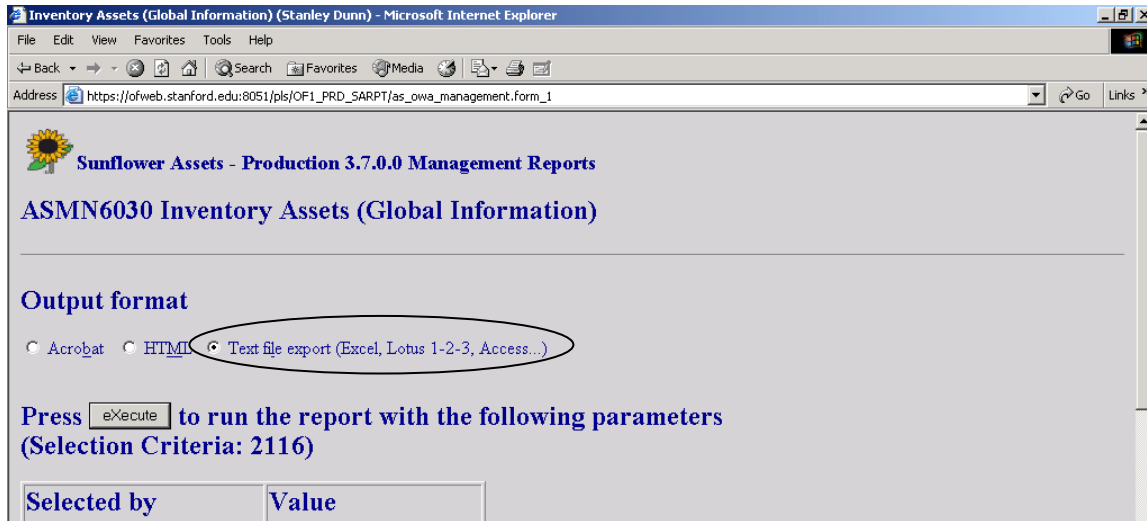# Section 8

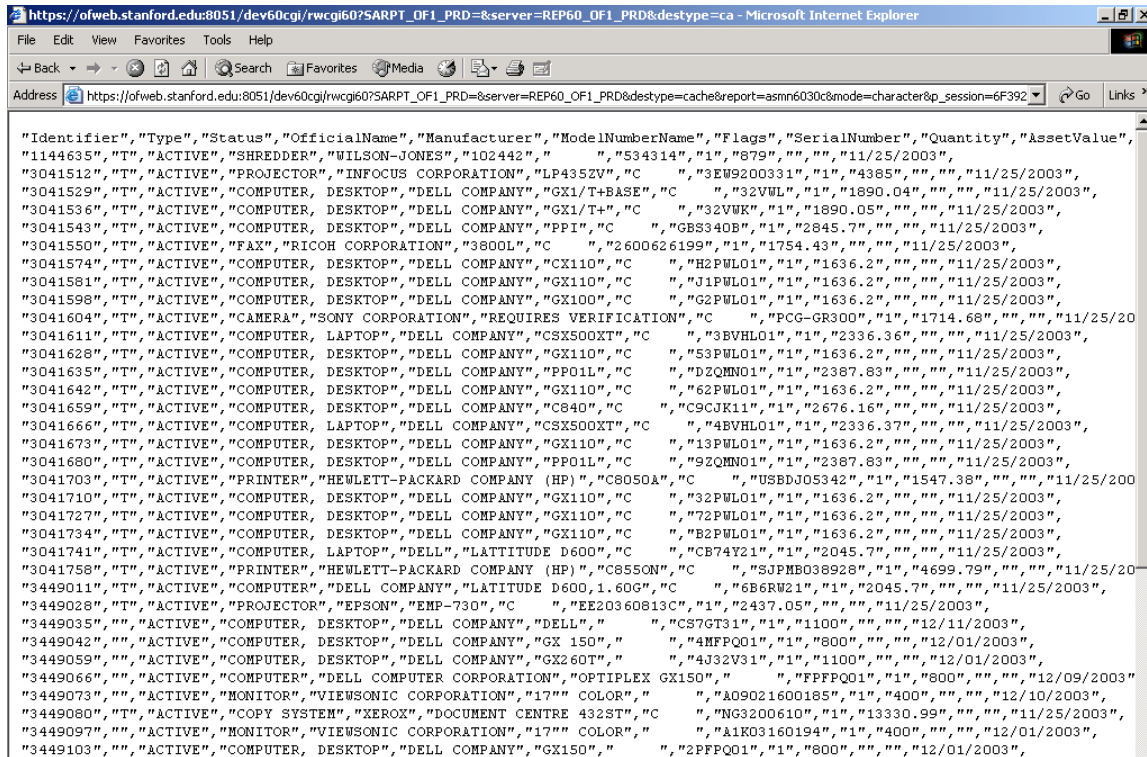# Exporting Reports from Sunflower to Excel

(Note: This assumes basic understanding of Excel)
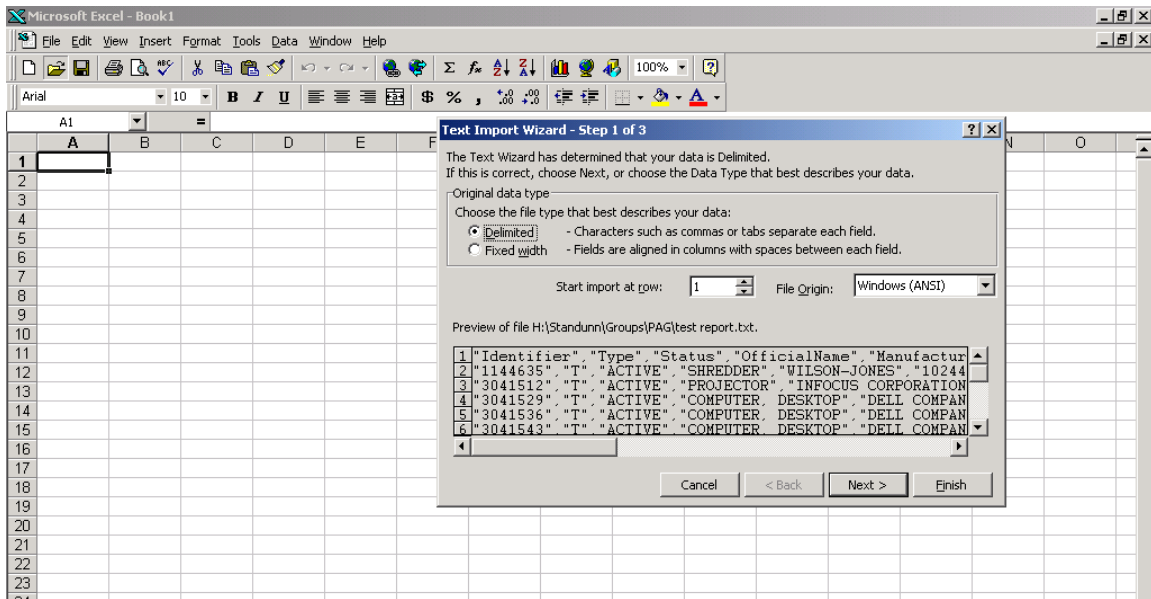
Sunflower User's Guide

Once a report is run in Sunflower, and the output selection is "Text file export", click the "eXecute" button.

You'll see a report that will look similar to this:

Save the file as a text file, then open Excel and open the file with Excel. You'll get a pop-up box ("text import wizard"):

The default setting is correct, you want "delimited" file type to be checked. Click "Next" and you get another screen:
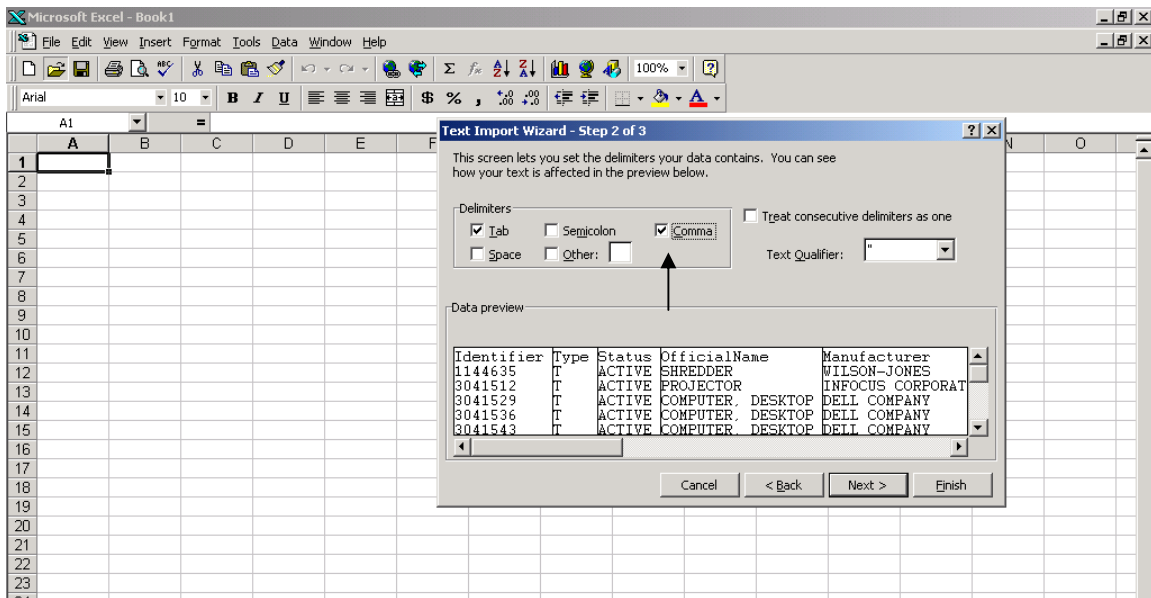
Here you must change the default by clicking the "Comma" box, indicating that your file is delimited by using commas in the data strings. Click "Next" again. You may scroll to the right to double-check that the alignment of the columns is correct, but the system seems to do this without errors. When satisfied it is all right, click "Finished". You should now have a proper Excel spreadsheet:

Microsoft Excel - test report
File Edit View Insert Format Tools Data Window Help

Arial 10 B I U $ %

A1 = Identifier

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Identifier	Type	Status	OfficialNan	Manufactu	ModelNum	Flags	SerialNum	Quantity	AssetValu	UnitOfMea	LongDescr	EffectiveDate		
2	1144635	T	ACTIVE	SHREDDE	WILSON-J	102442		534314	1	879			11/25/2003		
3	3041512	T	ACTIVE	PROJECT	INFOCUS	LP435ZV	C	3EW92003		4385			11/25/2003		
4	3041529	T	ACTIVE	COMPUTE	DELL CON	GX1/T+BA	C	32VWL	1	1890.04			11/25/2003		
5	3041536	T	ACTIVE	COMPUTE	DELL CON	GX1/T+	C	32VWK	1	1890.05			11/25/2003		
6	3041543	T	ACTIVE	COMPUTE	DELL CON	PPI	C	GBS340B	1	2845.7			11/25/2003		
7	3041550	T	ACTIVE	FAX	RICOH CC	3800L	C	2.6E+09	1	1754.43			11/25/2003		
8	3041574	T	ACTIVE	COMPUTE	DELL CON	CX110	C	H2PWL01	1	1636.2			11/25/2003		
9	3041581	T	ACTIVE	COMPUTE	DELL CON	GX110	C	J1PWL01	1	1636.2			11/25/2003		
10	3041598	T	ACTIVE	COMPUTE	DELL CON	GX100	C	G2PWL01	1	1636.2			11/25/2003		
11	3041604	T	ACTIVE	CAMERA	SONY CO	REQUIRES	C	PCG-GR3(	1	1714.68			11/25/2003		
12	3041611	T	ACTIVE	COMPUTE	DELL CON	CSX500XT	C	3BVHL01	1	2336.36			11/25/2003		
13	3041628	T	ACTIVE	COMPUTE	DELL CON	GX110	C	53PWL01	1	1636.2			11/25/2003		
14	3041635	T	ACTIVE	COMPUTE	DELL CON	PP01L	C	DZQMN01	1	2387.83			11/25/2003		
15	3041642	T	ACTIVE	COMPUTE	DELL CON	GX110	C	62PWL01	1	1636.2			11/25/2003		
16	3041659	T	ACTIVE	COMPUTE	DELL CON	C840	C	C9CJK11	1	2676.16			11/25/2003		
17	3041666	T	ACTIVE	COMPUTE	DELL CON	CSX500XT	C	4BVHL01	1	2336.37			11/25/2003		
18	3041673	T	ACTIVE	COMPUTE	DELL CON	GX110	C	13PWL01	1	1636.2			11/25/2003		
19	3041680	T	ACTIVE	COMPUTE	DELL CON	PP01L	C	9ZQMN01	1	2387.83			11/25/2003		
20	3041703	T	ACTIVE	PRINTER	HEWLETT	C8050A	C	USBDJ053	1	1547.38			11/25/2003		
21	3041710	T	ACTIVE	COMPUTE	DELL CON	GX110	C	32PWL01	1	1636.2			11/25/2003		
22	3041727	T	ACTIVE	COMPUTE	DELL CON	GX110	C	72PWL01	1	1636.2			11/25/2003		

The columns are not expanded. They are all at their default 8.43 width. To expand the columns so each is the width of the longest data entry, click the upper right-hand corner to "select" the entire worksheet, then place the cursor between two columns (so double-arrow appears) and double-click.

Microsoft Excel - test report
File Edit View Insert Format Tools Data Window Help

Arial 10 B I U $ %

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5	3041536	T	ACTIVE	COMPUTE	DELL CON	GX1/T+	C	32VWK	1	1890.05			11/25/2003		
6	3041543	T	ACTIVE	COMPUTE	DELL CON	PPI	C	GBS340B	1	2845.7			11/25/2003		
7	3041550	T	ACTIVE	FAX	RICOH CC	3800L	C	2.6E+09	1	1754.43			11/25/2003		
8	3041574	T	ACTIVE	COMPUTE	DELL CON	CX110	C	H2PWL01	1	1636.2			11/25/2003		
9	3041581	T	ACTIVE	COMPUTE	DELL CON	GX110	C	J1PWL01	1	1636.2			11/25/2003		
10	3041598	T	ACTIVE	COMPUTE	DELL CON	GX100	C	G2PWL01	1	1636.2			11/25/2003		
11	3041604	T	ACTIVE	CAMERA	SONY CO	REQUIRES	C	PCG-GR3(	1	1714.68			11/25/2003		
12	3041611	T	ACTIVE	COMPUTE	DELL CON	CSX500XT	C	3BVHL01	1	2336.36			11/25/2003		
13	3041628	T	ACTIVE	COMPUTE	DELL CON	GX110	C	53PWL01	1	1636.2			11/25/2003		
14	3041635	T	ACTIVE	COMPUTE	DELL CON	PP01L	C	DZQMN01	1	2387.83			11/25/2003		
15	3041642	T	ACTIVE	COMPUTE	DELL CON	GX110	C	62PWL01	1	1636.2			11/25/2003		
16	3041659	T	ACTIVE	COMPUTE	DELL CON	C840	C	C9CJK11	1	2676.16			11/25/2003		
17	3041666	T	ACTIVE	COMPUTE	DELL CON	CSX500XT	C	4BVHL01	1	2336.37			11/25/2003		
18	3041673	T	ACTIVE	COMPUTE	DELL CON	GX110	C	13PWL01	1	1636.2			11/25/2003		
19	3041680	T	ACTIVE	COMPUTE	DELL CON	PP01L	C	9ZQMN01	1	2387.83			11/25/2003		
20	3041703	T	ACTIVE	PRINTER	HEWLETT	C8050A	C	USBDJ053	1	1547.38			11/25/2003		
21	3041710	T	ACTIVE	COMPUTE	DELL CON	GX110	C	32PWL01	1	1636.2			11/25/2003		
22	3041727	T	ACTIVE	COMPUTE	DELL CON	GX110	C	72PWL01	1	1636.2			11/25/2003		
23	3041734	T	ACTIVE	COMPUTE	DELL CON	GX110	C	B2PWL01	1	1636.2			11/25/2003		
24	3041741	T	ACTIVE	COMPUTE	DELL	LATTITUDE	C	CB74Y21	1	2045.7			11/25/2003		

Now all of your columns should be properly aligned, and the spreadsheet complete. Then you can sort, format the sheet, text, etc as you wish.