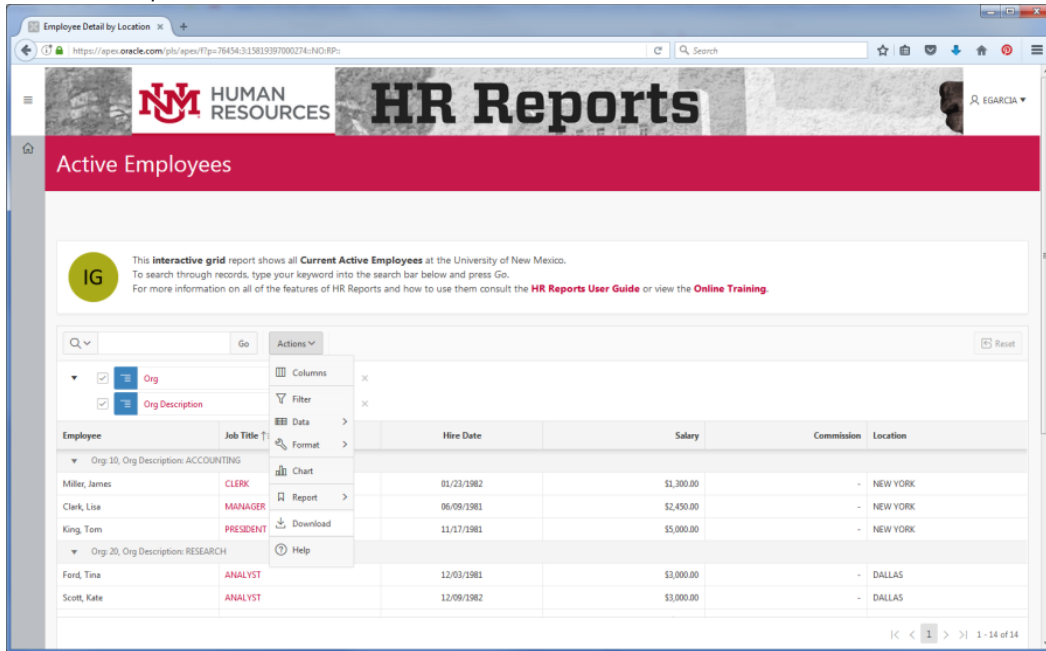


Downloading an Interactive Grid

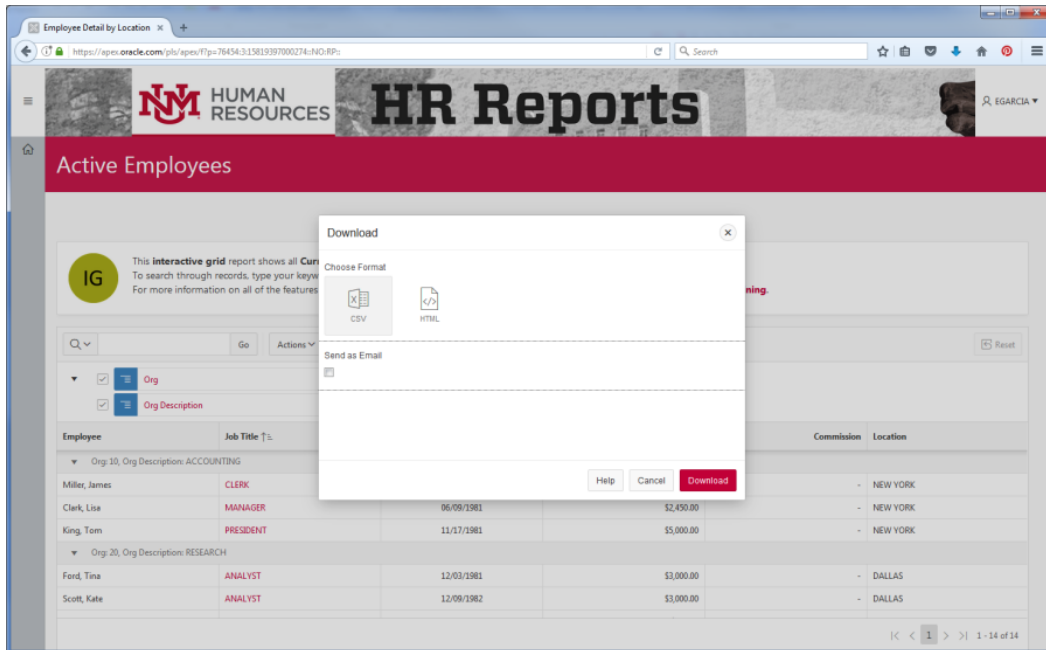
To download report data, click on the Actions menu and select **Download**.



The screenshot shows the 'HR Reports' interface for 'Active Employees'. The 'Actions' menu is open, showing options like Columns, Filter, Data, Format, Chart, Report, Download, and Help. The 'Download' option is highlighted.

Employee	Job Title	Hire Date	Salary	Commission	Location
Miller, James	CLERK	01/23/1982	\$1,300.00	-	NEW YORK
Clerk, Lisa	MANAGER	06/09/1981	\$2,450.00	-	NEW YORK
King, Tom	PRESIDENT	11/17/1981	\$5,000.00	-	NEW YORK
Ford, Tina	ANALYST	12/03/1981	\$3,000.00	-	DALLAS
Scott, Kate	ANALYST	12/09/1982	\$3,000.00	-	DALLAS

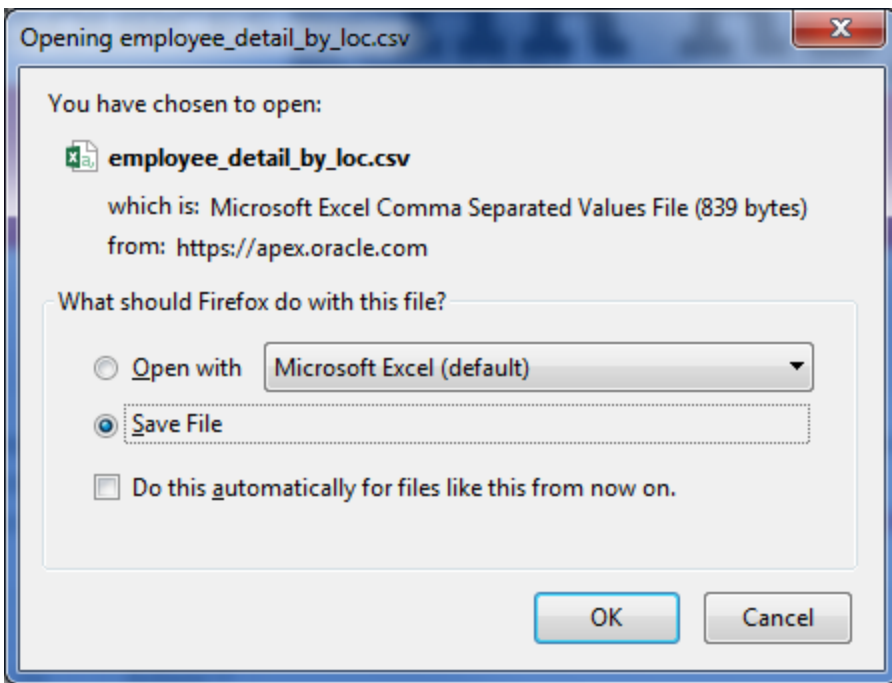
Select **CSV** and click the **Download** button.



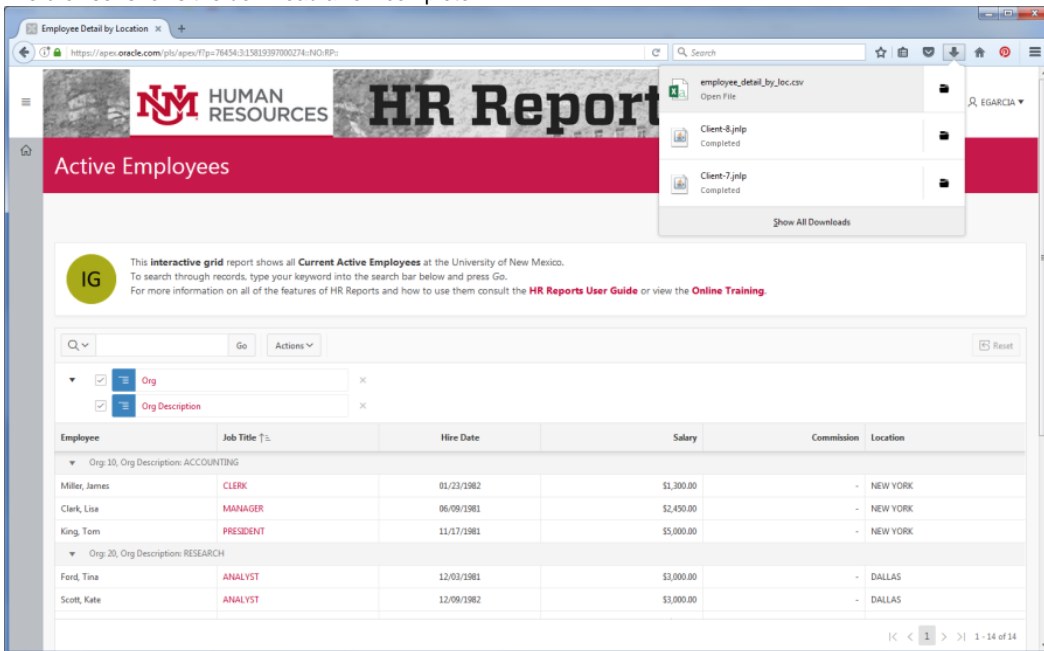
The screenshot shows the 'HR Reports' interface with a 'Download' dialog box open. The 'CSV' format is selected, and the 'Download' button is highlighted.

Employee	Job Title	Hire Date	Salary	Commission	Location
Miller, James	CLERK	01/23/1982	\$1,300.00	-	NEW YORK
Clerk, Lisa	MANAGER	06/09/1981	\$2,450.00	-	NEW YORK
King, Tom	PRESIDENT	11/17/1981	\$5,000.00	-	NEW YORK
Ford, Tina	ANALYST	12/03/1981	\$3,000.00	-	DALLAS
Scott, Kate	ANALYST	12/09/1982	\$3,000.00	-	DALLAS

Depending on your browser, you will be prompted to Save the file. Click OK.



The browser shows the download arrow complete.



The data opens in Excel.

employee_detail_by_loc.csv - Excel

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Clipboard Font Styles

Calibri 11

Conditional Formatting Format as Table Cell Styles

Alignment Number Cells Editing

A1 Employee

Employee	Job Title	Hire Date	Salary	Commission	Location
Miller, James	CLERK	1/23/1982	\$1,300.00		NEW YORK
Clark, Lisa	MANAGER	6/9/1981	\$2,450.00		NEW YORK
King, Tom	PRESIDENT	11/17/1981	\$5,000.00		NEW YORK
Ford, Tina	ANALYST	12/3/1981	\$3,000.00		DALLAS
Scott, Kate	ANALYST	12/9/1982	\$3,000.00		DALLAS
Smith, Matt	CLERK	12/17/1980	\$800.00		DALLAS
Adams, Joe	CLERK	1/12/1983	\$1,100.00		DALLAS
Jones, Robert	MANAGER	4/2/1981	\$2,975.00		DALLAS
James, Mary	CLERK	12/3/1981	\$950.00		CHICAGO
Blake, Crystal	MANAGER	5/1/1981	\$2,850.00		CHICAGO
Allen, Charles	SALESMAN	2/20/1981	\$1,600.00	\$300.00	CHICAGO
Ward, Richard	SALESMAN	2/22/1981	\$1,250.00	\$500.00	CHICAGO
Martin, Bill	SALESMAN	9/28/1981	\$1,250.00	\$1,400.00	CHICAGO
Turner, Bob	SALESMAN	9/8/1981	\$1,500.00	\$0.00	CHICAGO

employee_detail_by_loc

READY 100%

If you need the file in xlsx format instead of csv format, go to File, Save As.

employee_detail_by_loc.csv - Excel Elizabeth Garcia

Info

employee_detail_by_loc

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Select **Excel Workbook (.xlsx)*** in the Save as type and click the **Save** button.

