

How to create a CSV file (Spreadsheet)

At times the user may wish to modify the report (such as sorting into different orders) so it is advantageous to be able to produce the output in a format that is able to be manipulated.

This is done by using the CSV (**comma separated value**) function instead of the PDF function. The CSV will produce the output in a spreadsheet against which any spreadsheet function can then be applied (mathematical functions, sorting, business functions).

To create a CSV file:



- Access the required file option through the **Reports** menu
- Enter the required report criteria
- Select CSV for Report Layout
- Schedule the report
- Review the output from **My Reports** (and manipulate as required)


Go to **Reports** and enter required criteria

Click the **Schedule Report** button to run the report and access the completed report through **My Reports** option (unless sent to an email address).

My Reports

Note: In order to view the reports you'll need WinZip to extract them or Acrobat Reader to read them. These products can be downloaded by using the following links:

My reports since : 



My report with ID :


Report ID	Get the report	Report name	Status	Report size(in bytes)	Requested time	Start time	End time
690489	Download	1A	COMPLETED	823	21 Apr 2008 14:39:57	21 Apr 2008 14:40:00	21 Apr 2008 14:40:00

Review the report (click download), then open the file.

My Reports

Note: In order to view the reports you'll need WinZip to extract them or Acrobat Reader to read them. These products can be downloaded by using the following links:


My reports since : 


My report with ID :


Report ID	Get the report	Report name	Status	Report size(in bytes)	Requested time	Start time	End time
690489	Download	1A	COMPLETED	823	21 Apr 2008 14:39:57	21 Apr 2008 14:40:00	21 Apr 2008 14:40:00

File Download

Do you want to open or save this file?

 Name: 1a-21-Apr-2008.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: products.dev.schools.nsw.edu.au

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



	A	B	C	D	E
1	St Leonards Public School				
2					
3	1A				
4					
5	STUDENT CRITERIA				
6	=====				
7	Student Group Offer = 1A				
8	Calendar year = 2008				
9	Registration Status = Enrolled(In Attendance	Leaving	Suspended)		
10	Student Status = ACT - Active				
11	Group Membership = are current members				
12					
13					
14	SRN	First Name	Family Name		
15	4E+08	Katherine	Burgess		
16	4E+08	Xue Tian	Chen		
17	4E+08	Aiyana	Debello		
18	4E+08	Haowen	Gao		
19	4E+08	Emma	Griffin		
20	4E+08	Sung Min	Hong		
21	4.28E+08	Dahyun	Kim		
22	4E+08	Hanna	Lee		
23	4E+08	Shidharto	Majumder		
24	4E+08	Matthew	McDonald		
25	4E+08	Boris	Mukhamadyarov		
26	4E+08	Angela	O'Connell		
27	4E+08	Kai	O'Halloran		

When first opened the file, the fields may be truncated because of the spreadsheet format. It is a relatively simple task to expand the fields to display the full set of data.

Use Ctrl + A to select all the cells in the spreadsheet (and make them go blue), position the cursor between the A and B columns. The cursor will change shape. Then double click to expand ALL the fields.

	A	B	C	D
1	St Leonards Public School			
2				
3	1A			
4				
5	STUDENT CRITERIA			
6	=====			
7	Student Group Offer = 1A			
8	Calendar year = 2008			
9	Registration Status = Enrolled(In Attendance	Leaving	Suspended)	
10	Student Status = ACT - Active			
11	Group Membership = are current members			
12				
13				
14	SRN	First Name	Family Name	
15		400073023	Katherine Burgess	
16		400073392	Xue Tian Chen	
17		400073660	Aiyana Debello	
18		400074101	Haowen Gao	
19		400074224	Emma Griffin	
20		400074551	Sung Min Hong	
21		428188641	Dahyun Kim	
22		400075662	Hanna Lee	
23		400076316	Shidharto Majumder	
24		400076430	Matthew McDonald	
25		400076596	Boris Mukhamadyarov	
26		400076821	Angela O'Connell	
27		400076880	Kai O'Halloran	
28		400077061	Dongyi Pan	
29		400077398	Zara Yi Perrott	
30		400078181	Chuan-Jen Su	
31		400078190	Harry Su	
32		400079145	Eric Xu	
33		400079307	Rishaw Yano	

When expanded the fields are fully readable. At this point the user can manipulate the data using normal spreadsheet techniques.