

## Downloading Report Data



The Web View download function lets you save an entire report or a selected range of pages in a file for use in other applications.

You can save report data in five different formats--ASCII Text (.txt), Comma Delimited (.csv), Data Interchange Format (.dif), Symbolic Link or SYLK (.slk), and Adobe Acrobat PDF (.pdf).

Use the SYLK format to download to Excel; the Excel format itself is not available.

Since PDF is a common destination format, a separate icon is also available for downloading to PDF. To download a report to PDF so you can print it locally, use the **Print** icon.


You must have at least **Distribute** permission for the report to download a generation.

### HOW?

Locate and open the desired report generation. It will open in the Vista Plus report viewer window, unless it is a TransVue file.


You can “tag” desired pages by clicking the  button.. When a report contains tagged pages they are automatically entered in the Pages field of the download pane.


To download as a .csv or .slk file the report generation must have columns. See Create Columns in the User Guide or use the Vista Plus “Help” feature.

When you are ready to download click the download  icon.

Name your file and select the file type; if necessary update the Page range; select the desired options. Options are enabled based on the file type selection.

You have the option of creating a link which you can then use to either open or save the downloaded file. If you don't create the link, the file will either be opened directly in a browser window or you will be asked if you want to save or open the file; this behavior is controlled by your browser and operating system settings. If the file is opened automatically, you will be able to use the **Save As** option in the application to save it.

 **User Tip.** The .csv, .dif, and .slk file formats accept data in column format. You must use define columns for the report before downloading to any of these formats. If there are no columns defined, you cannot download data to these file types.

 **Note.** You can designate columns as containing either text or numbers; the data in the column will be downloaded in that format. The Vista Plus Windows Client also allows you to specify columns as containing dates, but Web View does not support the date format. Data in columns defined as dates in the Windows Client is downloaded as text.