

## Record Downloading Instructions: SPARC Custom Reporting Tool

In addition to viewing the results of your Custom Reports on-screen, the SPARC Custom Reporting Tool allows you to download the records to a Text (.txt) file. The following instructions explain how to download the records and convert them to an Excel (.xls) file, where they may be easily formatted and manipulated.

1. Once you have run a search and are viewing the results page, click the Download link above your records table.
2. A box will pop up, asking if you would like to Open or Save the file – select ‘Save’.
3. Name the file so you will recognize it, and place it on your Desktop or another readily available location – it is only temporary.
4. A box will pop up to tell you that the download is complete; Click Close.
5. Open the Excel program.
6. Choose ‘Open...’ from the File menu; Select “All Files \*.\*” from the pull-down menu at the bottom of this window (entitled *Files of Type:* )
7. Locate and open the temporary file that you just saved.
8. A *Text Import Wizard* window will open.
  - Make sure that the button next to ‘Delimited’ has been selected; all other information can be left as-is – click Next (in the bottom right).
  - In the Delimiters section, de-select ‘Tab’ and select ‘Other’; In the box next to ‘Other’, enter the pipe character ( | ) *The pipe is found on the key above Enter, when pressed in combination with the Shift key.*
  - After clicking 'Next', you will reach the final screen. This allows you to select the data type of each column. It is very important that you select a column data format of 'Text' for the Proposal ID field (CIP and CHESS are also recommended) before clicking 'Finish'
9. All of the records from your search will be imported into an Excel table – save this file. You may now re-order, calculate, or perform any other manipulations allowed by the Excel program.

*Questions? Contact:*

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