Export Features and Tips

Using Formatted Excel Choice

**Result:**
- Use for less than 25,000 rows
- Solves the Leading Zeros problem
- Formatted as decent looking Excel Table
- Numbers land as text – have to select and use the Use “Caution” tool to convert to Numeric
- Tips: Add text box with copied criteria
  - Copy the sheet (Control + Drag)

Using Data Excel or CSV Choice

**Result:**
- Lots of formatting has to be done with either!
- **More than 25,000 rows** can be exported
- Excel solves the “leading zeros” problem and numbers lands as numbers
- CSV does not keep leading zeros
- CSV DOES return all “hidden” columns from the report (Excel does not) – right click to see “hidden but not included” columns in the report

Using the gear (page options)

These options are not used as they do not provide good results. They are functionality that comes with the package.
- The features and functionality people really want are gotten by using the Export hyperlink under each result!