




Export a Report

This procedure explains how to export a report that has been opened and export a report that has not yet been opened. It also explains the export options available to the user.

1. If a report has not been opened

- a. Navigate to the report to be exported. See the Navigating Cognos or the View a Report procedures for details.
- b. If in row view, click on the  Action Menu icon at the end of the row and select Run As from the dropdown.
- c. If in tile view, click in the upper right-hand corner of the tile and the  Action Menu icon will display. Select Run As from the dropdown.
- d. Select the report format, such as Excel or Excel data format. See below for detail about all format options.
- e. If the report has prompts, a prompt page is displayed. Enter the prompts to filter the report. Do this for all prompt pages.
- f. A spinning circle will display while the report processes. Be patient.
- g. When the report is done, it will display “Downloading this report in X format” where X is the format selected. it will download the report to a file at the bottom left of the screen. Double-click on the report to open it.

2. If a report is open

- a. If the report displayed does not have the filters desired, for example it displays undergraduate data, but graduate data is desired, re-run the report with the desired filters. See View a Report procedure.
- b. Click the down arrow  next to the triangle on the edit toolbar in the upper left-hand corner of the screen. Don't click the triangle!
- c. Select the report format, such as Excel or Excel data format. See below for detail about all format options.
- d. A spinning circle will display while the report processes. Be patient.
- e. When the report is done, it will display “Downloading this report in X format” where X is the format selected. it will download the report to a file at the bottom left of the screen. Double-click on the report to open it.



- **Report Format Options**

- HTML:** This is the default format and will display the report on a web page.
- PDF:** This format will export the report in PDF format which will create a static view of the report with all formatting intact. It may have to display a row on multiple pages depending on the width of the report. For that reason, many of ISU's reports do not display well in PDF format.
- Excel:** This format will export the report as an .xlsx document with all the images, color, and extra formatting displayed such as in the HTML format (web page). Sometimes a report must be exported in Excel format instead of Excel data format so all the report data will display due to how the report was designed. The column widths of these reports sometimes are too wide and may need to be adjusted after the report is opened in Excel.
- Excel data:** This format will export the report as an .xlsx document with only the tabular data. It will have no extra formatting, images, color, or prompt data that may be on the HTML format (web page) or the Excel format. If the report has any totals or count summaries at the bottom of the report, they are displayed at the end of the columns, each in its own column. Any additional header information other than column names are not exported. If the report is designed to group multiple fields in one cell, this format will put each field in its own column.
- CSV:** This format will export the report in a .csv (comma separated value) document with only tabular data. This is most commonly selected when using a program other than Excel. It will have no extra formatting, images, color, or prompt data that may be on the HTML format (web page) or the Excel format. Each row in the report is a row in the output with each column separated by a comma. The first row has all the header titles comma separated. Any additional header information other than column names are not exported.
- XML:** This format will export the report as an .xml document.