


Download Grid Data to Excel

Overview

Data grids that display a **Download**  button can be saved to a spreadsheet. This allows you to sort or manipulate the data outside of M-Pathways.

Important Information

- If this is your first time using this feature, see Set Browser Security information on page 4 before starting.
- The Download option requires that you have Microsoft Excel software. It is not supported by Apple's Numbers software.

Navigation

A variety of data grids have the option to export the data to Excel, therefore there is no specific navigation path.

Contents

Based on the task, click the appropriate link or refer to the appropriate page from the chart below:

If you need to...	See this page...
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Download Grid Data to Excel

Detail Trans Page

Detail Trans

Business Unit:
ID: 12345678 Pstrain37,Debra

1

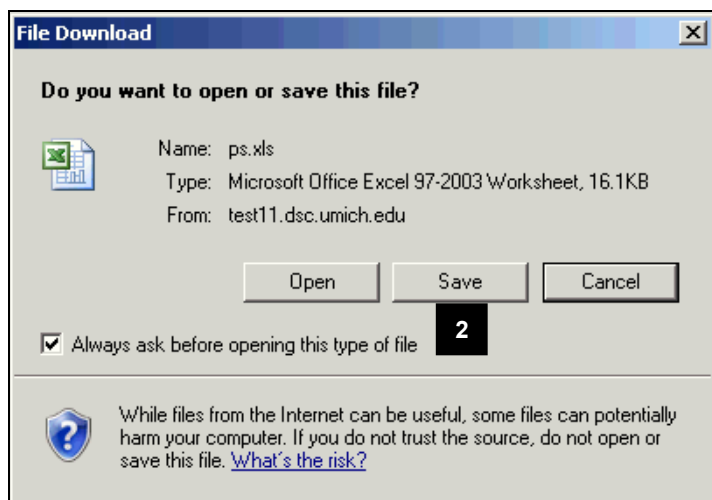
Item Description	Item Detail					
Item Nbr	Line Seq Nbr	Term	Account Nbr	Account Term	Item Type	Item Amt
000000005397573	1	Winter 2004	UMICH001	Winter 2004	CABLEVISION	24.50
000000005397584	1	Spring/Summer 2004	UMICH001	Spring/Summer 2004	MONTHLY RENT - NORTHWOOD V	982.00
000000005397586	1	Spring/Summer 2004	UMICH001	Spring/Summer 2004	HOUSING PAYROLL DEDUCTION	-503.25
000000005397591	1	Spring/Summer 2004	UMICH001	Spring/Summer 2004	HOUSING PAYROLL DEDUCTION	-503.90
000000005397593	1	Spring/Summer 2004	UMICH001	Spring/Summer 2004	CABLEVISION	25.80
000000005397602	1	Fall 2004	UMICH001	Summer 2004	HOUSING PAYROLL DEDUCTION	-30.00
000000005397610	1	Fall 2004	UMICH001	Fall 2004	LATE PAYMENT FEE	30.00
000000005397626	1	Winter 2005	UMICH001	Winter 2005	CABLEVISION	25.80
000000005397633	1	Winter 2005	UMICH001	Winter 2005	CABLEVISION ADJUSTMENT	-12.90
000000005397616	1	Winter 2005	UMICH001	Winter 2005	APARTMENT CHARGE-NW V	982.00
000000005397641	1	Spring/Summer 2005	UMICH001	Spring/Summer 2005	CASHIER'S OFFICE PAYMENT	-587.09
000000005397637	1	Summer 2005	UMICH001	Summer 2005	LATE PAYMENT FEE	30.00

1. Click **Download** .

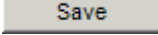
Notes:

- To save the file, go to step 2.
- To open the file, go to step 3.

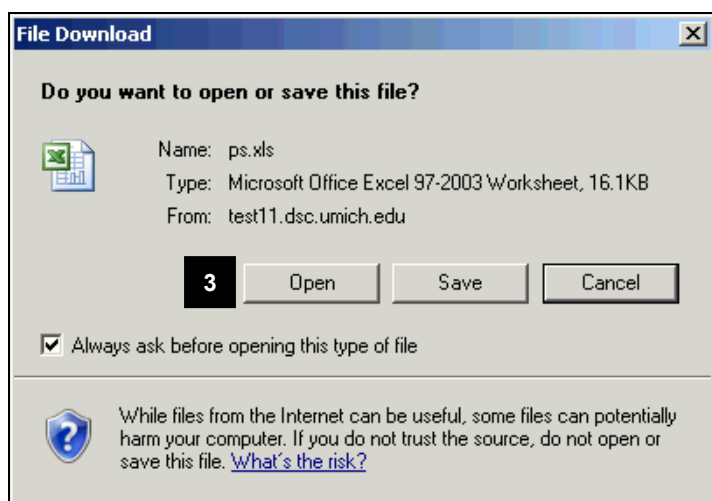
File Download Page



Saving the File

- Click  to save the report as an Excel file in a folder on any computer drive to which you have access.

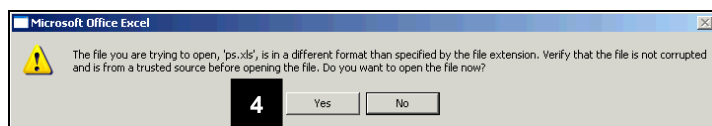
File Download Page



Opening the File

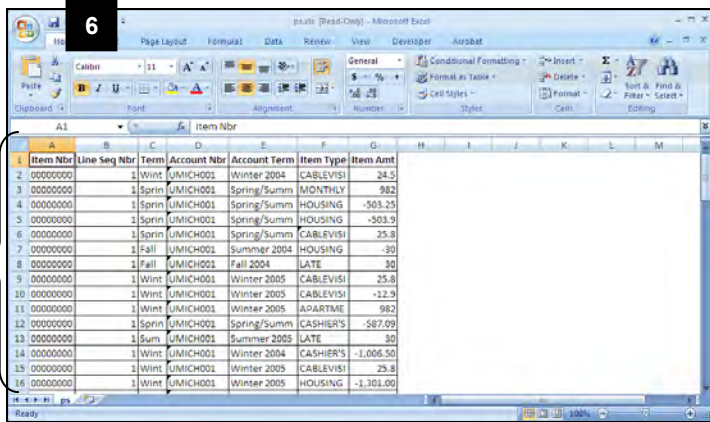
- Click .

Microsoft Office Excel Dialog Box



- If necessary, click  on the Microsoft Office Excel warning message.

Excel Page



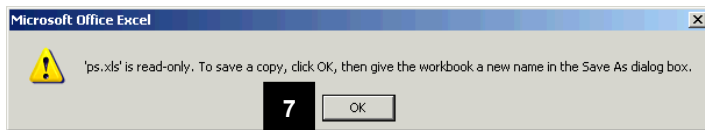
5. View your Excel Report.

Notes:

- When the report opens in Excel, it leaves a blank browser window which needs to be closed separately.
- If you are using a pre-Office 2007 version of Excel, the report may open in the Web browser window. Select **Save As** from the **File** menu to save the report. You can save it in a folder on any computer drive to which you have access.

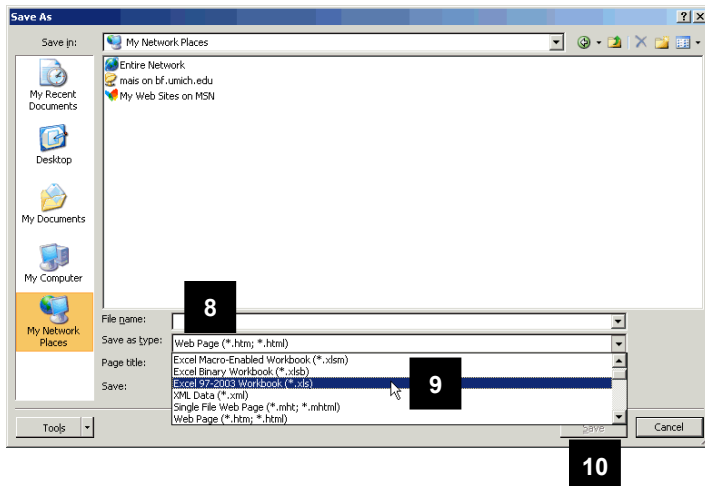
6. Click to save the file.

Microsoft Office Excel Dialog Box



7. If necessary, click on the Microsoft Office Excel dialog box.

Save As Page




8. Type a file name in the **File Name** field.

9. Select an appropriate Excel file type from the drop-down list in the **Save as Type** field (e.g., Excel 97_2003 Workbook (*.xls)).

10. Click .

Additional Information – Set Browser Security

If the **File Download** window does not appear after clicking **Download** , you may need to adjust your Internet Explorer **Security** options to accept File Downloads.

Note: The instructions below are for Internet Explorer on a Windows computer. For instructions on setting security options for Safari in Mac OS, see the [Establishing Safari Web Browser Settings for M-Pathways](#) document on the [Hardware and Software for Macintosh Computers](#) page of the ITS website.

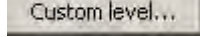
Internet Options – General Page



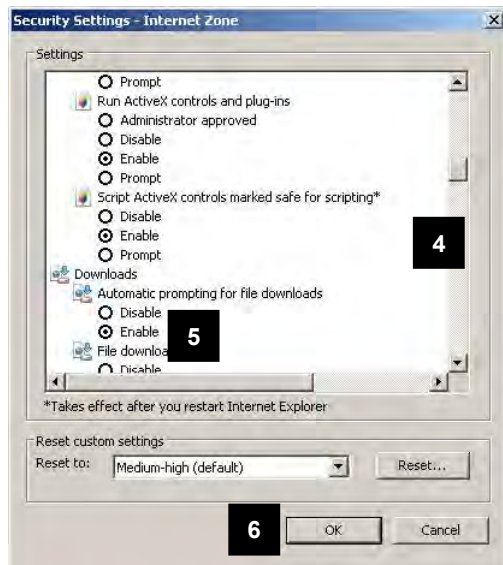
1. Select **Internet Options** from the Internet Explorer **Tools** menu.
2. Click the **Security** tab.


Internet Options – Security Page



3. Click .

Security Settings – Internet Zone Page



4. Under Settings, scroll down to locate **Downloads** section .
5. Turn on the **Enable** radio button from the **Automatic Prompting for file downloads** list.
6. Click .

Internet Options – Security Page



7. Click .