

Data populated from Reporting Portal reports that include an Export Data icon or populate in a spreadsheet format can be exported to Microsoft Excel to create visual representation.

### Exporting Data with the Export Data Button

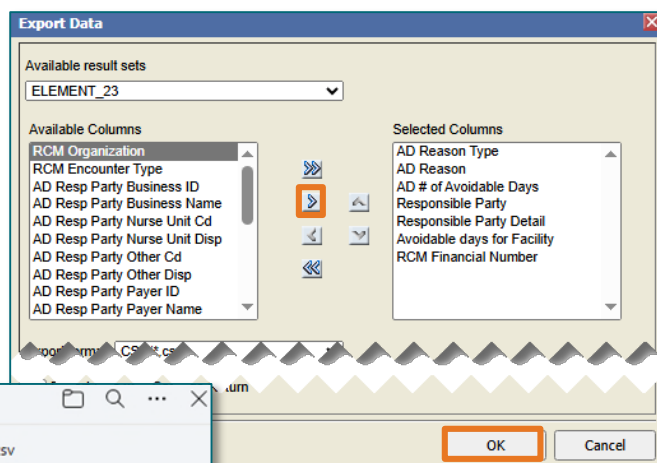
Various reports generated in the Reporting Portal can be exported with the **Export Data** button. The following workflow begins once data is populated in desired report.

**NOTE:** Not all reports will have the Export Data icon. Reports that result in a spreadsheet-like format, those that do not include an Export Data icon, can be copied and pasted into an Excel spreadsheet by following the instructions provided in Step 5.

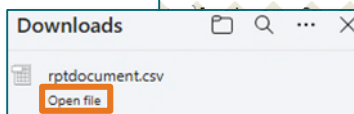


**STEP 1:** Select the **Export Data** icon.

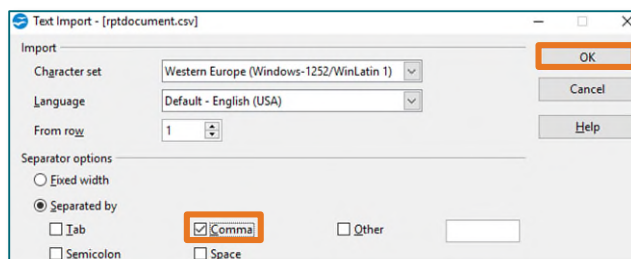
**STEP 2:** The **Export Data** window populates. Select the desired columns from the **Available Columns** list by selecting the column name and clicking the right-pointing arrow to bring column into the **Selected Columns** list. Once all desired columns have been selected, click **OK**.



**STEP 3:** The **File Download** window will populate, select **Open file**.

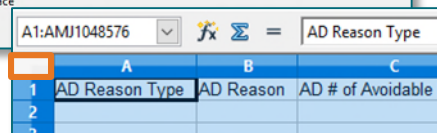


**STEP 4:** The **Text Import** window populates. Deselect the Semicolon and Space boxes and select the box next to Comma. Select **OK**.



**STEP 5:** Spreadsheet will open. Select the blank square in the top left of the spreadsheet to highlight the entire document and use **Ctrl** and **C** to copy the data.

**STEP 6:** Open a new Excel spreadsheet document and use **Ctrl** and **V** to paste the data in the new spreadsheet.



**STEP 7:** Expand columns by hovering between each column and double-clicking when the expand icon appears.

**STEP 8:** Highlight the columns and navigate to the **Insert** tab. Select **Recommended Charts** to view recommended chart types for the data selected.

**STEP 9:** The **Recommended Charts** window will populate. Review the charts and select the desired chart. Click **OK** to create the chart.

