**Exporting report into Excel**

Run the report in the usual way. If you do not know how to run a standard report, refer to the user guide [**Running & Printing Reports**](http://livelink.barnardos.org.uk/livelink91/livelink.exe/227403685/03_Running_and_Printing_Reports.pdf?func=doc.Fetch&nodeid=227403685).

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| * Click on the **View Output** button in the main report screen. * In the output screen click on the **Tools** menu. * Select the **Copy file**. |  |
| * A new window will be launched. * Click on the **File** menu. * Click on **Save As…** |  |
| * Give the file a suitable name. * Ensure that **Save as type** is ‘Text File’. * Click on **Save**. * Close Oracle. |  |
| * Open **Excel**. * Click on **File**, **Open**. * Ensure the **Files of type** is changed to All Files. |  |
| * Select the report. * Click on **Open**. |  |
| * Select the **Fixed width** and click on **Next.** |  |
| * Click and drag the arrowed line to a place where a break is required (ie where a new Excel column is needed). * If no new column is needed, click and drag the line downwards and it will be deleted. * Use the scroll bar to move forward and back to move/delete all the breaks. * Click on **Finish** when completed. |  |
| * The report will now appear in Excel. * The report can now be saved into Livelink if required. |  |