

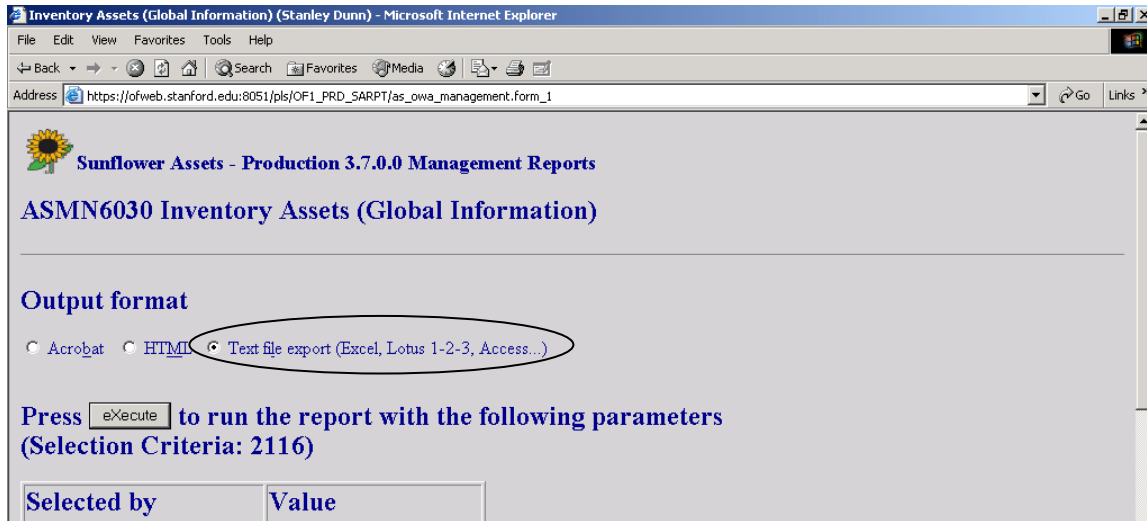
Section 8

Exporting Reports from Sunflower to Excel

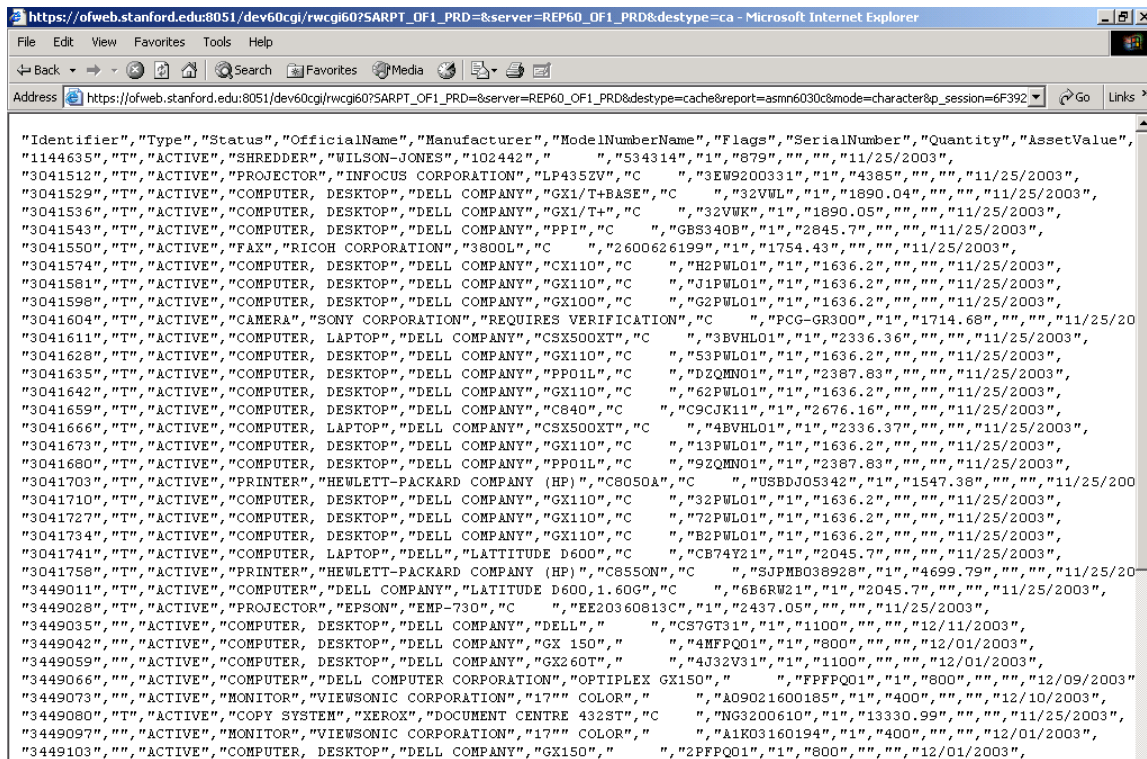
(Note: This assumes basic understanding of Excel)

Sunflower User's Guide

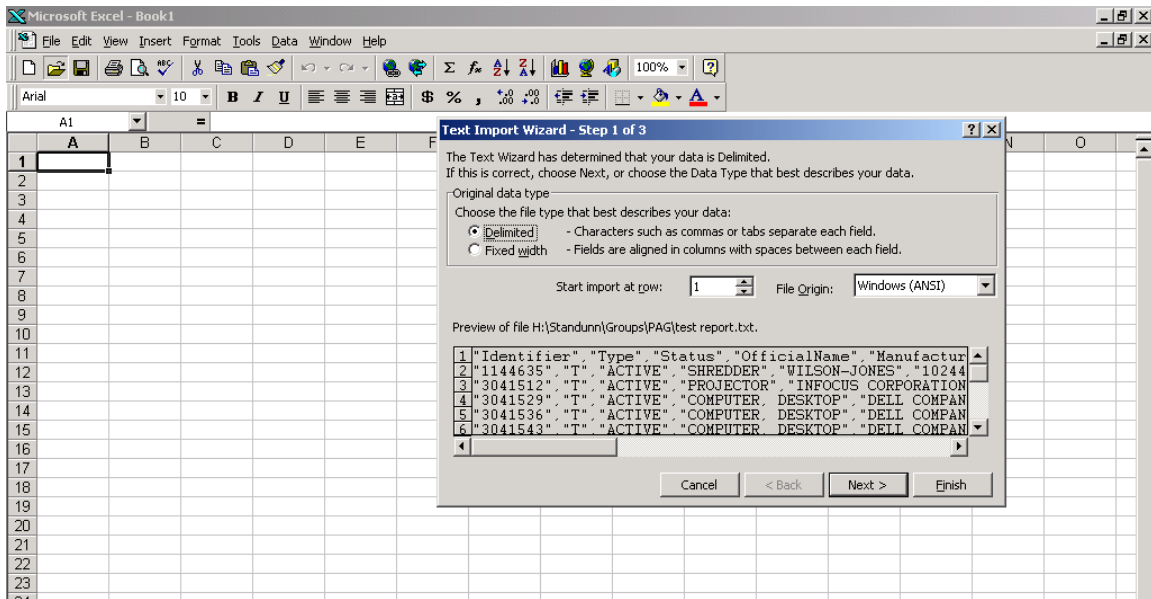
Once a report is run in Sunflower, and the output selection is "Text file export", click the "eXecute" button.



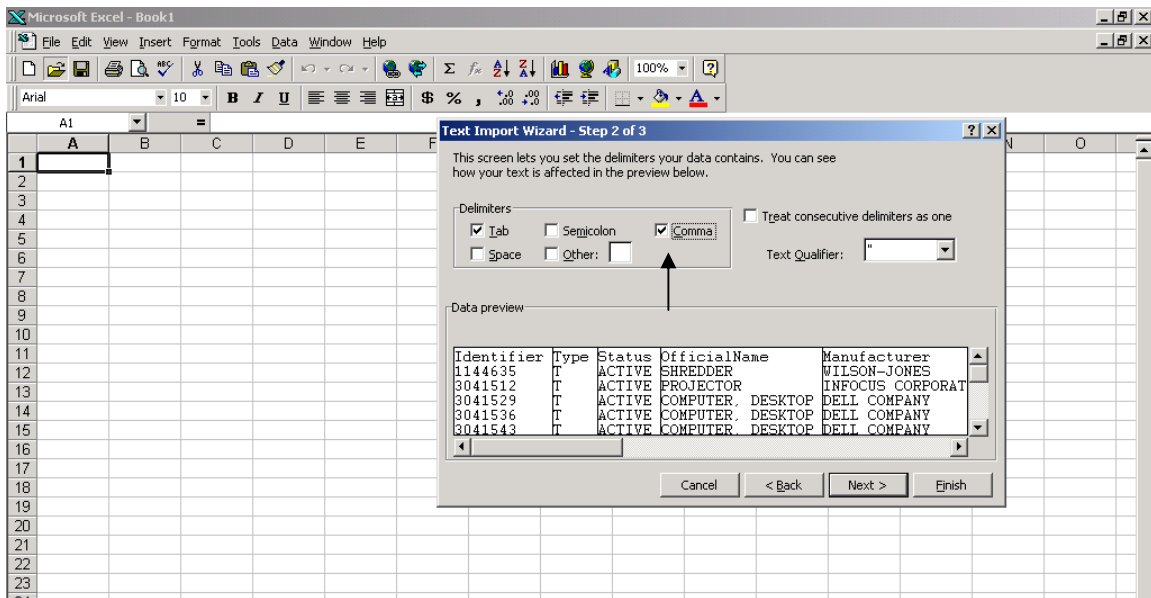
You'll see a report that will look similar to this:



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:

1	Identifier	Type	Status	OfficialNan	Manufactu	ModelNum	Flags	SerialNum	Quantity	AssetValu	UnitOfMea	LongDescr	EffectiveDate
2	1144635	T	ACTIVE	SHREDDER	WILSON-J	102442		534314	1	879			11/25/2003
3	3041512	T	ACTIVE	PROJECT	INFOCUS	LP435ZV	C	3EW92003	1	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	PP1	C	GBS340B	1	2845.7			11/25/2003
7	3041550	T	ACTIVE	FAX	RICOH	CC3800L	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	REQUIRE	C	PCG-GR30	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	USBDOJ53	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.

1	Identifier	Type	Status	OfficialNan	Manufactu	ModelNum	Flags	SerialNum	Quantity	AssetValu	UnitOfMea	LongDescr	EffectiveDate
2	1144635	T	ACTIVE	SHREDDER	WILSON-J	102442		534314	1	879			11/25/2003
3	3041512	T	ACTIVE	PROJECT	INFOCUS	LP435ZV	C	3EW92003	1	4385			11/25/2003
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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	PP1	C	GBS340B	1	2845.7			11/25/2003
7	3041550	T	ACTIVE	FAX	RICOH	CC3800L	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	REQUIRE	C	PCG-GR30	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	USBDOJ53	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.