



Quick Reference: Saving Files in CREW

The screenshot shows the CREW web interface with a navigation bar (Home, New Request, Selection Sets, Load Status, System Msgs, Links, Logout) and a date of March 3, 2006. A 'Welcome to CREW' message is displayed for user Daniel C. French (10151884). Below the message is a table of reports with columns: Request Id, Report Code, Report Name, My Request Name, Request Status, Date, and Actions. The Actions column contains icons for CSV, PDF, XLS, and TXT reports, each labeled with a circled letter (A, B, C, D). At the bottom of the interface are buttons for 'Copy to User', 'Create Group', 'Add to Group', 'Cancel Selected', and 'Delete Selected'.

Section	Output Type	Steps
	CSV	<ol style="list-style-type: none"> 1. Click the CSV report icon. 2. In the File dialog box, click the Save button and take note of the path that you save to. 3. Open Excel (Note: If you don't need your file to have leading zero's in its chart segments, can simply open the saved file now.) 4. File > New (if you already have an Excel file open, you can skip this step) 5. From the toolbar go to Data > Import External Data > Import Data 6. Navigate to the folder where you saved your report output and open it. 7. At this point the Text Import Wizard should come up. 8. Choose "Delimited (Fixed is probably the default), > Next. 9. Choose "comma" delimited (you can leave "tab" clicked as well), > Next. 10. Scroll in the Data Preview window to find columns with CoA Segments. 11. Highlight all of the columns with CoA values and choose "Text" radio button > Finish. 12. Select whether to save the results to the currently active document or a new one. Note: Excel will start copying the data in the active cell – if you want to the results to at the very top, place your cursor in cell "A1" first 13. After importing your data, click Save As to save this file in an Excel format.
	PDF	<ol style="list-style-type: none"> 1. Click the PDF report icon. 2. In the browser window, select File > Save As from the menu bar. 3. Select a save location for the file. 4. Enter a filename. 5. Click the Save button.
	XLS	<p>When you open a CREW Excel report in Internet Explorer, it may open using IE's Excel plug-in, not the Excel application. This means that some Excel functions will not work. To save the file so it can be used in Excel, please do the following:</p> <ol style="list-style-type: none"> 1. Click the XLS report icon. 2. In the browser window, select File > Save As from the menu bar. 3. Select a save location for the file. 4. Enter a filename. 5. Click the Save button. 6. Close the IE window. 7. Reopen the file using Excel.
	TXT	<ol style="list-style-type: none"> 1. Click the TXT report icon. 2. In the Notepad application, select File > Save As from the menu bar. 3. Select a save location for the file. 4. Enter a filename. 5. Click the Save button.