Washington State Department of
Enterprise Services

SAP Business Warehouse/Business Intelligence Reporting

Exporting Report Results

Washington State HRMS Business Warehouse/Business Intelligence (BW/BI) Self-Paced Learning Materials

General Topics – BW/BI End Users/Power Users

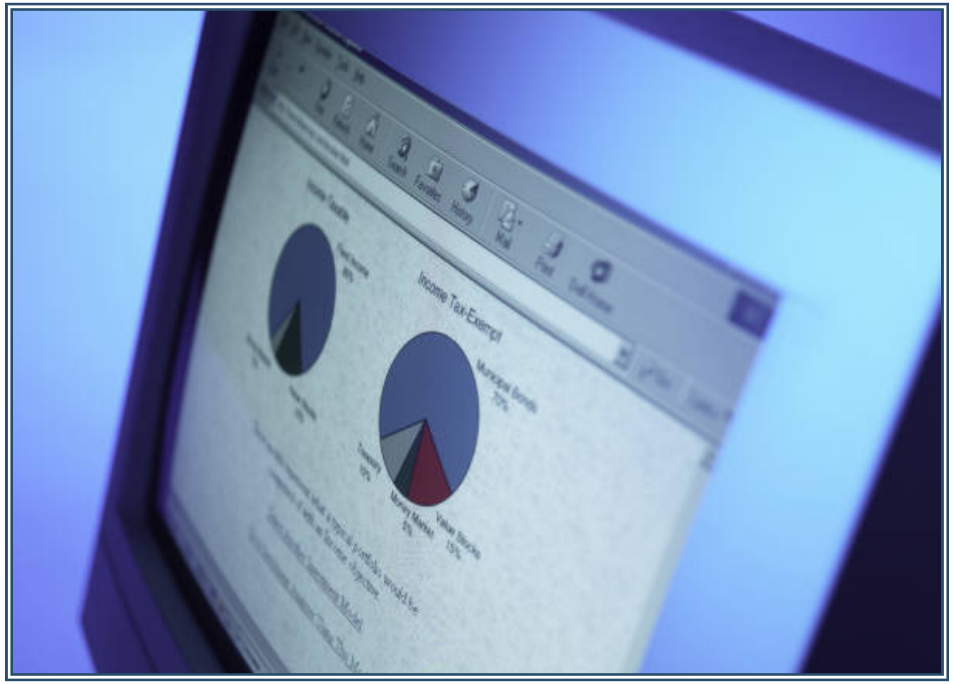
Section 10

Exporting Report Results

The Exporting Report Results section provides an overview for exporting report results from the HRMS Portal.

Topics covered in this section include:

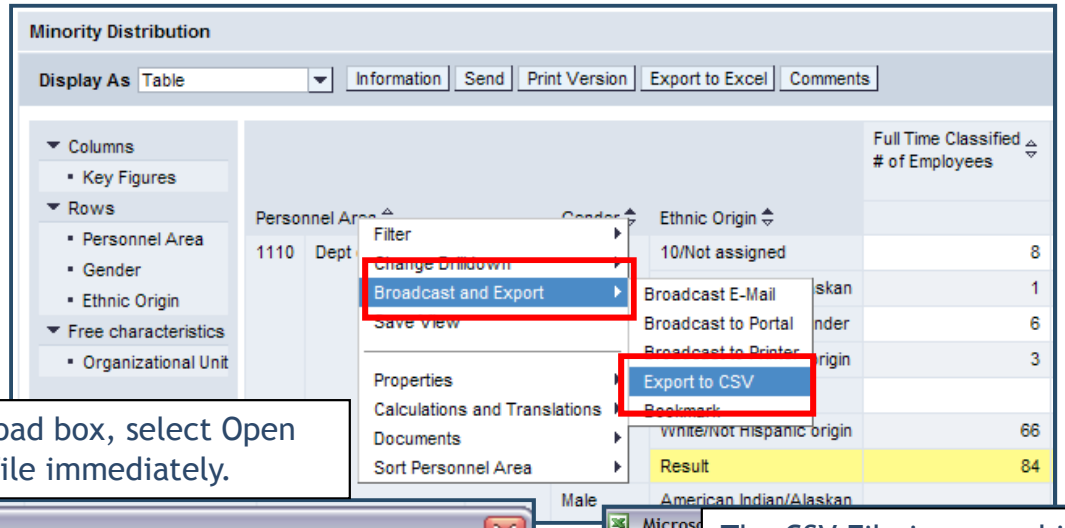
- Export to CSV File
- Export to MS Excel File
- Export to Adobe PDF File



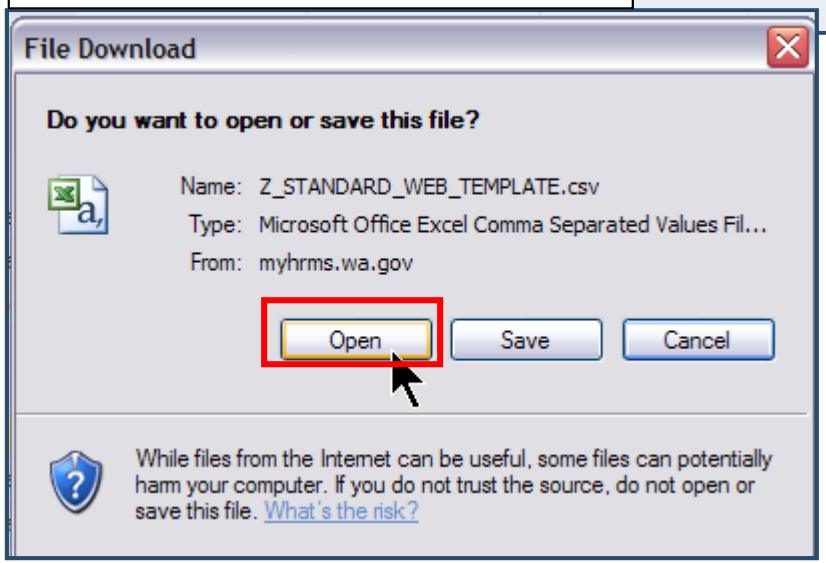
Export to CSV File

Exporting report results to a Comma Separated Value file (.csv):

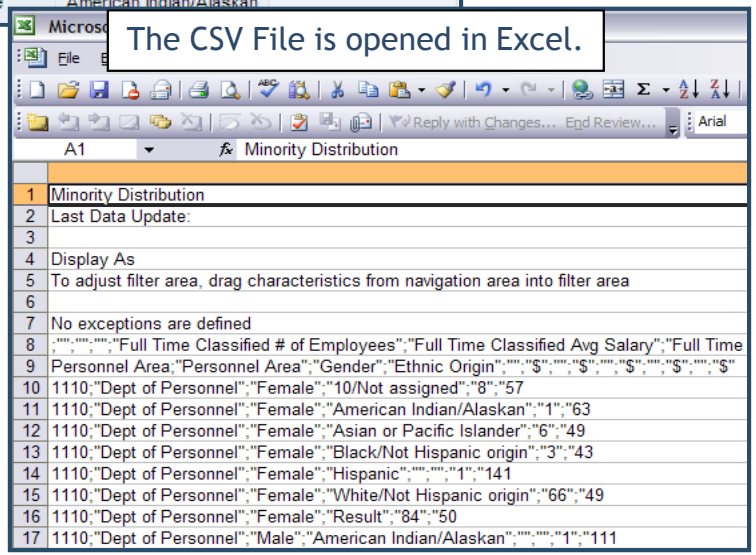
To open a report as a CSV file: Access the Context Menu and select Broadcast and Export → Export to CSV:



At the File Download box, select Open to open the CSV File immediately.

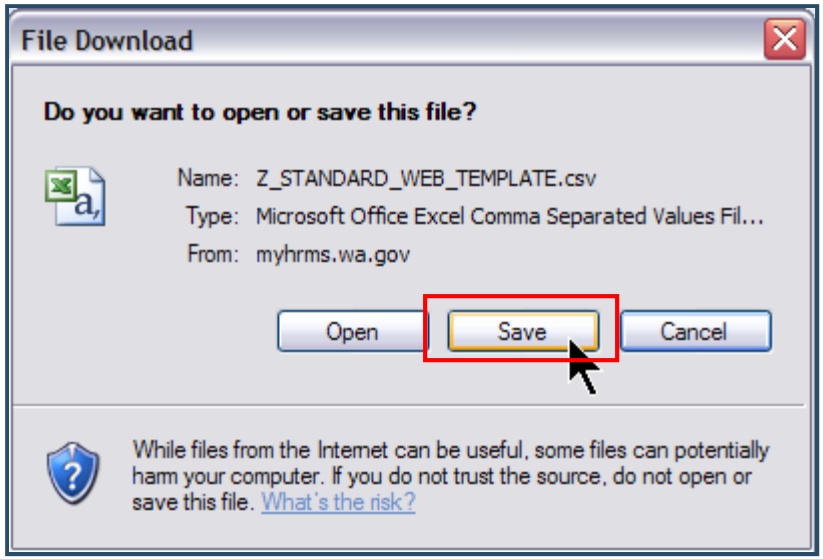


The CSV File is opened in Excel.

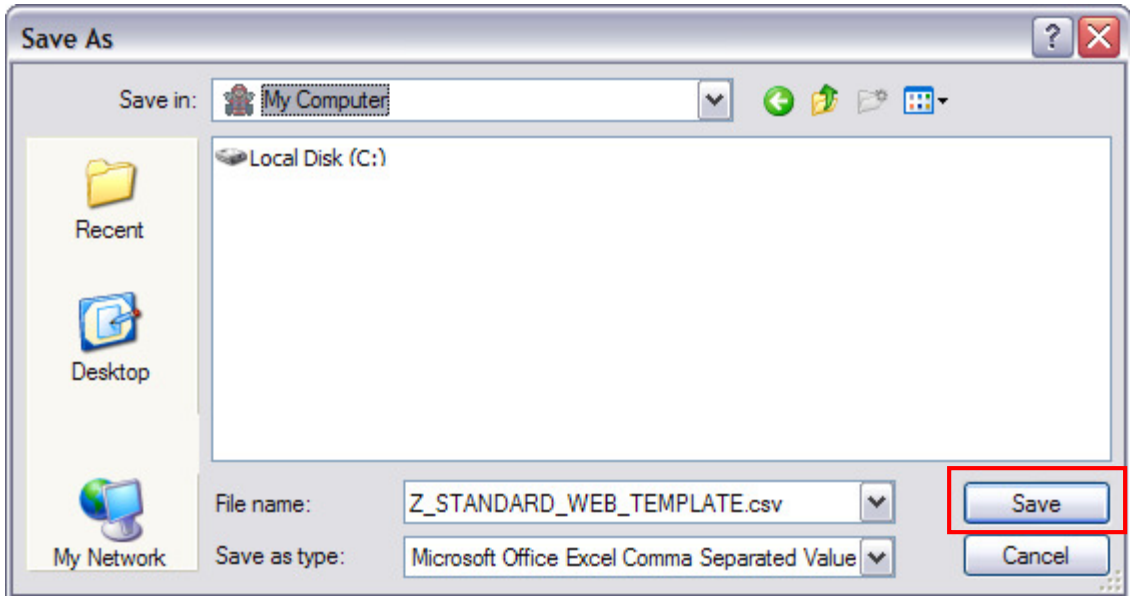


Export to CSV File

To Save a report as a CSV file: from the File Download dialog box, click Save.

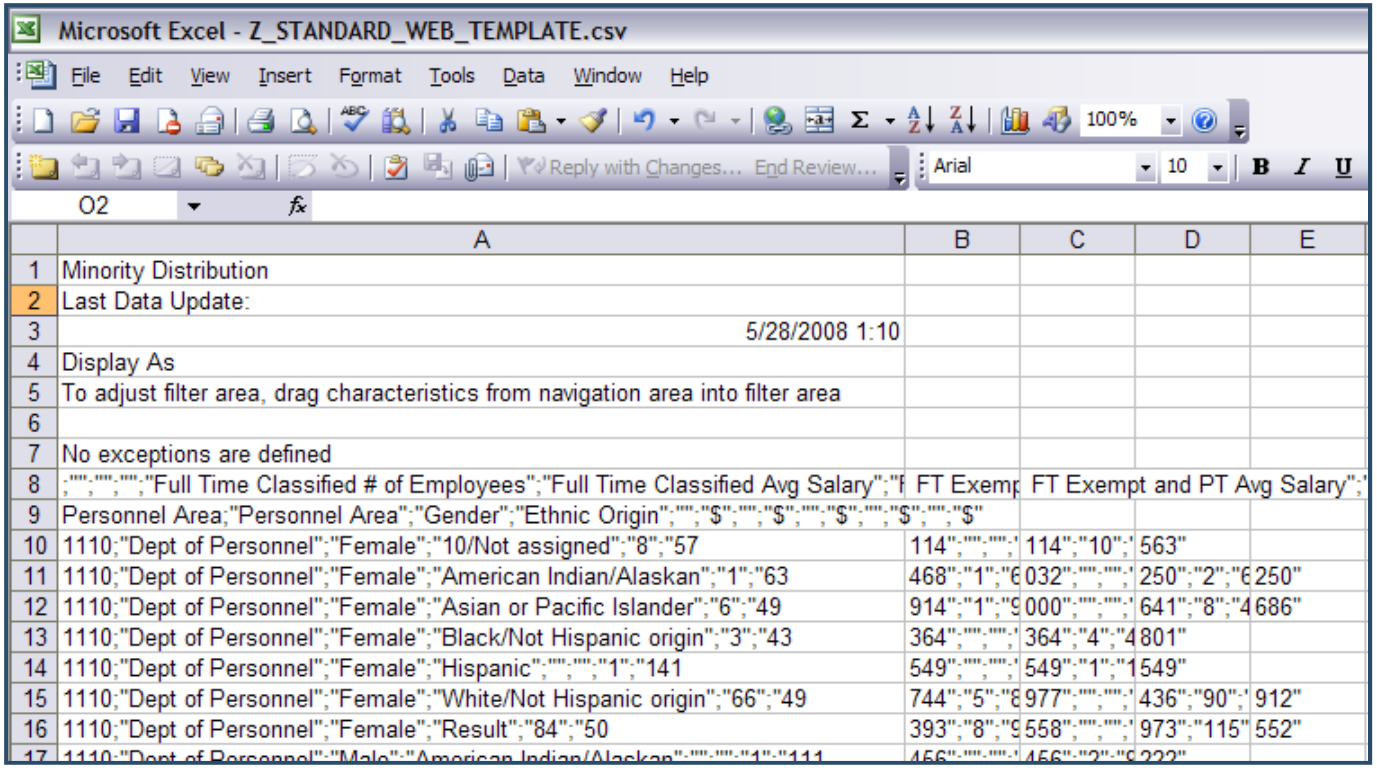


3. Determine where you want to save the report results.
4. Select All Files or Comma Separated Value from the Save as type dropdown listbox. Note: If All Files is not selected, the .csv file will be saved as a MS Excel Worksheet by default.
5. Name the file (include ".csv" at the end).
6. Click Save.



Export to CSV File

7. Locate the CSV file that was saved and open the file.

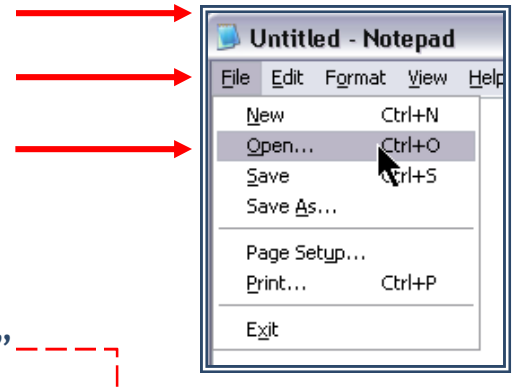


Result: The CSV file is opened in Microsoft Excel.

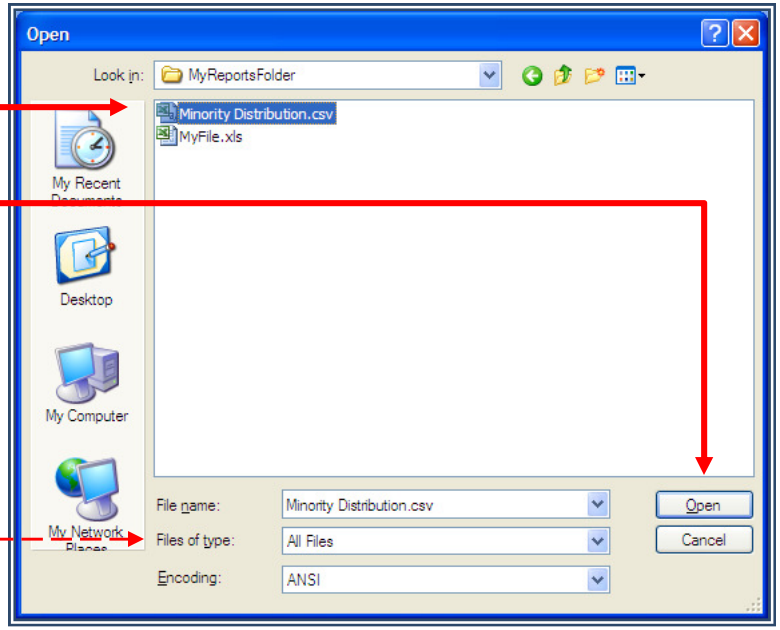
Export to CSV File

The following example shows how to open the saved .csv file from Notepad:

1. Open MS Notepad.
2. Click File from the menu.
3. Click Open.



4. Change the Files of type setting to “All Files” and locate the saved .csv file in the appropriate folder.
5. Once the file has been located, click on it to select.
6. Click Open.



Export to CSV File

Result: Report results have been opened in MS Notepad.

Z_STANDARD_WEB_TEMPLATE.csv - Notepad

File Edit Format View Help

```
["Minority Distribution"
"Last Data Update:"
"05/28/2008 01:10:21"
"Display As"
"To adjust filter area, drag characteristics from navigation area into filter area"
""
"No exceptions are defined"
"";"";"";"";"Full Time Classified # of Employees";"Full Time Classified Avg Salary";"Full Time
"Personnel Area";"Personnel Area";"Gender";"Ethnic Origin";"";"$";"";"$";"";"$";"";"$";"";"$"
"1110";"Dept of Personnel";"Female";"10/Not assigned";"8";"57,114";"";"";"";"";"8";"57,114";"1
"1110";"Dept of Personnel";"Female";"American Indian/Alaskan";"1";"63,468";"1";"61,032";"";"";
"1110";"Dept of Personnel";"Female";"Asian or Pacific Islander";"6";"49,914";"1";"90,000";"";"
"1110";"Dept of Personnel";"Female";"Black/Not Hispanic origin";"3";"43,364";"";"";"";"";"3";"
"1110";"Dept of Personnel";"Female";"Hispanic";"";"";"1";"141,549";"";"";"1";"141,549";"1";"14
"1110";"Dept of Personnel";"Female";"White/Not Hispanic origin";"66";"49,744";"5";"87,977";"";
"1110";"Dept of Personnel";"Female";"Result";"84";"50,393";"8";"91,558";"";"";"92";"53,973";"1
"1110";"Dept of Personnel";"Male";"American Indian/Alaskan";"";"";"1";"111,456";"";"";"1";"111
"1110";"Dept of Personnel";"Male";"Asian or Pacific Islander";"2";"32,970";"";"";"";"";"2";"32
"1110";"Dept of Personnel";"Male";"Black/Not Hispanic origin";"4";"49,902";"";"";"";"";"4";"49
"1110";"Dept of Personnel";"Male";"Hispanic";"3";"43,028";"";"";"";"";"3";"43,028";"3";"43,028
"1110";"Dept of Personnel";"Male";"White/Not Hispanic origin";"16";"54,259";"2";"105,480";"1";
"1110";"Dept of Personnel";"Male";"Result";"25";"50,511";"3";"107,472";"1";"14,268";"29";"55,1
"1110";"Dept of Personnel";"Result";"Result";"109";"50,420";"11";"95,898";"1";"14,268";"121";"
"1111";"Information Services Division";"Female";"Asian or Pacific Islander";"5";"66,125";"";""
"1111";"Information Services Division";"Female";"Black/Not Hispanic origin";"2";"59,106";"";""
"1111";"Information Services Division";"Female";"Hispanic";"1";"60,420";"";"";"";"";"1";"60,42
"1111";"Information Services Division";"Female";"White/Not Hispanic origin";"29";"67,784";"3";
"1111";"Information Services Division";"Female";"Result";"37";"66,891";"3";"100,892";"";"";"40
"1111";"Information Services Division";"Male";"10/Not assigned";"1";"61,956";"";"";"";"";"1";"
"1111";"Information Services Division";"Male";"Asian or Pacific Islander";"2";"64,728";"1";"11
"1111";"Information Services Division";"Male";"Black/Not Hispanic origin";"3";"63,404";"";"";"
"1111";"Information Services Division";"Male";"Hispanic";"1";"53,436";"";"";"";"";"1";"53,436"
"1111";"Information Services Division";"Male";"White/Not Hispanic origin";"24";"71,569";"";"";
"1111";"Information Services Division";"Male";"Result";"31";"69,442";"1";"111,972";"";"";"32";
"1111";"Information Services Division";"Result";"Result";"68";"68,054";"4";"103,662";"";"";"72
"Overall Result";"Overall Result";"Overall Result";"Overall Result";"177";"57,195";"15";"97,96
```

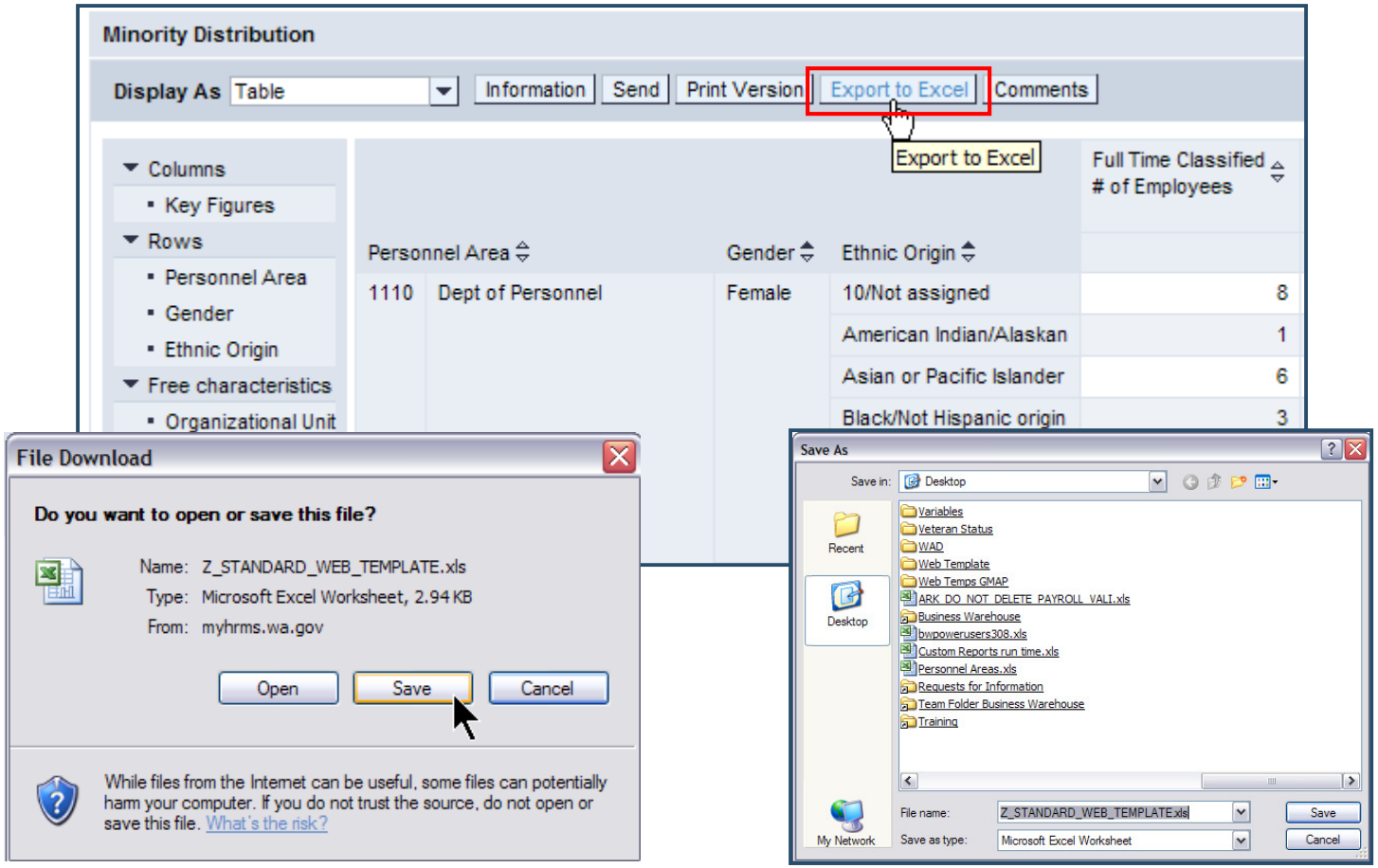
Personnel Area		Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary	Full Time Exempt # of Employees	Full Time Exempt Avg Salary
					$		$
1110	Dept of Personnel	Female	10/Not assigned	8	57,114		
			American Indian/Alaskan	1	63,468	1	61,032
			Asian or Pacific Islander	6	49,914	1	90,000
			Black/Not Hispanic origin	3	43,364		
			Hispanic			1	141,549
			White/Not Hispanic origin	66	49,744	5	87,977
			Result	84	50,393	8	91,558
		Male	American Indian/Alaskan			1	111,456
			Asian or Pacific Islander	2	32,970		
			Black/Not Hispanic origin	4	49,902		
			Hispanic	3	43,028		
			White/Not Hispanic origin	16	54,259	2	105,480
			Result	25	50,511	3	107,472
		Result		109	50,420	11	95,898
1111	Information Services Division	Female	Asian or Pacific Islander	5	66,125		
			Black/Not Hispanic origin	2	59,106		
			Hispanic	1	60,420		
			White/Not Hispanic origin	29	67,784	3	100,892
			Result	37	66,891	3	100,892

SAP/BW/BI exports .csv files as semi-colon separated values.

Export to MS Excel File

The example below describes how to export the results of the Minority Distribution report to MS Excel from the BW/BI Toolbar:

Click on the Export to Excel button on the toolbar

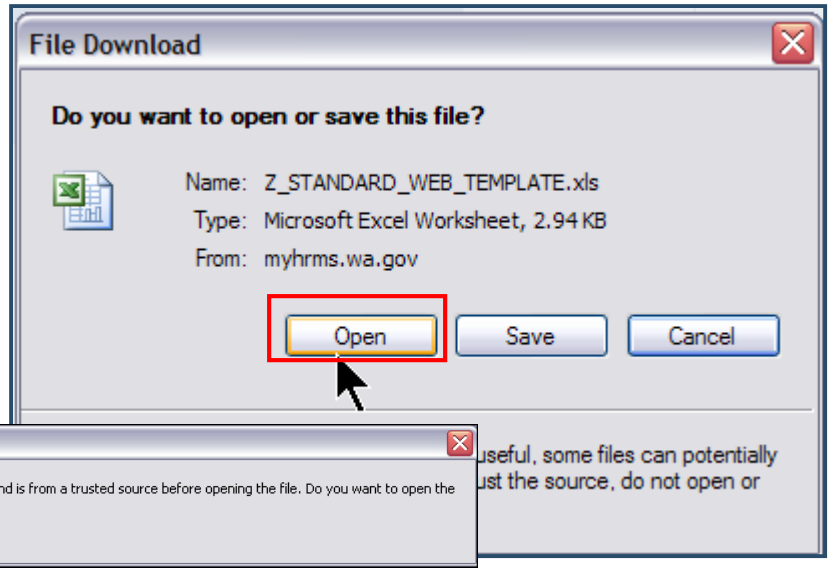


Click Save on the File Download box

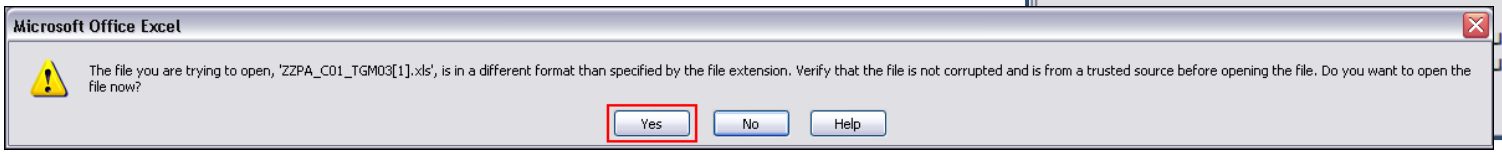
Determine the location for the file to be saved and click Save

Export to MS Excel File

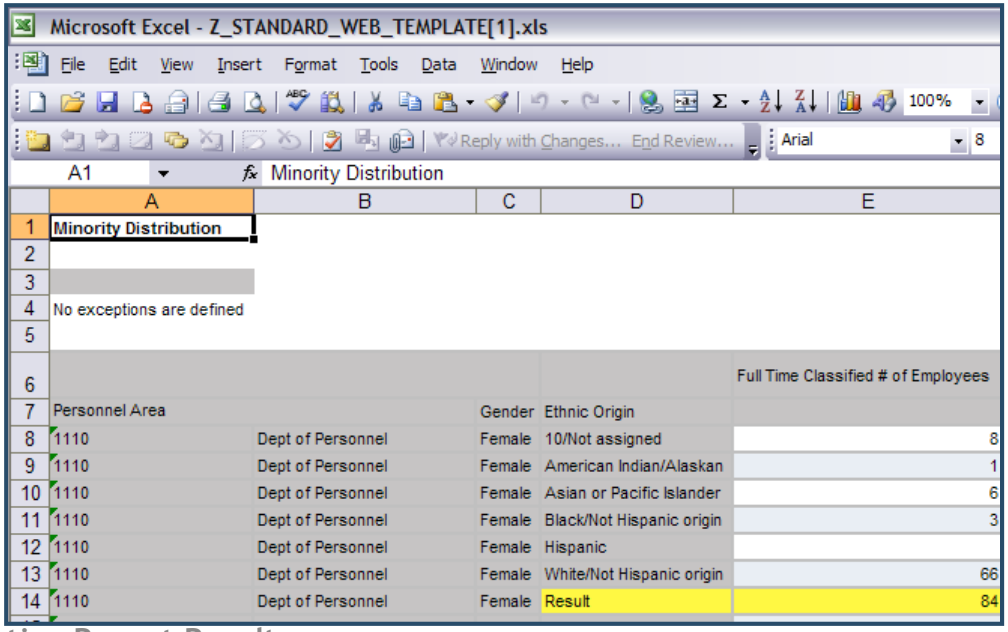
To open the file without saving, from the File Download dialog box, click Open.



You may get a warning about the file being in a different format…click Yes and the file will open.



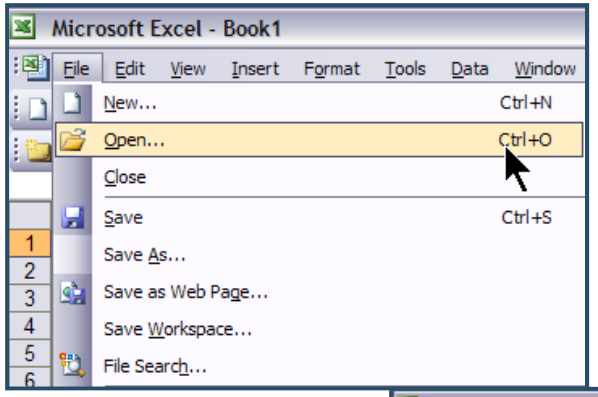
The report will be opened in Microsoft Excel.



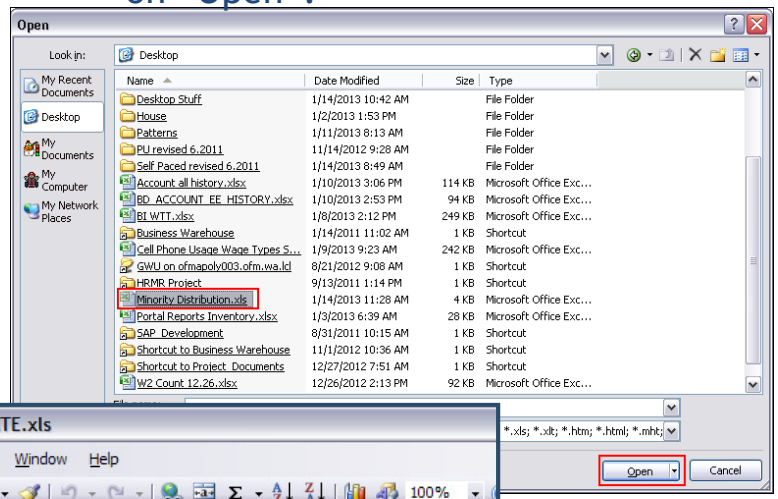
Export to MS Excel File

The following example shows how to open a saved .xls file from MS Excel:

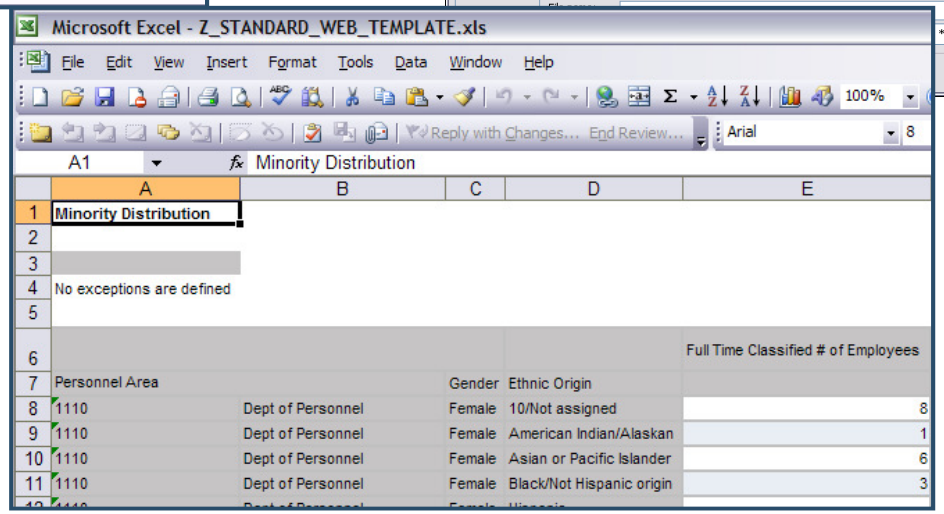
1. In Excel, select File/Open



2. Locate the file, select it, and click on "Open".



3. Result: reports is displayed in Excel

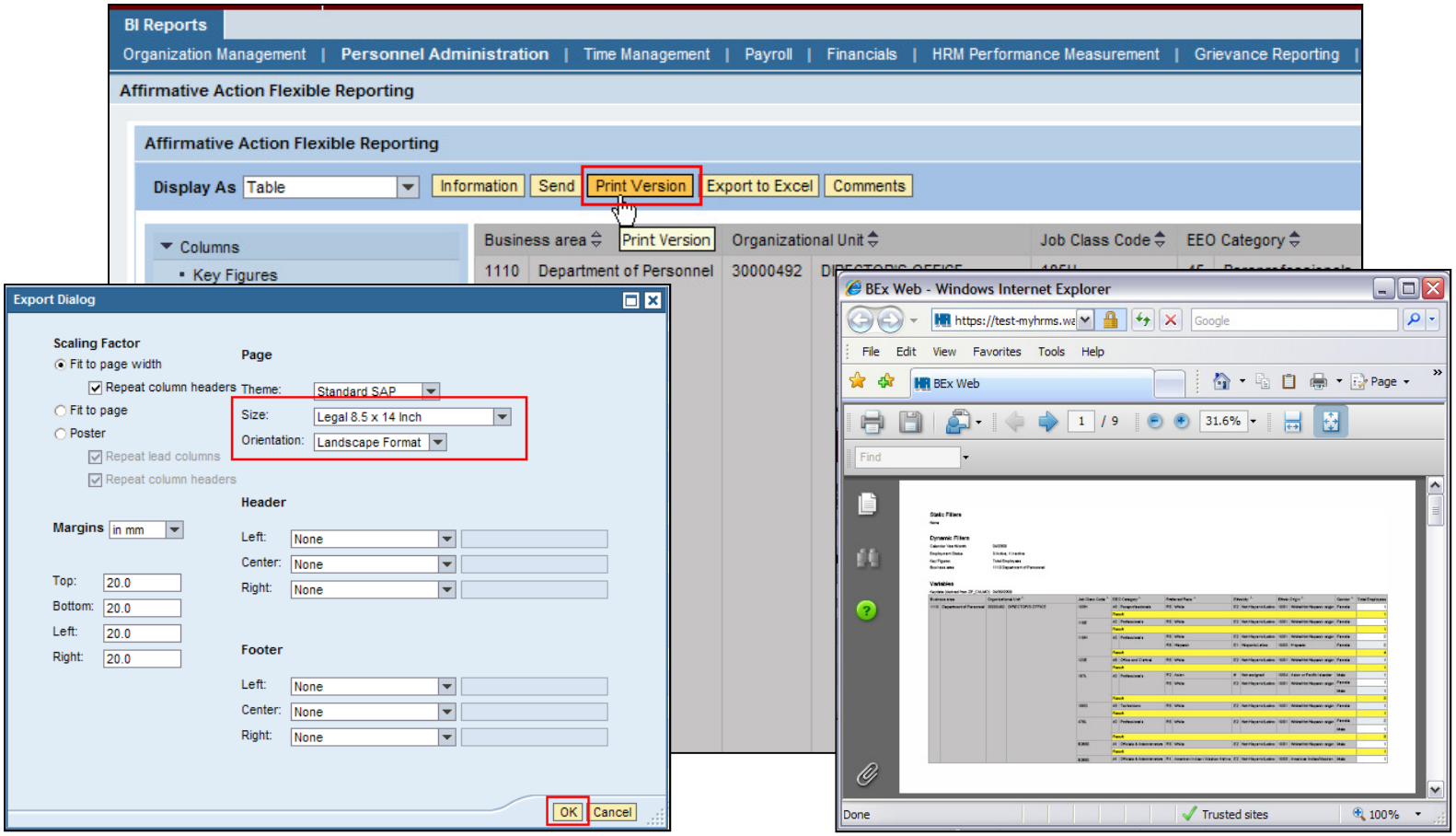


When converting to an MS Excel file, conditions/exceptions, navigational settings and cell formatting are retained upon export.

Export to Adobe PDF

The example below describes how to export the results of a report to a Adobe PDF from the BW/BI Toolbar:

Click on the Print Version button on the toolbar

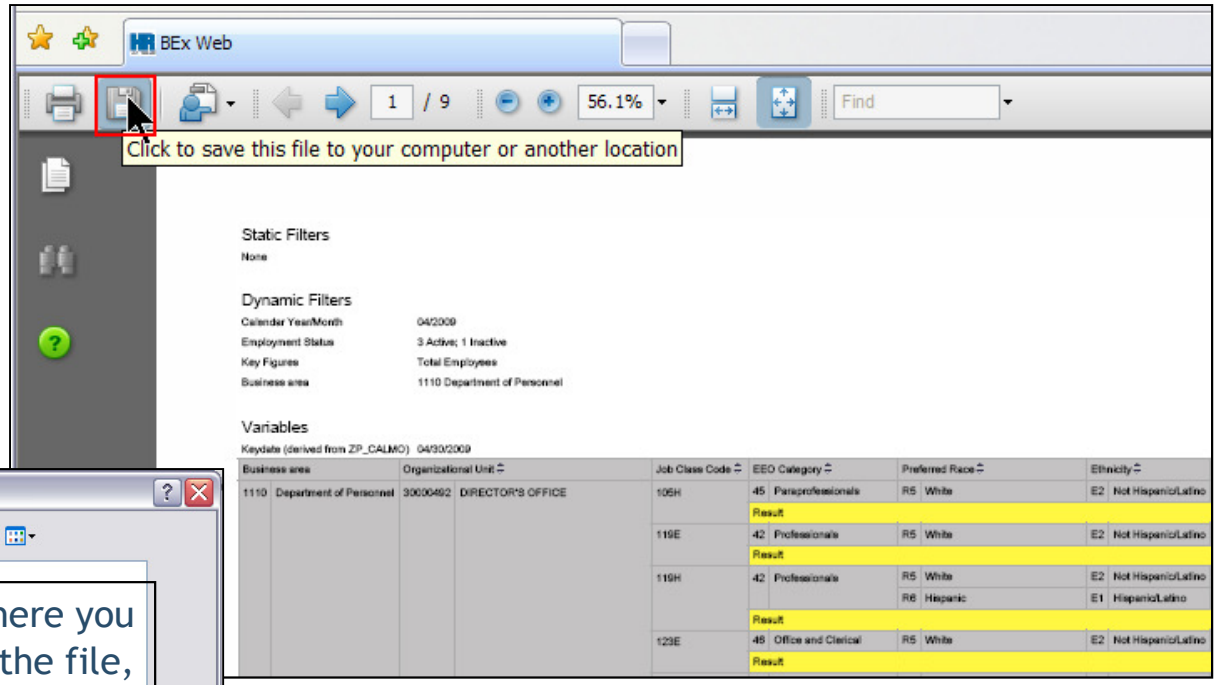


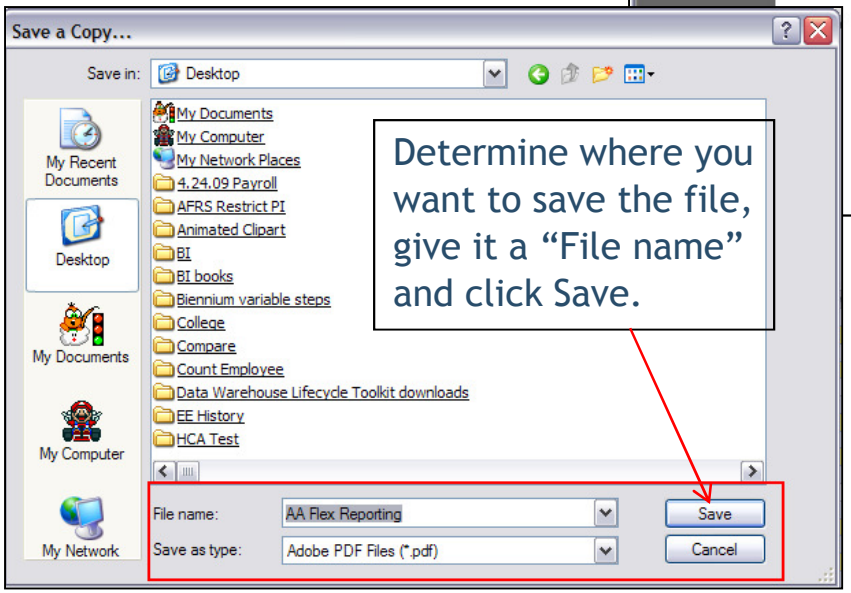
At the Export Dialog box, select the Size and Orientation that you want and click OK.

Report is opened in a new window in PDF format.

Export to Adobe PDF

To save the file, click the Save icon:



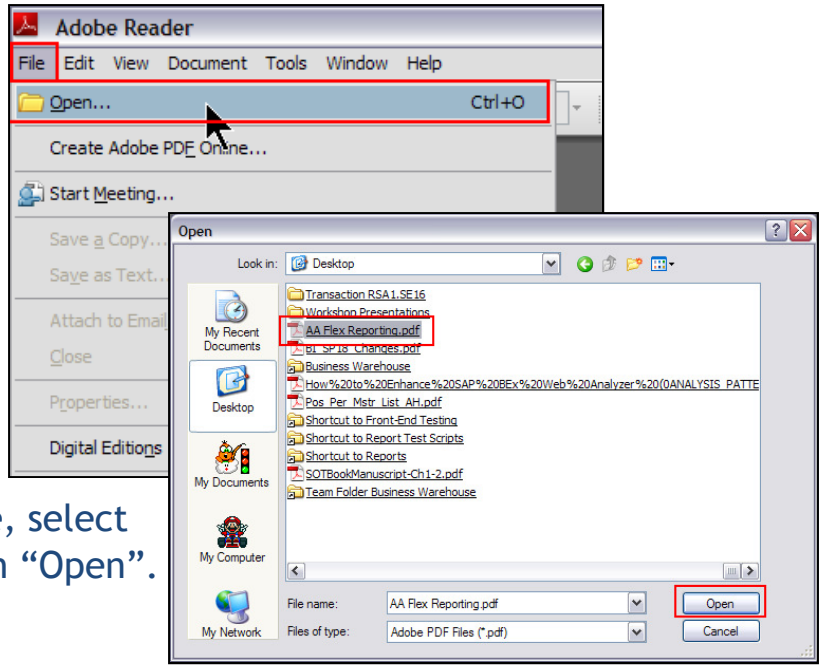


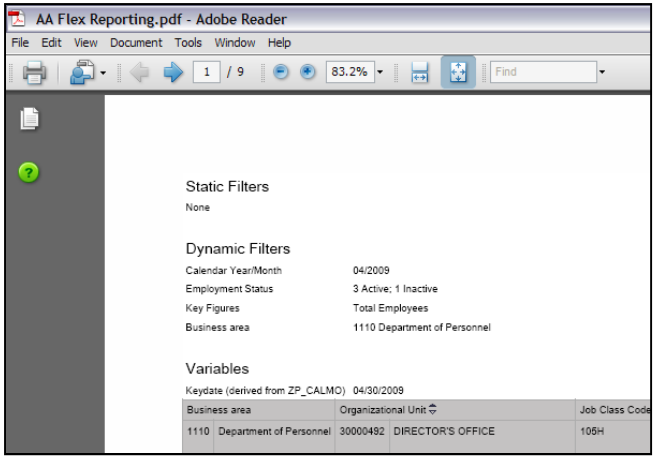
Determine where you want to save the file, give it a "File name" and click Save.

Export to Adobe PDF

The following example shows how to open a saved Adobe PDF:

1. In Adobe, select File/Open:



2. Locate the file, select it, and click on "Open".

3. Result: reports is displayed in Adobe: