You will need to click on **Save As...** and then give the file a new name to save it in normal Excel format:

