Value Through Technology

OLI Tips #60
How to export OLI/Analyzer reports to Excel

Occasionally a user will need to take the report data in the OLI Analyzers and export it to Excel. The report data is a Rich-Text-Format report so it can be cut and pasted into a spreadsheet program such as Microsoft Excel. This requires some advanced usage of the spreadsheet program to properly format the document.

Alternatively the user can export the report directly to a "Comma Separated Variable" or CSV file. This file is directly readable by most spreadsheet programs.

To start the export you must have a converged case. Click on the **Report** tab.

Figure 1 Click the report tab

Now locate the **Export** button. It may be in different locations for different versions of the OLI Software.
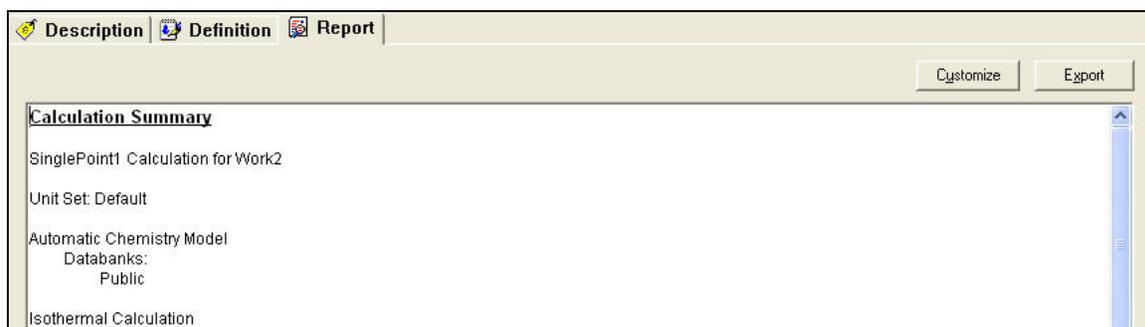
Click the **Export** button

Figure 2 Click the Export Button

This will bring up a standard windows file management dialog. Change to a folder that you wish in which to save the file. This folder does not have to be the same as the working folder for your case.
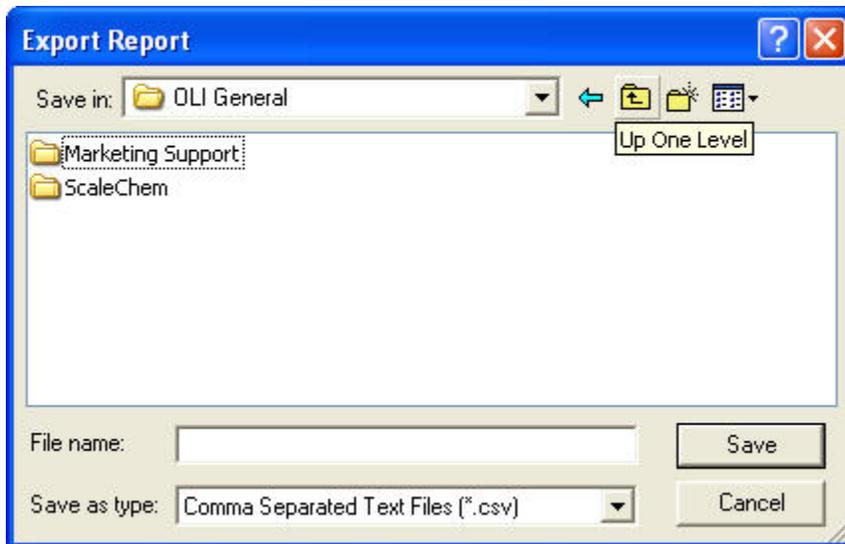

Figure 3 Standard file manager

Enter a name for the exported file. The extension CSV will be added. In this example we are using the name "exported-report"
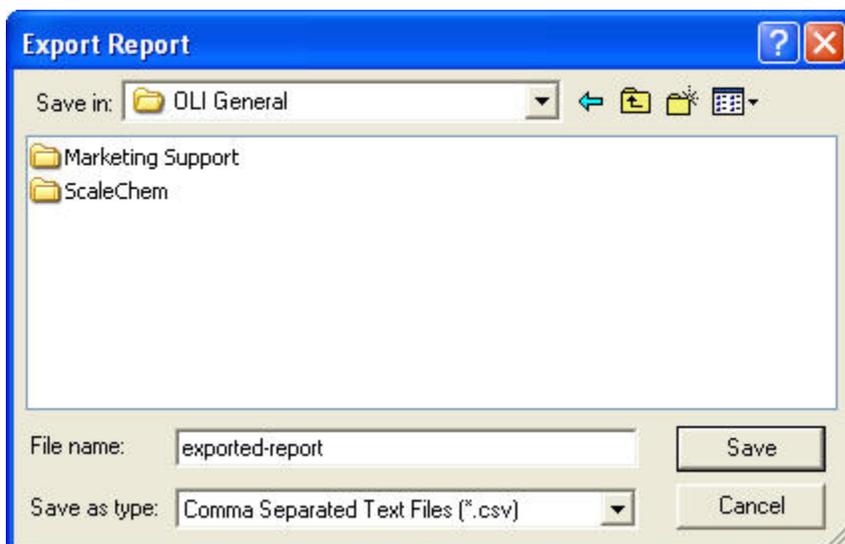

Figure 4 Entering the report name

To locate and open this file you will need to use a program such as windows explorer. In this case the report "exported-report.csv" is a Microsoft Excel recognized file type (you can see the trademarked Microsoft X in the icon below"

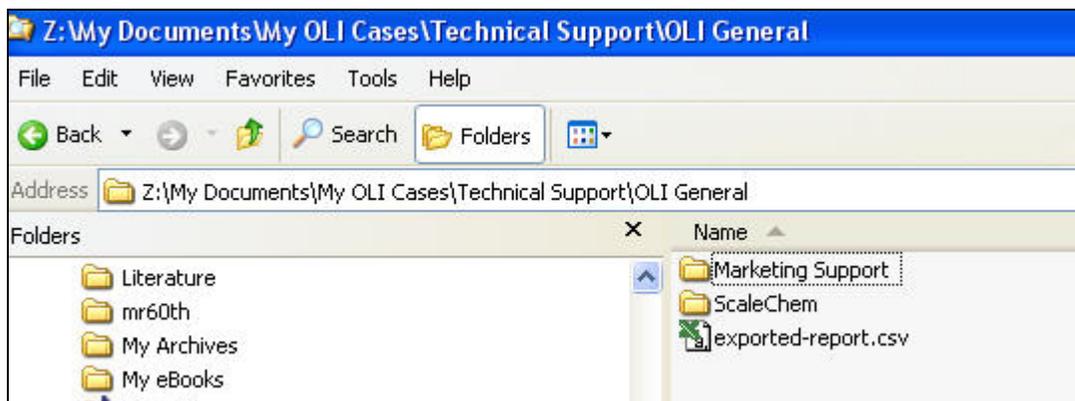Double-click the file to launch the spreadsheet.

Figure 5 Using windows explorer to find the file.

The Microsoft Excel program is launched. You will need to make any formatting changes as required. This is a text only file. Before you exit the program please use **File Save As…** and save the file as a XLS file (Microsoft Excel file).

Figure 6 The excel file