



SAINT Support Team

Converting web-based Board of Examiners reports to Excel

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.bradford.ac.uk/admin/SAINT/traindocs.php>

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1. Introduction

An Excel spreadsheet is now available to convert the output of the new web-based reports into Excel format.

This document details how to use this tool.

2. Save Excel spreadsheet

Download the Excel spreadsheet from the SAINT website (http://www.bradford.ac.uk/admin/SAINT/docs/training/progression/FormatUGReportMacro_v2.xlsm) and save it to a suitable location on your PC.

If you are using Internet Explorer, you may get the message as shown in figure 2a. Click on 'Save' and save the file to a suitable location on your computer.

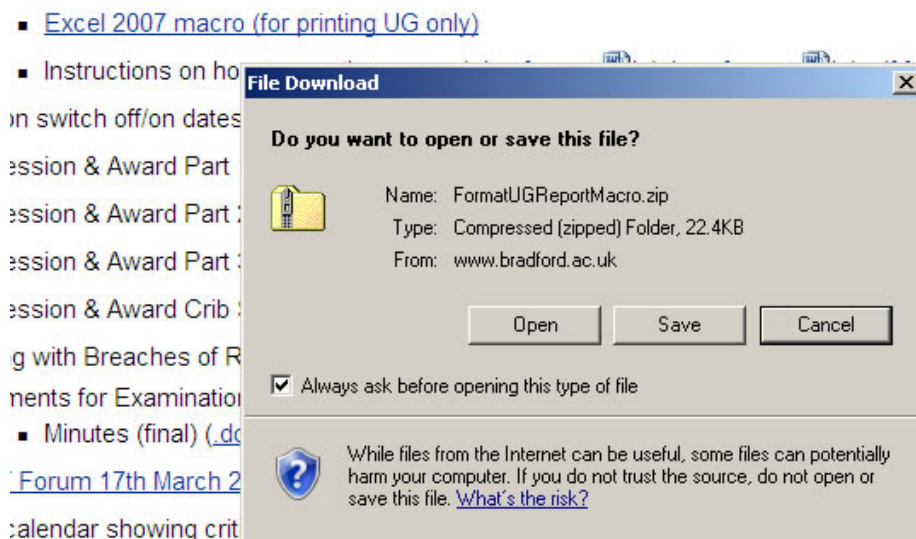


Figure 2a – message when downloading macros using Internet Explorer

Find the file you have just saved, right click on it and select 'Rename' [figure 2b]. Change the file extension to .xlsm [figure 2c]. The confirmation box [figure 2c] will appear – click on 'Yes'.

The file [figure 2d] is now ready to use as detailed in the following sections of this document.

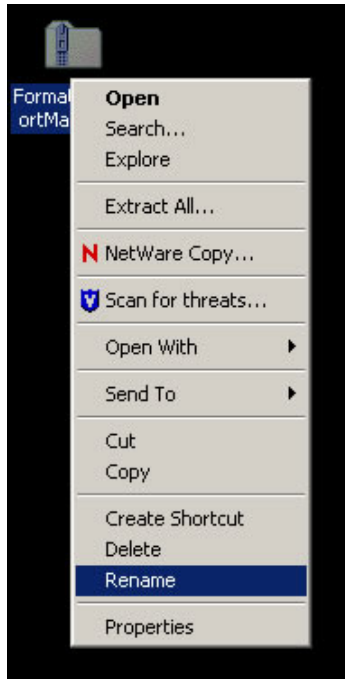


Figure 2b – to rename, right click and select 'Rename'

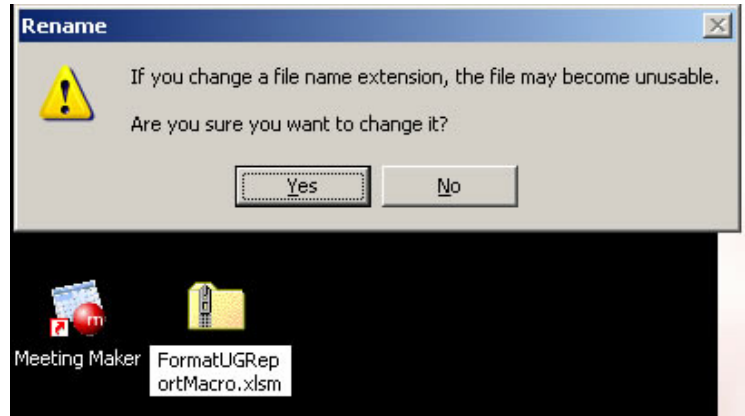


Figure 2c – change the file extension to .xlsm and click 'Yes' when the confirmation box appears



Figure 2d – the now correctly named file

3. Run & save reports

Run the web-based reports. Instructions for this are available on the SAINT website at:

http://www.bradford.ac.uk/admin/SAINT/docs/training/progression/2009-04-23_Prog_Award_Pt2.doc (.doc format)

http://www.bradford.ac.uk/admin/SAINT/docs/training/progression/2009-04-23_Prog_Award_Pt2.docx (.docx format)

http://www.bradford.ac.uk/admin/SAINT/docs/training/progression/2009-04-23_Prog_Award_Pt2.pdf (.pdf format)

After running each report, save it to a suitable location on your PC [figures 3a-b]. Ensure that you save the file as 'Webpage, HTML only (*.htm, *.html)' [figure 3b].

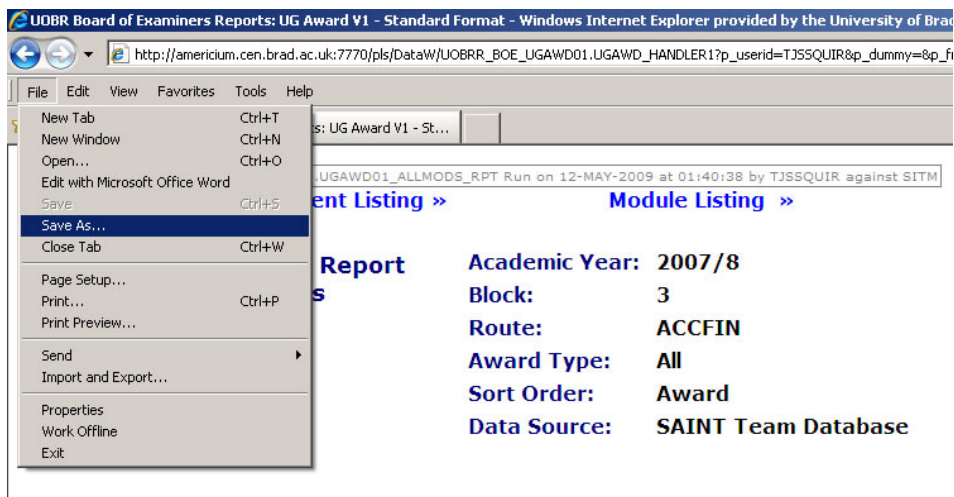


Figure 3a – Run the report(s) and save each one

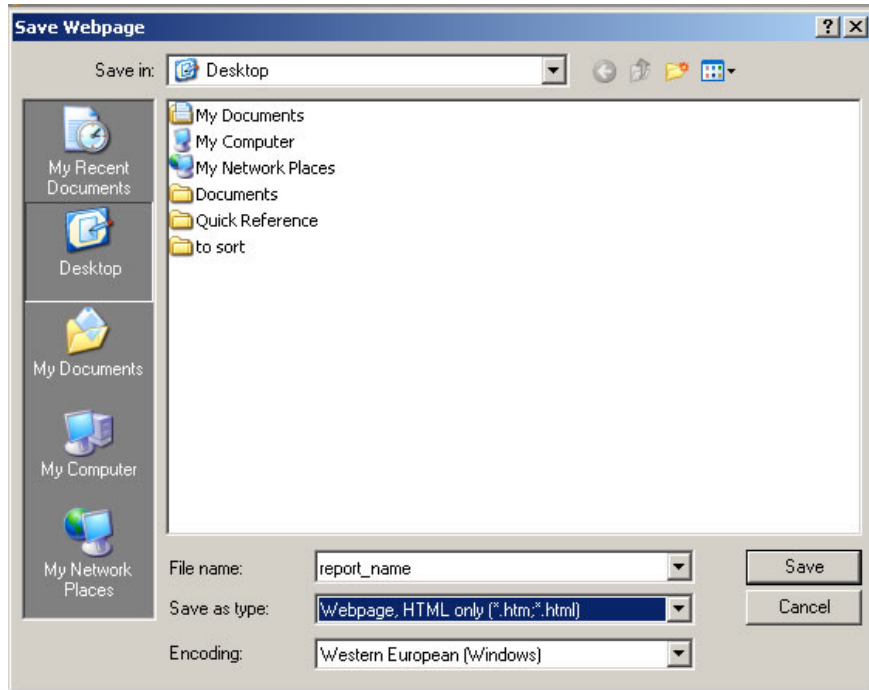


Figure 3b – Run the reports and save each one. Ensure that you save the file as ‘Webpage, HTML only (*.htm, *.html)’

4. Open the Excel spreadsheet

Once you have saved the report(s), open Excel, then open the spreadsheet you saved earlier [figure 4a]

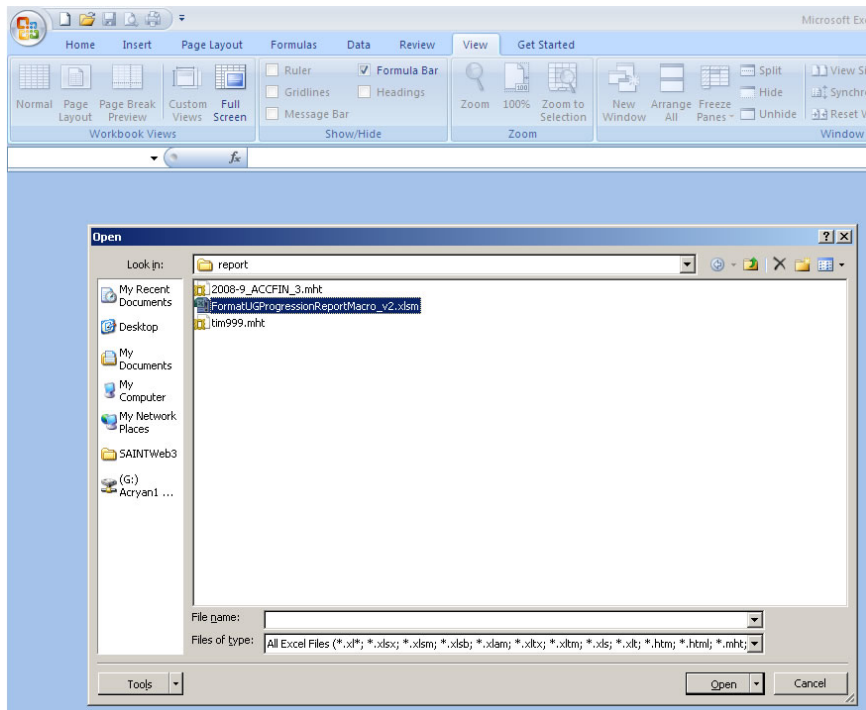


Figure 4a – open the Excel spreadsheet you saved earlier

4.1 Enable macros

You may get a Security Warning [figure 4.1a]. If this happens, click on 'Options'.

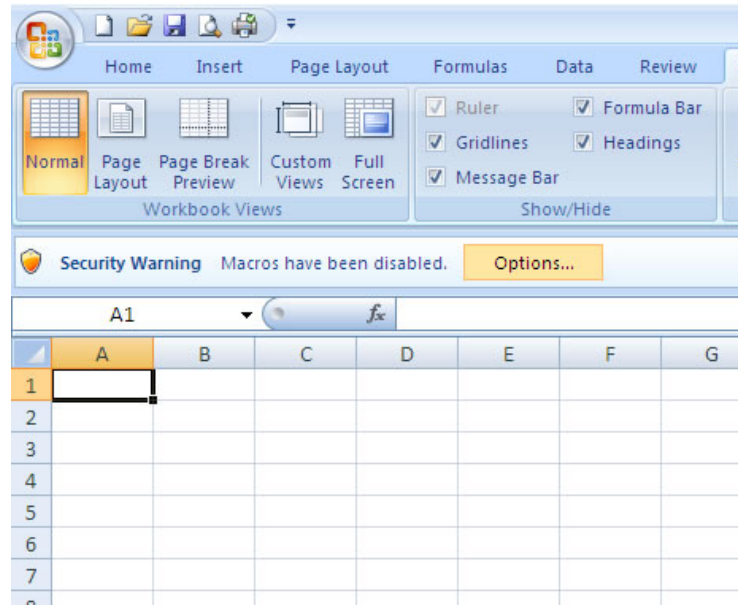


Figure 4.1a – Excel macros security warning. Click on 'Options...'

The 'Microsoft Office Security Options' box will appear [figure 4.1b]. Click on 'Enable this content', then 'OK'

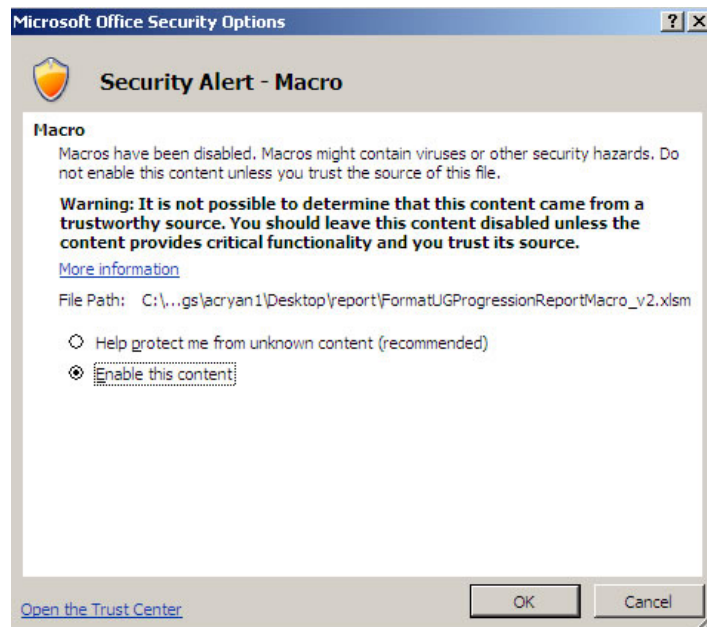


Figure 4.2a - Microsoft Office Security Options.

5. Open files

Open the web-based report file you saved earlier [figure 5a].

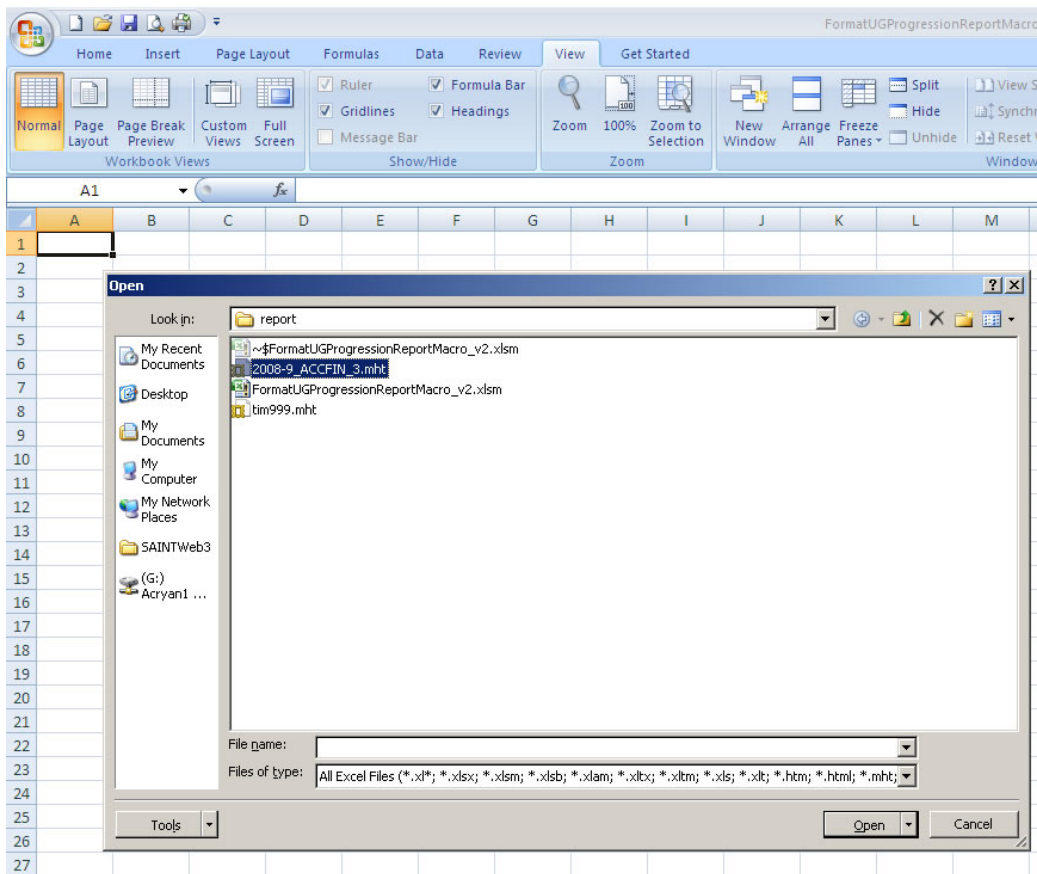


Figure 5a – open the web-based report file you saved earlier

The contents of the file will be displayed in Excel [figure 5b]

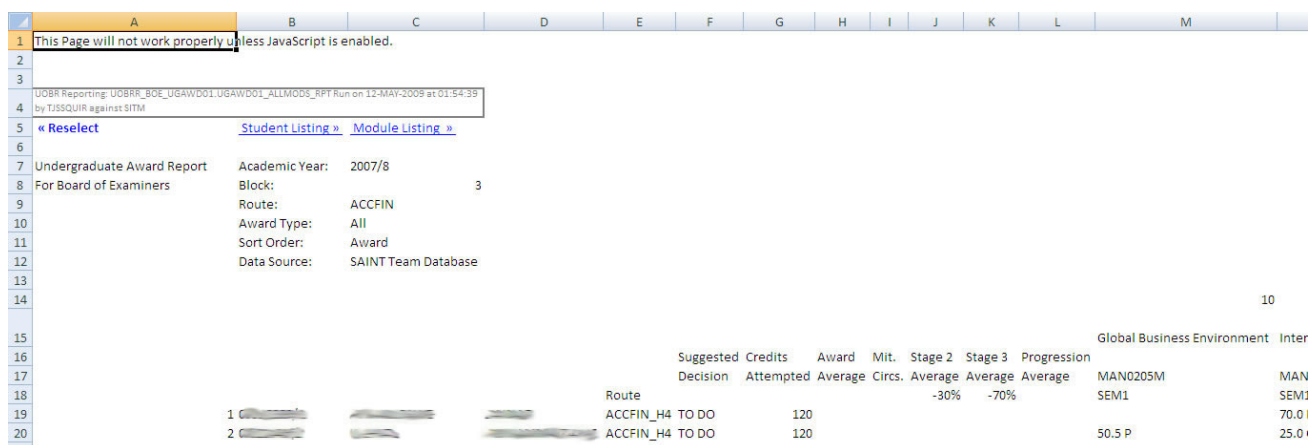


Figure 5b – web-based report in Excel

6. Run the macros

In the 'View' tab in Excel, click on the Macros button [figure 6a]

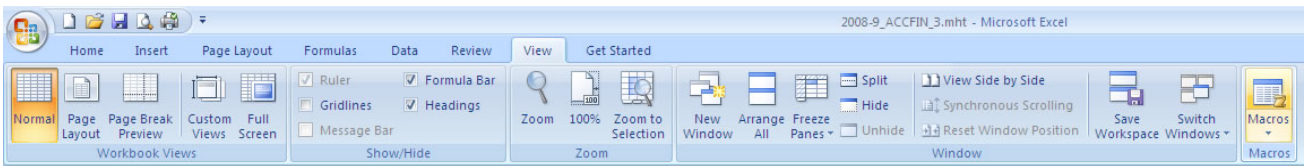


Figure 6a – Macros button in Excel

The Macro box will appear [figure 6b]. Click the 'Run' button.

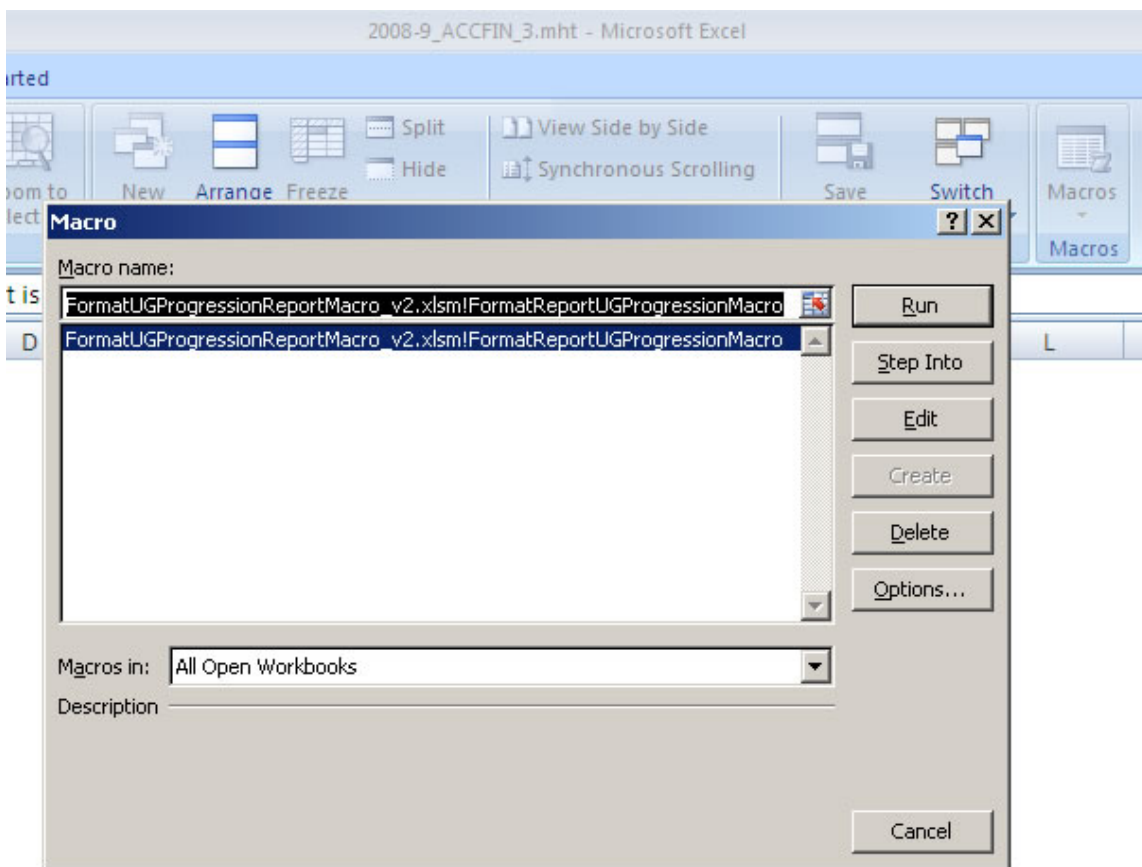


Figure 6b –Macros box. Click the run button.

The macros will now run on the report you have opened in Excel. After a few seconds, the output will be displayed [figure 6c]. This is a standard Excel worksheet and can now be manipulated and saved as required.

