

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.

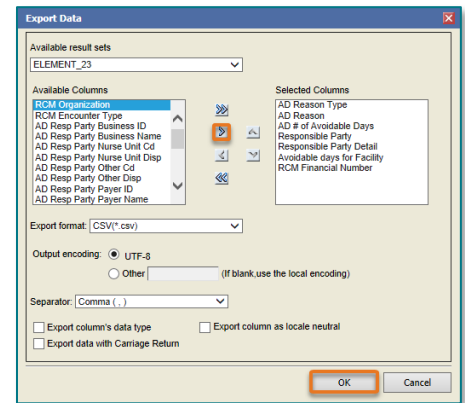
Exporting Data with the Export Data Button

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.

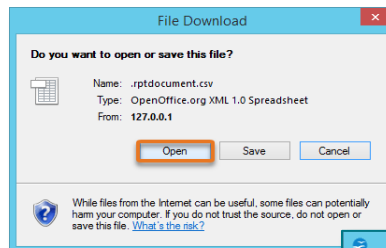
NOTE: Not all reports will have the **Export Data** icon. Reports that result in a spreadsheet-like format, that do not include an **Export Data** icon, can be copied and pasted into an Excel spreadsheet by following the instructions provided in Step 5.

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

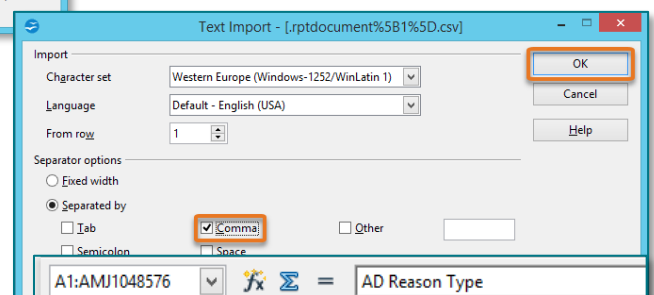
STEP 2: The **Export Data** window will populate. Select the desired columns from the **Available Columns** list by selecting the column name and clicking the right-pointing arrow to bring column into the **Selected Columns** list. Once all desired columns have been selected, click **OK**.



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

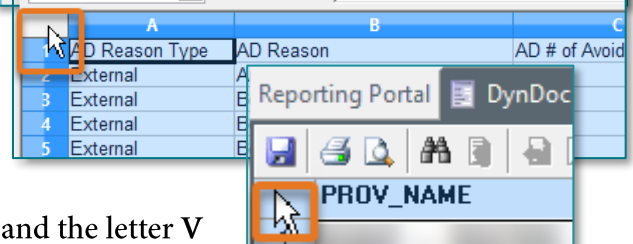


STEP 4: The **Text Import** window will populate. Deselect the Semicolon and Space boxes and select the box next to Comma. Select **OK**.



STEP 5: Select the blank square in the top left of the spreadsheet to highlight the entire document.

- On the keyboard, hold the **Ctrl** key and the letter **C** to copy the data.

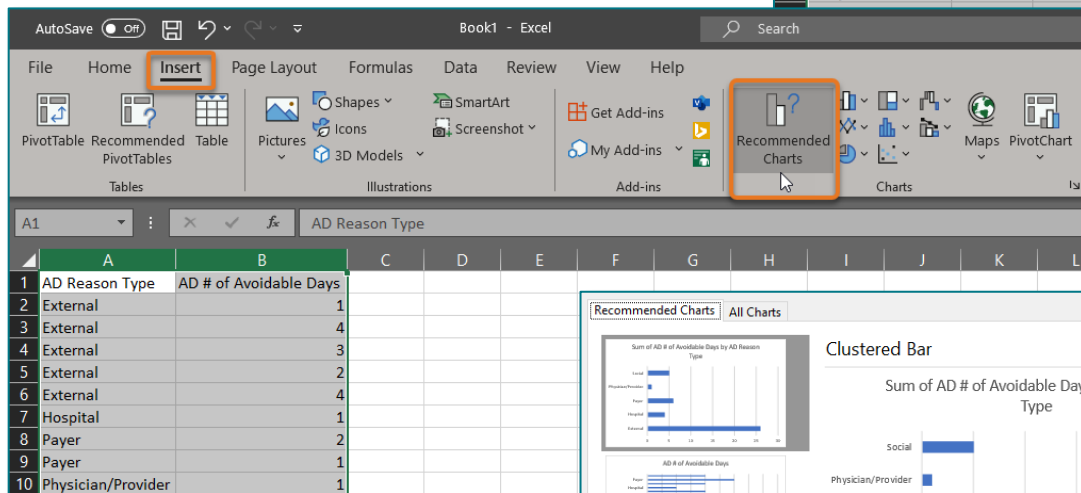


STEP 6: Open a new Excel spreadsheet. Hold the **Ctrl** key and the letter **V** to paste the data in the new spreadsheet.

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.

	A	B	C	D	E
1	AD Reason Type	AD Reason	AD # of Av	Responsib	Responsib
2	External	Ambulance	1	Patient/Fai	0
3	External	Bed Search	4	Patient/Fai	0
4	External	Bed Search	3	Patient/Fai	0
5	External	Bed Search	2	Patient/Fai	0
6	External	Hospice	4	Patient/Fai	0
7	Hospital	Stress Test	1	Patient/Fai	0
			2	Patient/Fai	0
			1	Patient/Fai	0
			1	Patient/Fai	0



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

