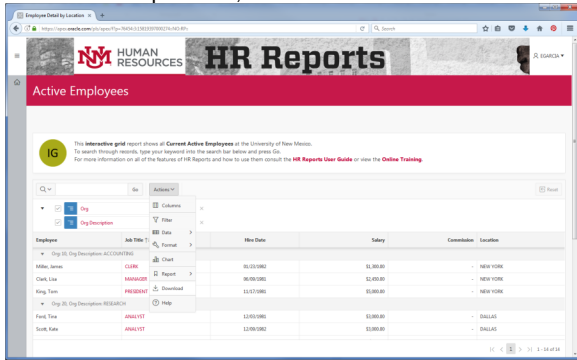
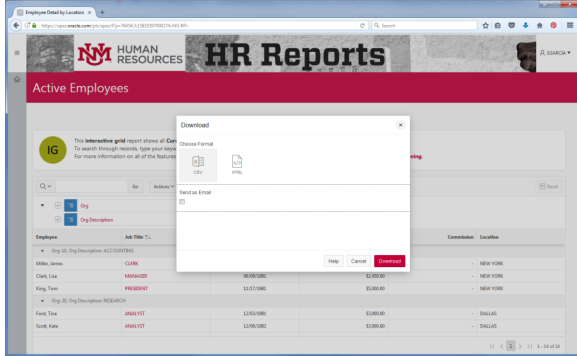


Downloading an Interactive Grid

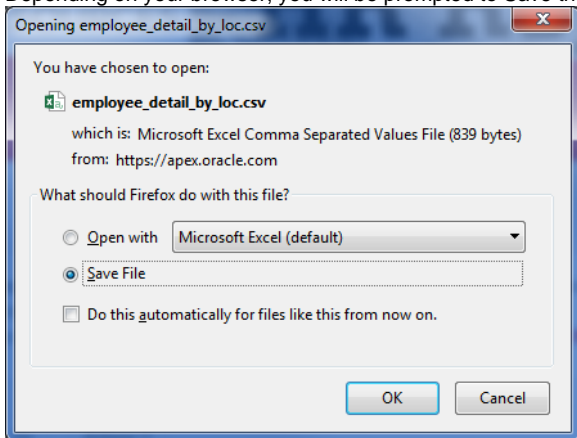
To download report data, click on the Actions menu and select **Download**.



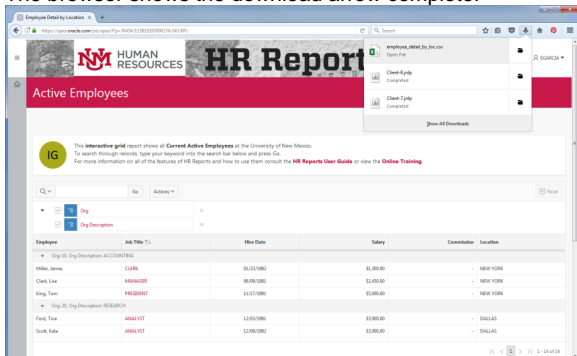
Select **CSV** and click the **Download** button.



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

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

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

employee_detail_by_loc.csv - Excel

Info

employee_detail_by_loc

C:\Users\egarcia\Downloads

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