**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**.
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| * A new window will be launched.
* Click on the **File** menu.
* Click on **Save As…**
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| * Give the file a suitable name.
* Ensure that **Save as type** is ‘Text File’.
* Click on **Save**.
* Close Oracle.
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| * Open **Excel**.
* Click on **File**, **Open**.
* Ensure the **Files of type** is changed to All Files.
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| * Select the report.
* Click on **Open**.
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| * Select the **Fixed width** and click on **Next.**
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| * 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.
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| * The report will now appear in Excel.
* The report can now be saved into Livelink if required.
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