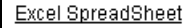

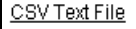

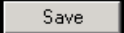



Downloading Queries to Excel and CSV Files

1.	<p>You have the choice of downloading query results in an Excel spreadsheet, or a CSV text file.</p> <p>Excel 2000 or later is preferred. For Excel 97, select the CSV Text File link for downloading large result-sets. Click the Excel SpreadSheet link.</p> 
2.	<p>The window now displays the results in an Excel spreadsheet.</p> <p>You can save your file on your local hard drive by modifying the File Type Option settings for Excel Worksheets. Click the Close button.</p> 
3.	<p>Next, save the results to your desktop as a CSV Text File. Click the CSV Text File link.</p> 
4.	<p>The File Download window gives you the choice of opening the file, or saving it to disk. Click the Save button.</p> 
5.	<p>Click the Save button.</p> 
6.	<p>You are notified that the download is complete. Click the Close button.</p>
7.	<p>Close the browser window to return to PeopleSoft. Click the Close button.</p> 
8.	<p>You can download query results from the browser window to an Excel spreadsheet, or to a CSV text file. End of Procedure.</p>