

BeAware Corporate Edition

Export Data To Excel

To export a report to Excel with the recorded information, please do the following:

1. Select the category you want to send to Excel (Ex. Applications)
2. Click the Print button
3. Select Print <Category> Summary (Ex. Print Applications Summary)
4. When the HTML page opens, click on File
5. Select Save
6. Name file as you want it titled (Ex. BCE Applications)
7. Save As Web Page (HTML Only)
8. Open Excel
9. Click File
10. Select Open
11. Open the file that you saved