

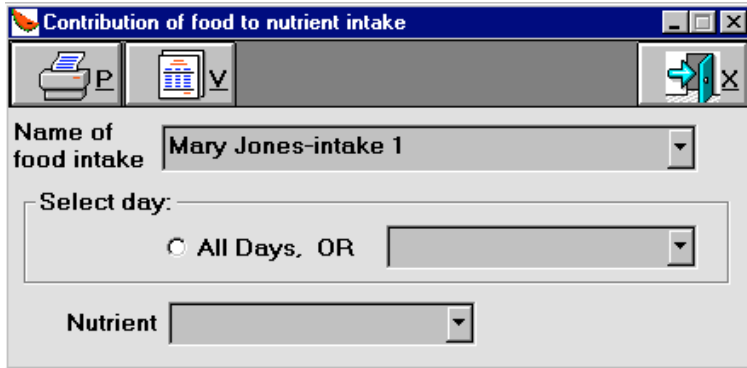
# How do I export data in a report to a spreadsheet or word processor?


## General information

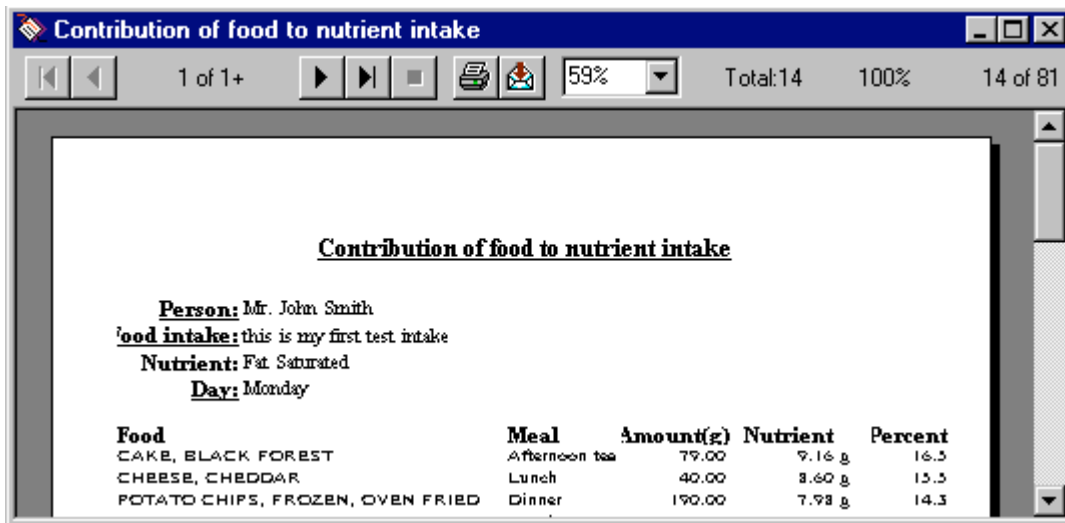
For each of the reports produced by SERVE, the data can be exported to a spreadsheet or word processor. To do this you use the export function when viewing the report.


## Procedure

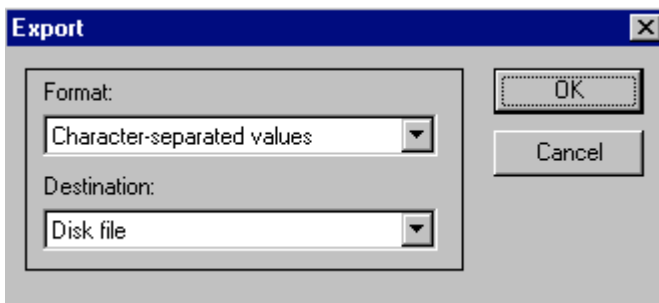
From any report print selection window enter the options you want, such as shown in the sample below:



Click the  button to see a sample of the report as shown below:




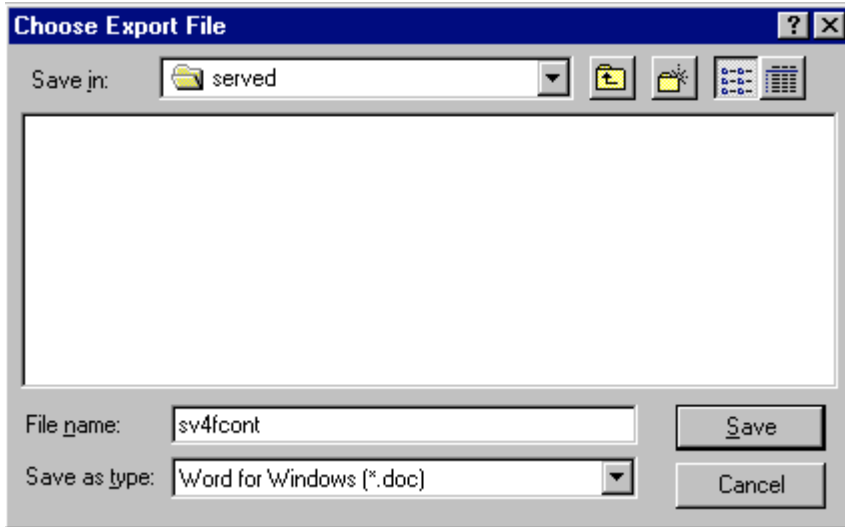
Select the  button to export data, the following window will be displayed:



Select the format you want from the drop down list. Sixteen common file types are available:


- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1. Character separated values      | 9. Paginated text                    |
| 2. Comma separated values (CSV)    | 10. Report definition                |
| 3. Crystal reports format          | 11. Record style (columns of values) |
| 4. Data Interchange format (DIF)   | 12. Rich text format                 |
| 5. Excel version 2.1,3,4,5         | 13. Tab separated text               |
| 6. HTML (3.0,3.2)                  | 14. Tab separated values             |
| 7. Lotus 123 (WK1, WK3, WKS files) | 15. Text                             |
| 8. ODBC files                      | 16. Word for Windows                 |

When you select the  button the Choose Export File window is displayed:



You can enter the name of the file you want the export file saved as or accept the name provided.

Also you can specify the drive and directory where you want the file to be stored.

Then select the  button. A dialogue box will display briefly informing you the export file is being created. When it has finished you can run your spreadsheet, word processor or other utility program and access the data copied across from SERVE.