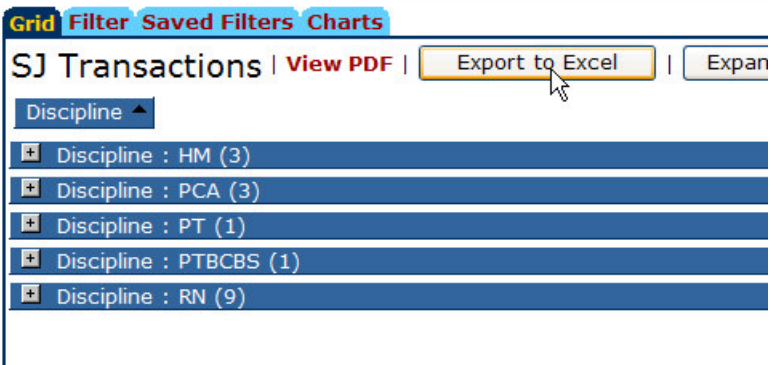
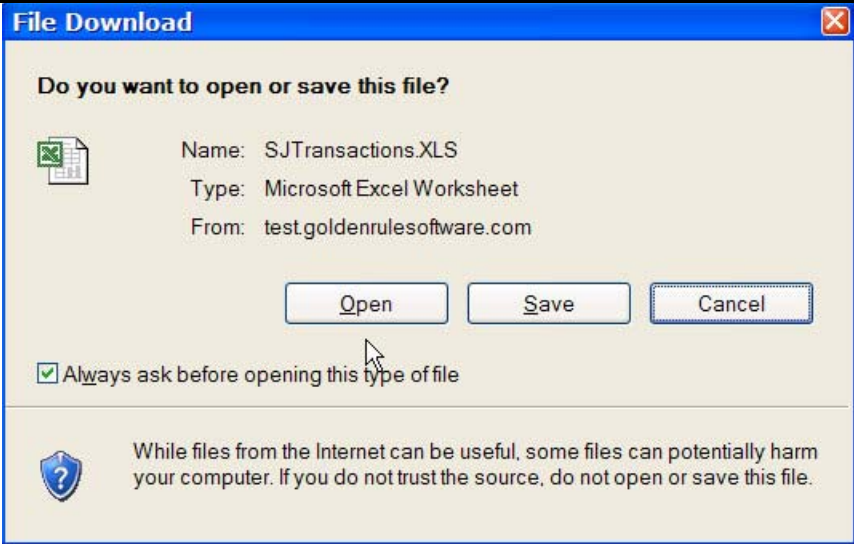
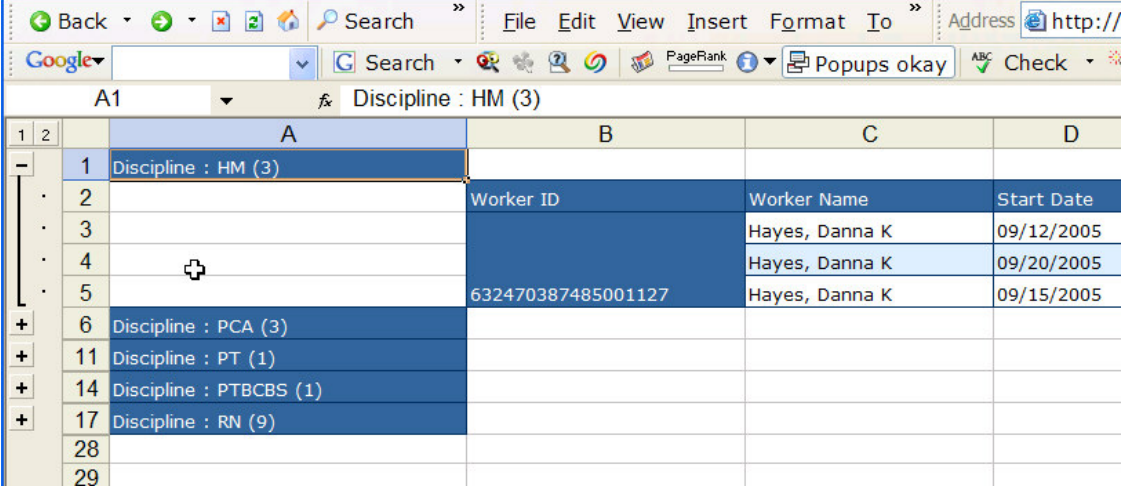


## Instructions to export grid results to Excel

Action / Instruction	Screen Shot																																																												
1. Click [Export to Excel] button at top of grid form.																																																													
2. A dialog box will be displayed allowing a choice of OPEN or SAVE the grid to Excel.																																																													
3. When OPEN is selected, the screen will display typical Excel rows/columns.	 <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Discipline : HM (3)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>Worker ID</td> <td>Worker Name</td> <td>Start Date</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>Hayes, Danna K</td> <td>09/12/2005</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td>Hayes, Danna K</td> <td>09/20/2005</td> </tr> <tr> <td>5</td> <td></td> <td>632470387485001127</td> <td>Hayes, Danna K</td> <td>09/15/2005</td> </tr> <tr> <td>6</td> <td>Discipline : PCA (3)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>Discipline : PT (1)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>14</td> <td>Discipline : PTBCBS (1)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>17</td> <td>Discipline : RN (9)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>28</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>29</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	1	Discipline : HM (3)				2		Worker ID	Worker Name	Start Date	3			Hayes, Danna K	09/12/2005	4			Hayes, Danna K	09/20/2005	5		632470387485001127	Hayes, Danna K	09/15/2005	6	Discipline : PCA (3)				11	Discipline : PT (1)				14	Discipline : PTBCBS (1)				17	Discipline : RN (9)				28					29				
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**Action / Instruction**

4. When SAVE is selected, a dialog box will be displayed to specify filename and location.

**Screen Shot**

