

Running and Viewing Reports in CSV
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Running and Viewing Reports in CSV

Running and Viewing Reports in CSV Overview

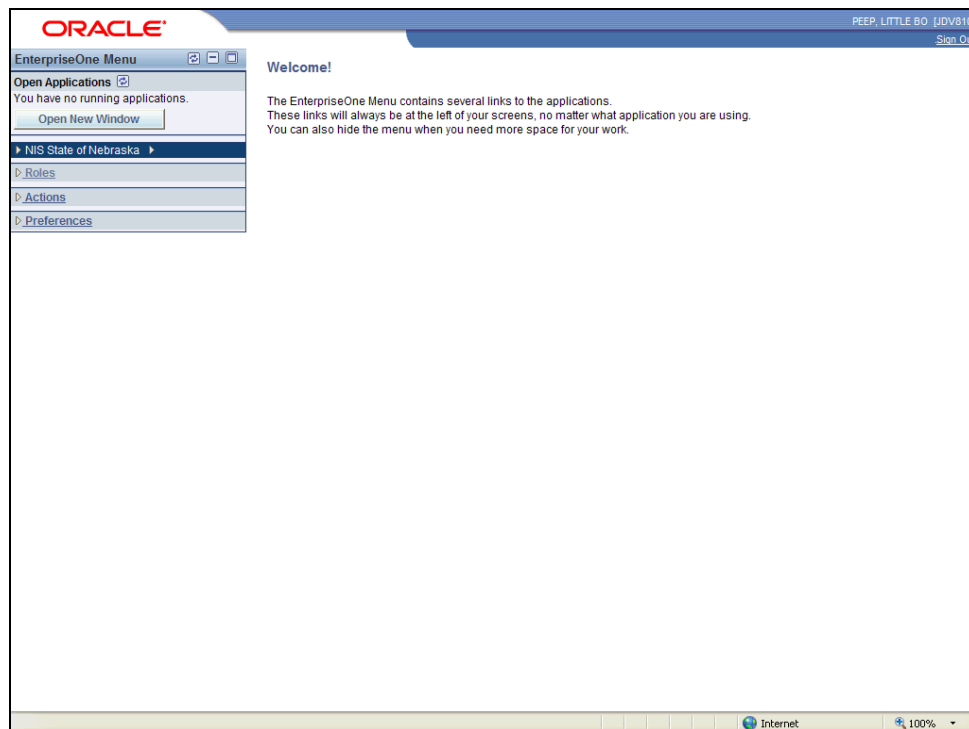
Some reports in NIS can be run in CSV (comma delimited) format. You can run reports in CSV format when you have a large amount of data to sort, or when existing search windows do not have sufficient sorting capability.

Running and Viewing Reports in CSV Lesson

Procedure

In this lesson you will learn how to run a report in CSV and how to view it in Excel.

Step	Action
1.	Before we can view a report in CSV we will need to run a report. the report we are going to run is the Reports by Address report.

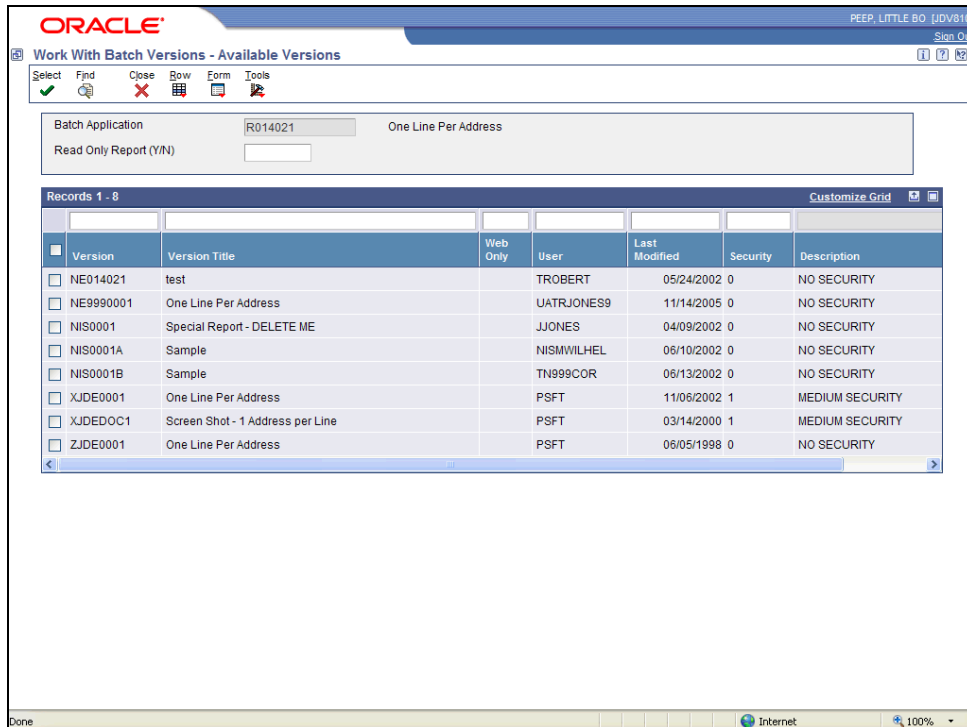


Training Guide

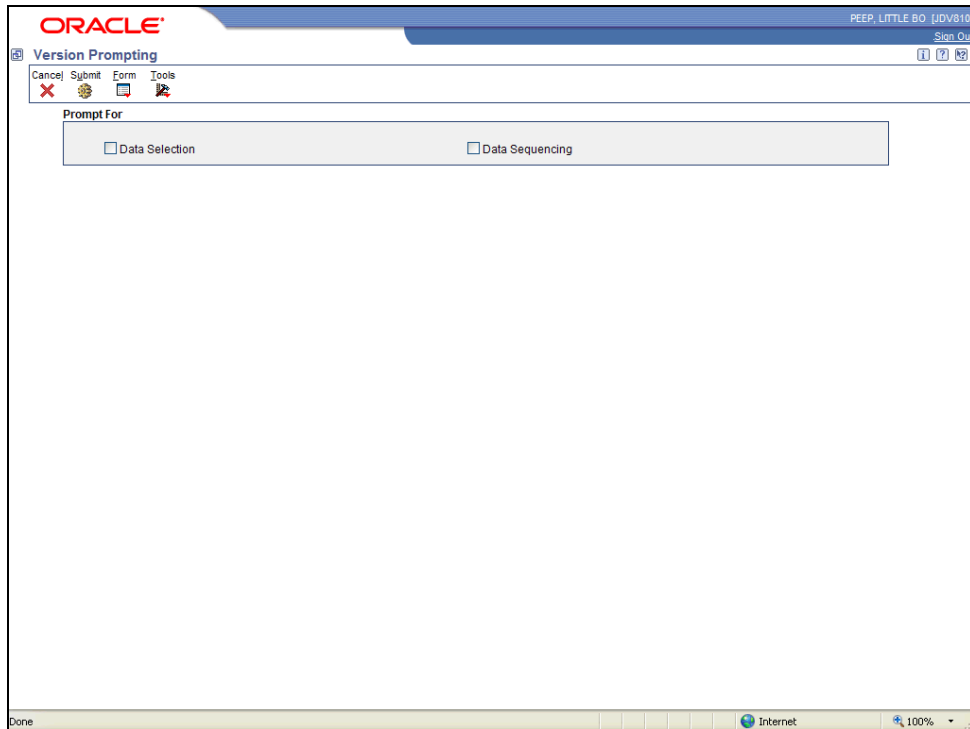
Running and Viewing Reports in CSV




Step	Action
2.	Click the NIS State of Nebraska link. NIS State of Nebraska
3.	Click the Address Book link. Address Book
4.	Click the State Accounting - Central AB Maint link. State Accounting - Central AB Maint
5.	Click the Address Book Reports link. Address Book Reports
6.	Click the Reports by Address link. Reports by Address



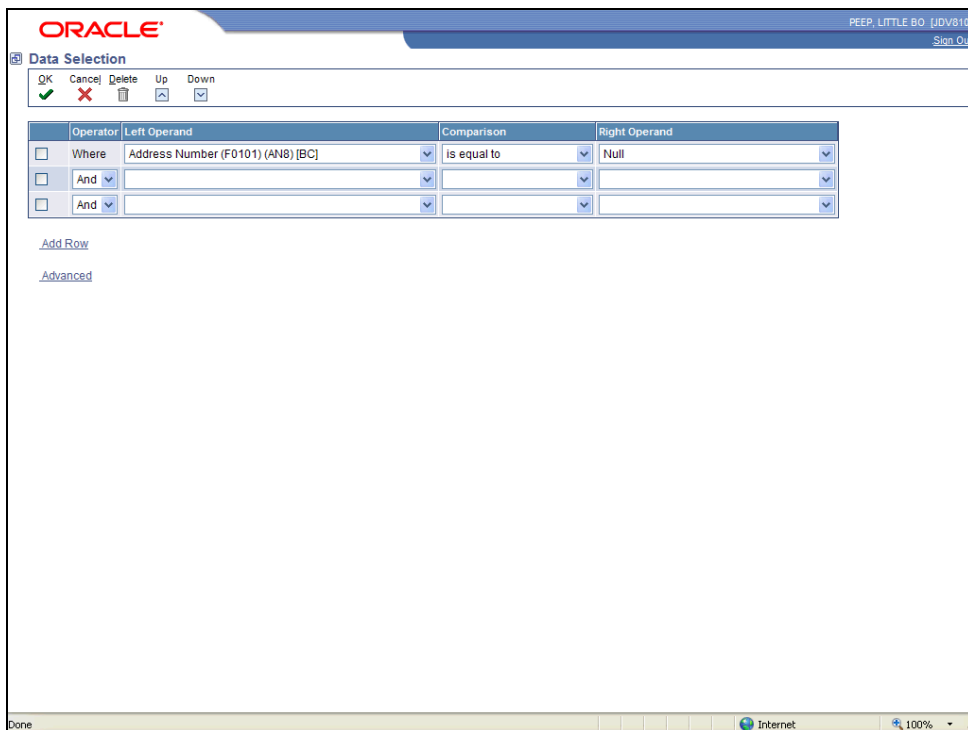
Step	Action
7.	Click the NE9990001 option. <input type="checkbox"/>
8.	Click the Select (Ctrl+Alt+S) button. <input checked="" type="checkbox"/>



Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Submit (Ctrl + Shift + U) button. 

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Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F0101) (AN8) [BC]	is equal to	Null
<input type="checkbox"/> And			
<input type="checkbox"/> And			

Step	Action
11.	Click the Left Operand list.

ORACLE PEEP, LITTLE BO [JDV619] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F0101) (AN8) [BC]	is equal to	Null
<input type="checkbox"/> And	Address Number (F0101) (AN8) [BC]		
<input type="checkbox"/> And	Business Unit (F0101) (UCU) [BC]		
	Date - Beginning Effective (F0101) (EFTB) [BC]		
	Description - Compressed (F0101) (DC) [BC]		
	Name - Alpha (F0101) (ALPH) [BC]		
	Search Type (F0101) (AT1) [BC]		

Add Row

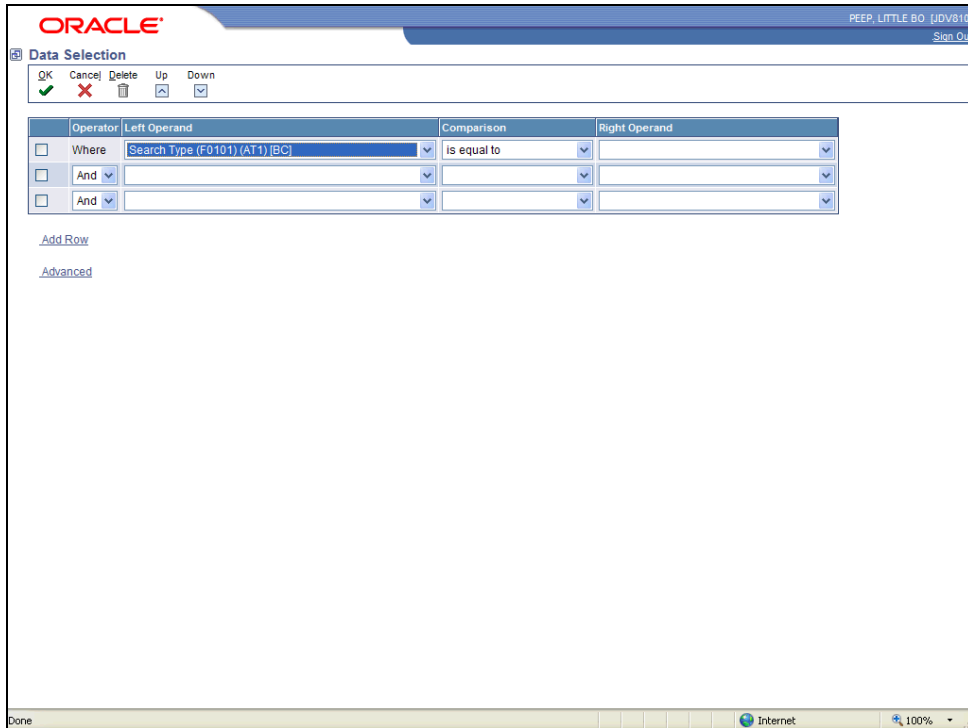
Advanced

Done Internet 100%

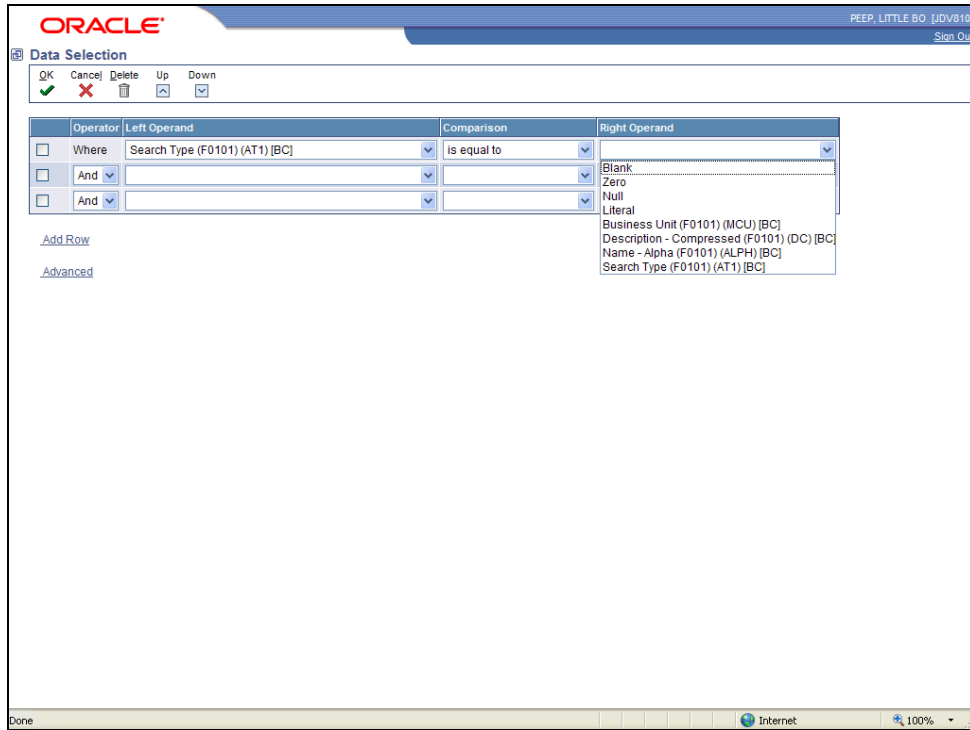
Step	Action
12.	Click the Search Type (F0101) (AT1) [BC] list item.

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Running and Viewing Reports in CSV



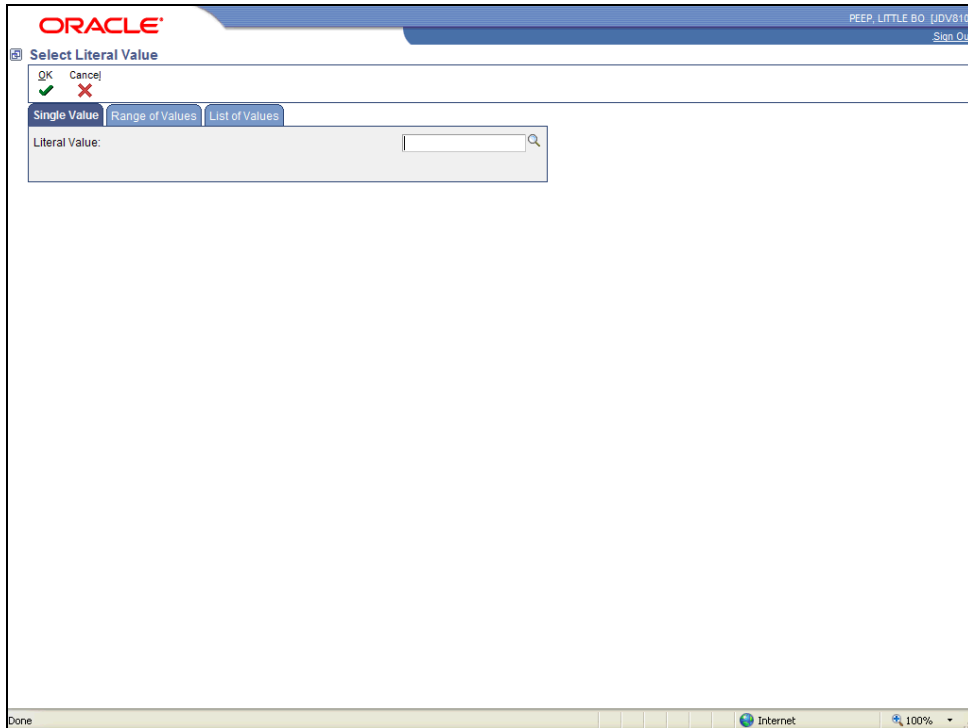
Step	Action
13.	Click the Right Operand list. <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: flex-end;"> ▼ </div>




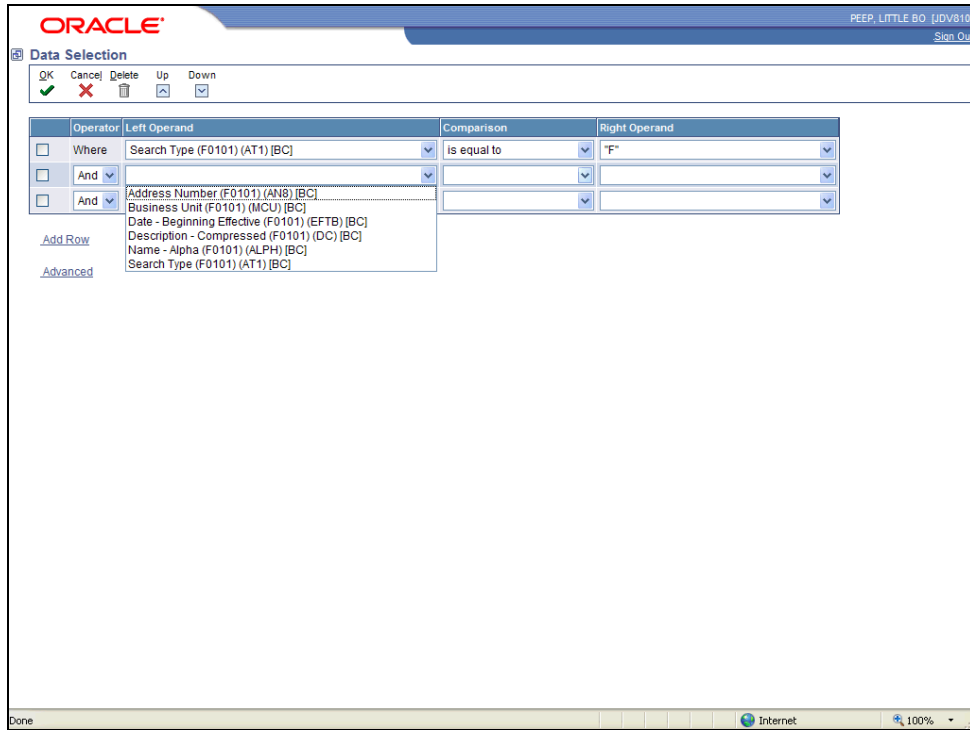
Step	Action
14.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>

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Running and Viewing Reports in CSV



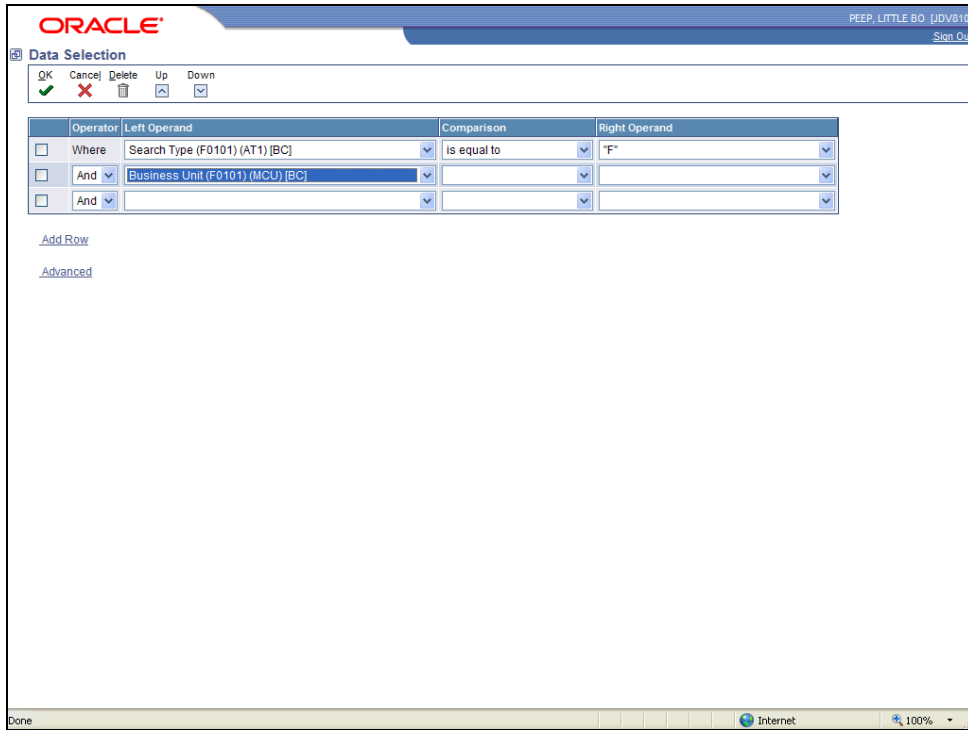
Step	Action
15.	Enter the desired information into the Literal Value field. Enter a valid value e.g. "F" .
16.	Click the OK (Ctrl+Alt+O) button. 
17.	Click the Left Operand list.



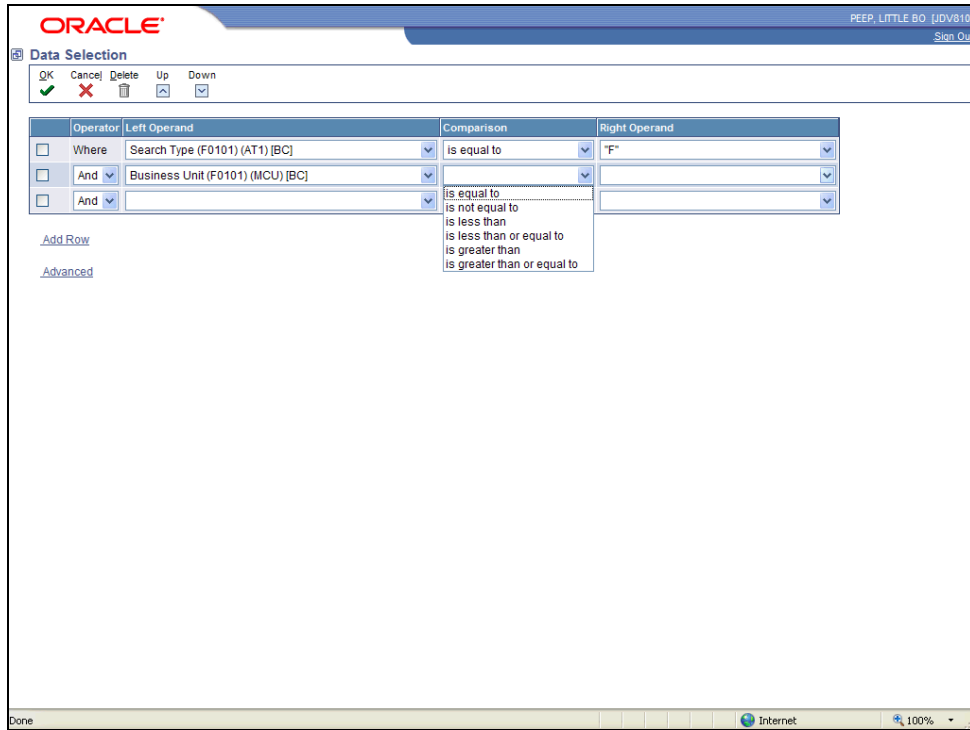
Step	Action
18.	Click the Business Unit (F0101) (MCU) [BC] list item.

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Running and Viewing Reports in CSV



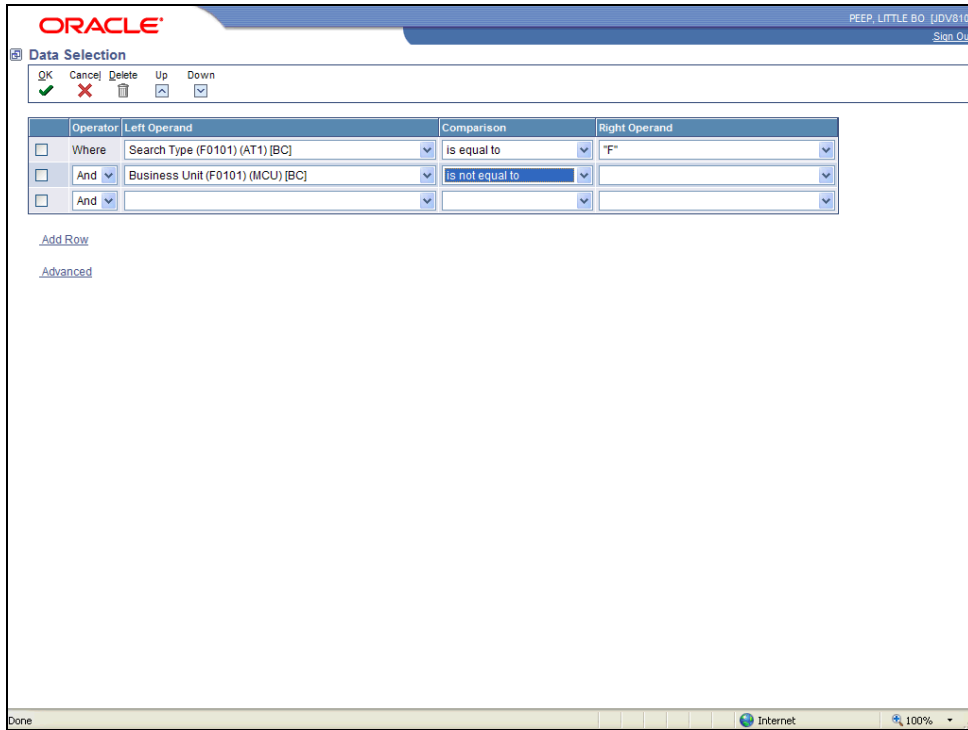
Step	Action
19.	Click the Comparison list. <input data-bbox="365 1129 625 1165" type="text"/>



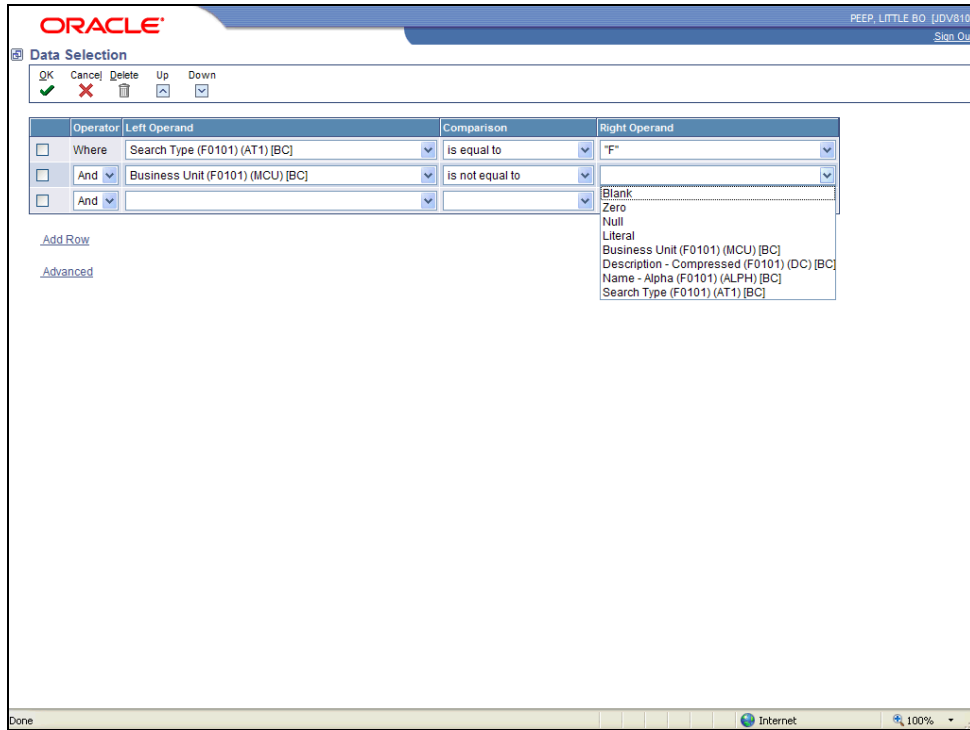
Step	Action
20.	Click the is not equal to list item. <input data-bbox="461 1136 716 1163" type="text" value="is not equal to"/>

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Running and Viewing Reports in CSV



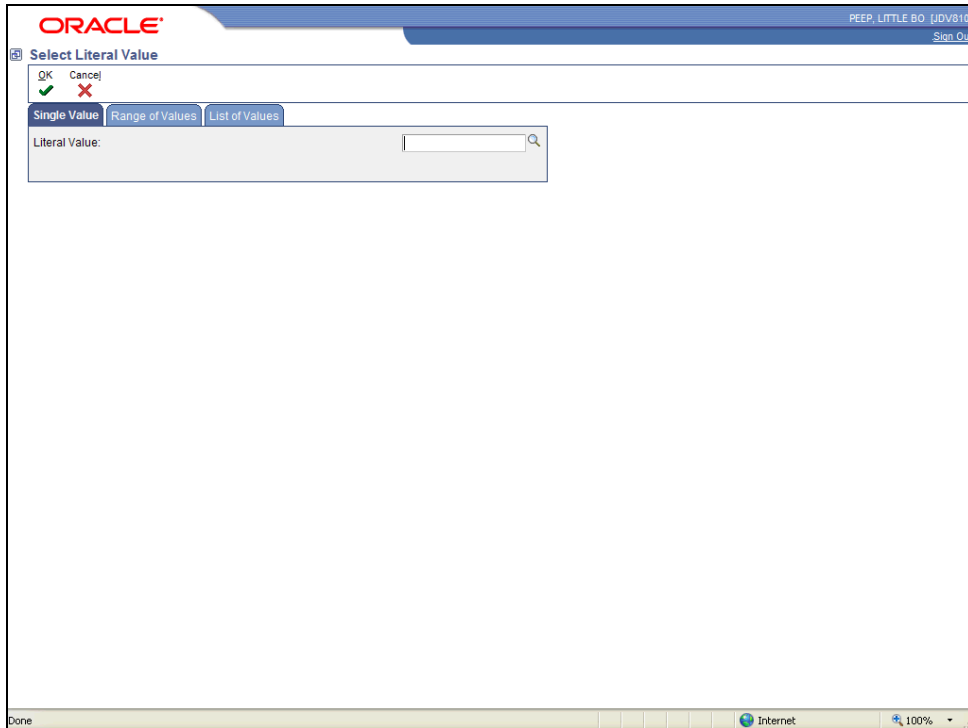
Step	Action
21.	Click the Right Operand list. <div data-bbox="365 1094 766 1129" style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>




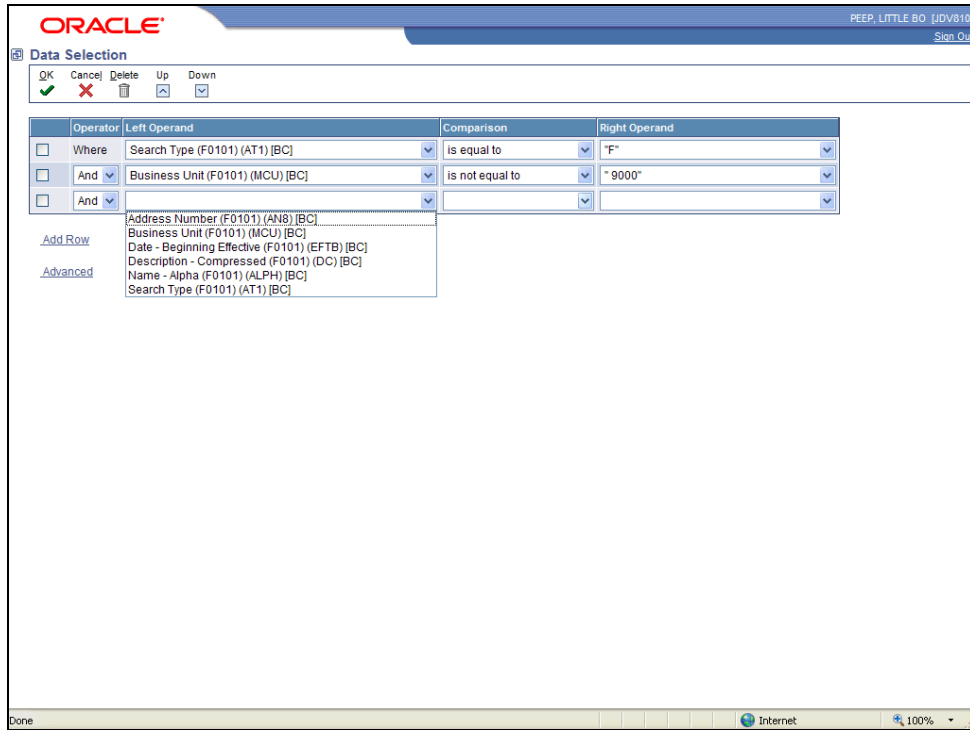
Step	Action
22.	Click the Literal list item. <input data-bbox="462 1136 857 1159" type="text" value="Literal"/>

Training Guide

Running and Viewing Reports in CSV



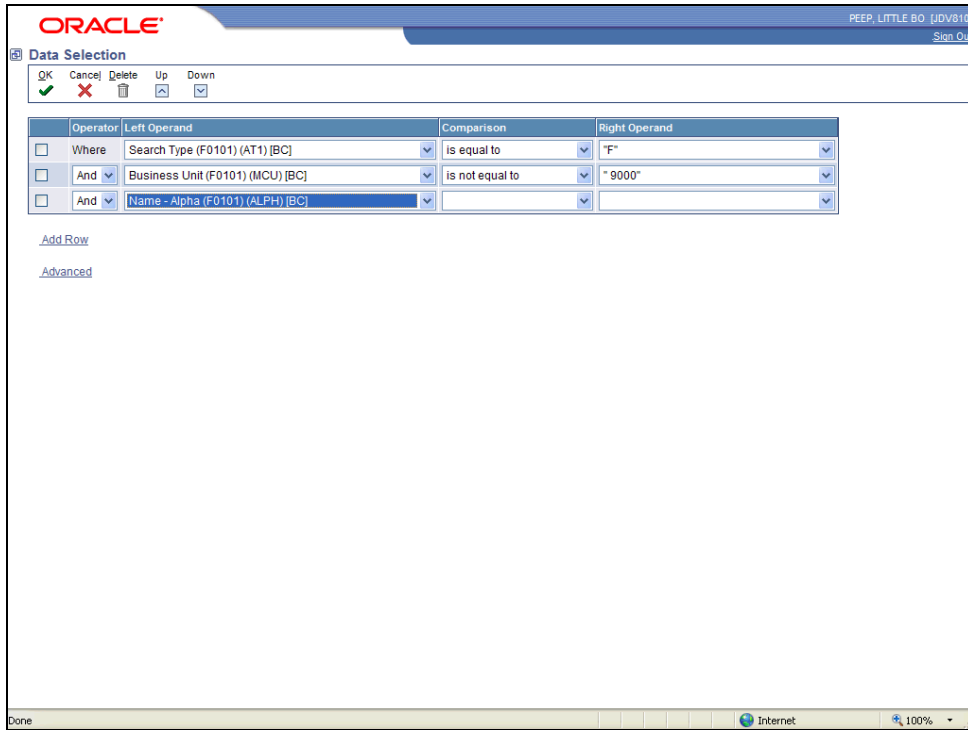
Step	Action
23.	Enter the desired information into the Literal Value field. Enter a valid value e.g. "9000" .
24.	Click the OK (Ctrl+Alt+O) button. 
25.	Click the Left Operand list.



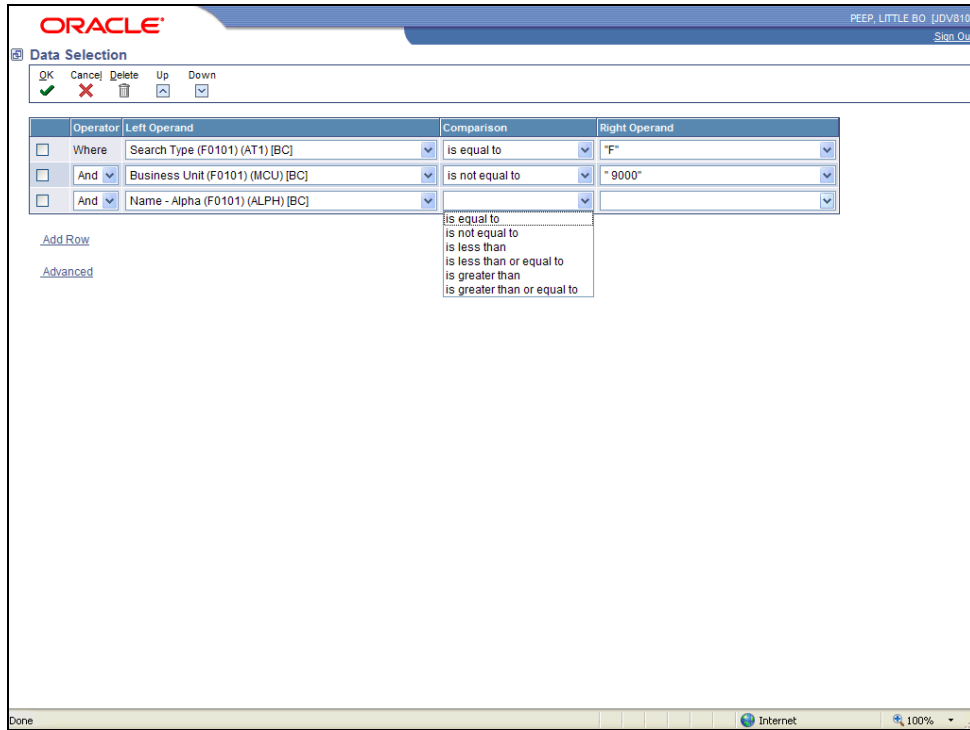
Step	Action
26.	Click the Name - Alpha (F0101) (ALPH) [BC] list item.

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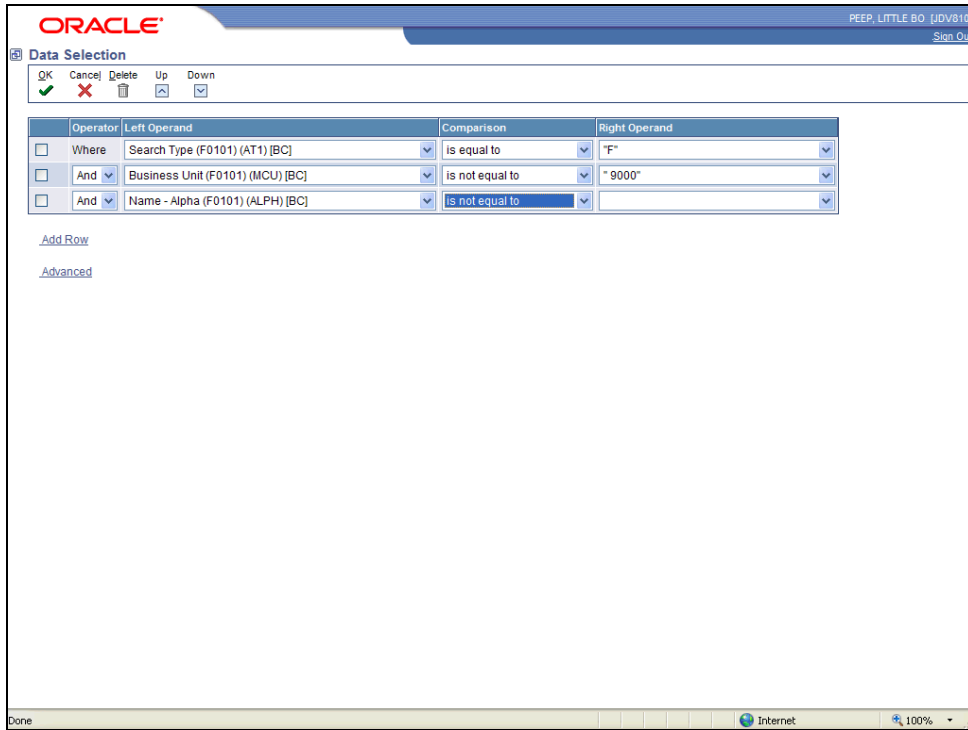
Step	Action
27.	Click the Comparison list. <input data-bbox="365 1123 625 1165" type="text"/>



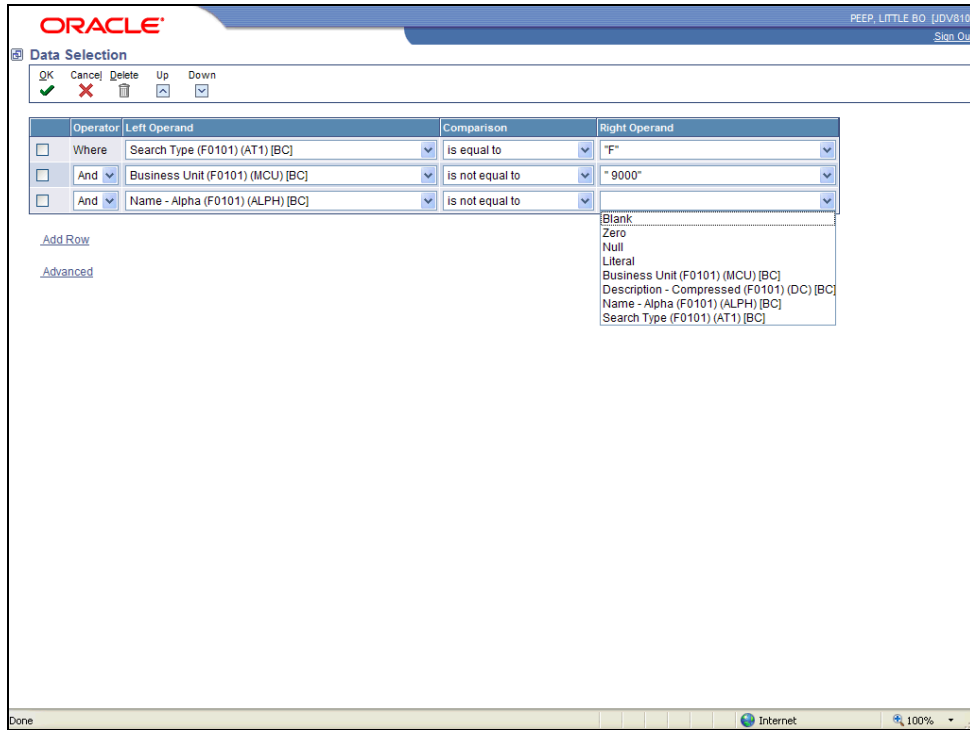
Step	Action
28.	Click the is not equal to list item. <input data-bbox="461 1136 716 1159" type="text" value="is not equal to"/>

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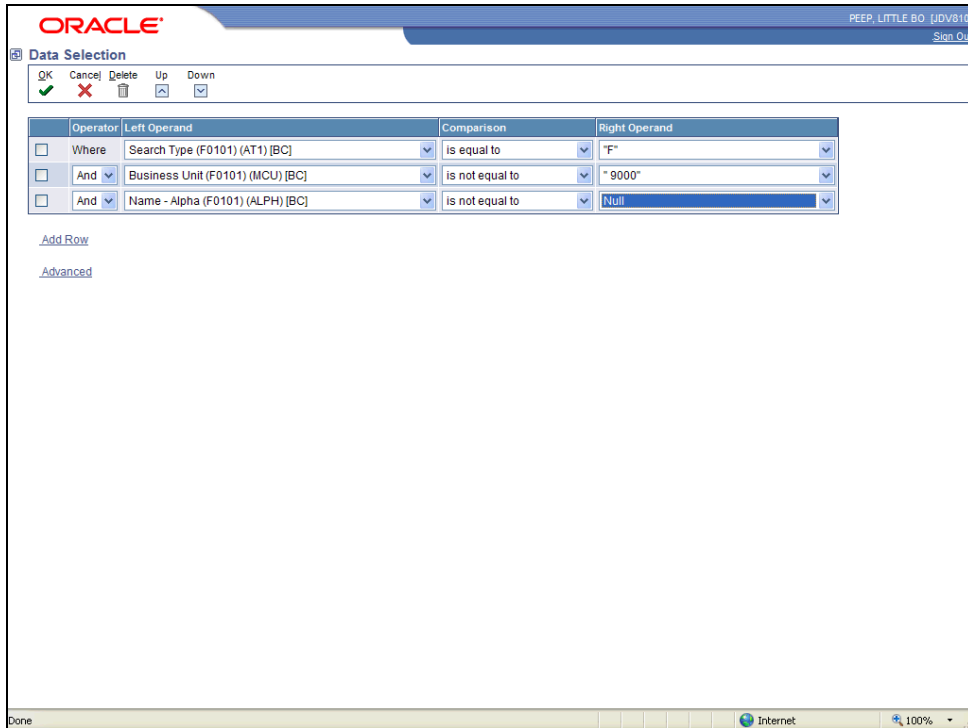
Step	Action
29.	Click the Right Operand list. <input data-bbox="365 1123 766 1159" type="text"/>




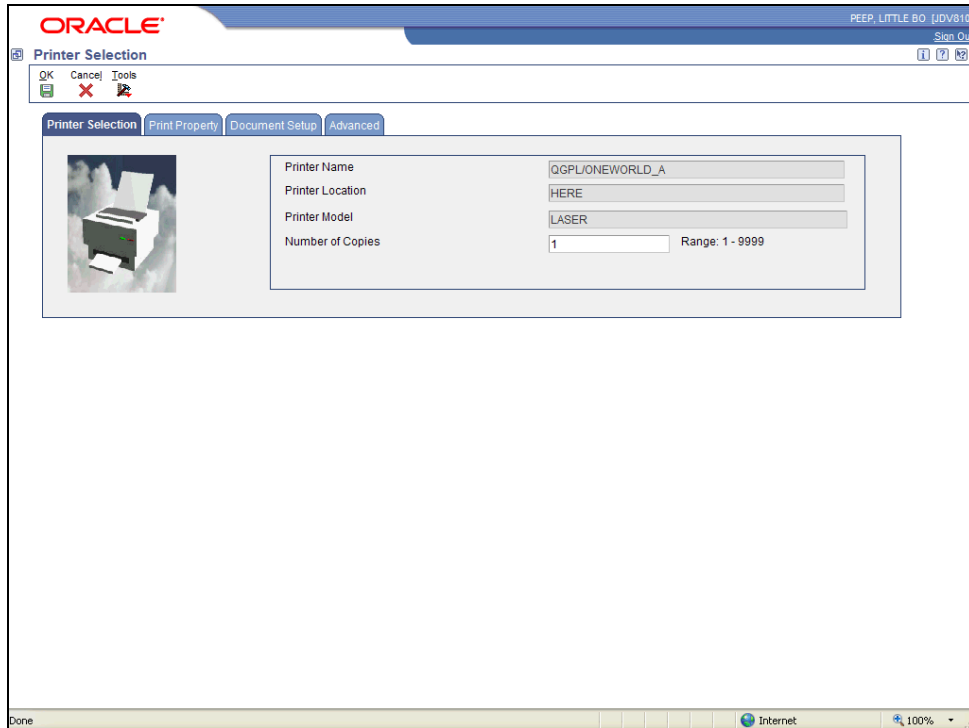
Step	Action
30.	Click the Null list item. <input data-bbox="461 1129 857 1159" type="text" value="Null"/>



Training Guide

Running and Viewing Reports in CSV



Step	Action
31.	Click the OK (Ctrl+Alt+O) button. 
32.	Now that we have entered our data selection we will tell the system to run the report in CSV.



Step	Action
33.	Click the Document Setup tab. 
34.	Click the CSV(Comma Delimited) option. <input type="checkbox"/>
35.	Click the OK (Ctrl+Alt+O) button. 
36.	Next we will need to navigate to View Job Status so we can see the status of this report.

Training Guide

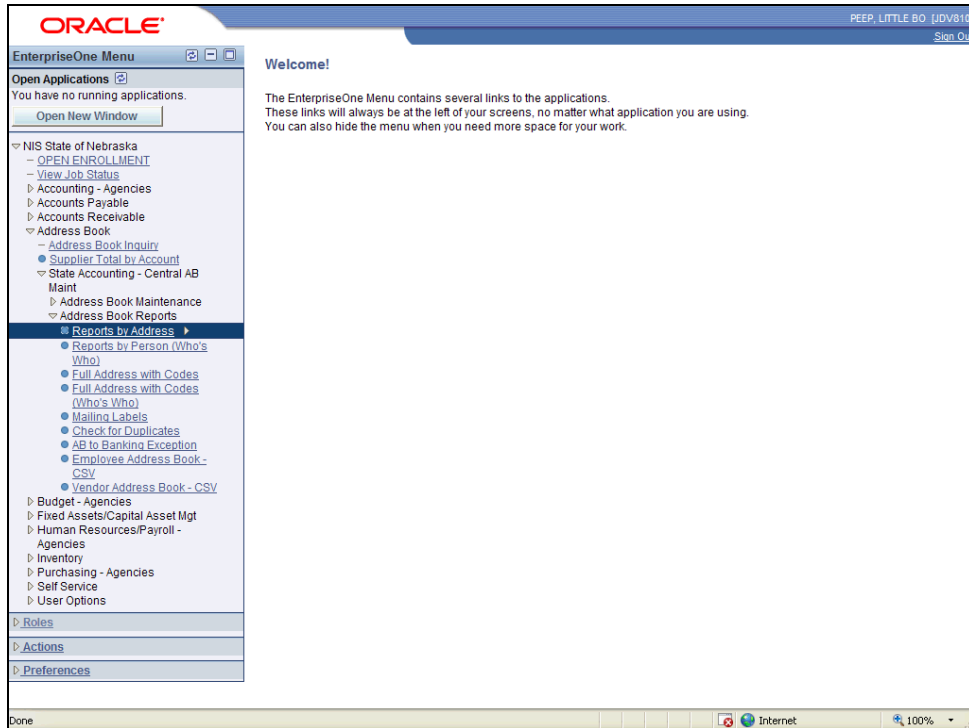
Running and Viewing Reports in CSV


Batch Application: R014021 One Line Per Address

Read Only Report (Y/N):

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/>	NE014021		TROBERT	05/24/2002	0	NO SECURITY
<input checked="" type="checkbox"/>	NE9990001		UATRJONES9	11/14/2005	0	NO SECURITY
<input type="checkbox"/>	NIS0001		JJONES	04/09/2002	0	NO SECURITY
<input type="checkbox"/>	NIS0001A		NISMWILHEL	06/10/2002	0	NO SECURITY
<input type="checkbox"/>	NIS0001B		TN999COR	06/13/2002	0	NO SECURITY
<input type="checkbox"/>	XJDE0001		PSFT	11/06/2002	1	MEDIUM SECURITY
<input type="checkbox"/>	XJDEDOC1		PSFT	03/14/2000	1	MEDIUM SECURITY
<input type="checkbox"/>	ZJDE0001		PSFT	06/05/1998	0	NO SECURITY

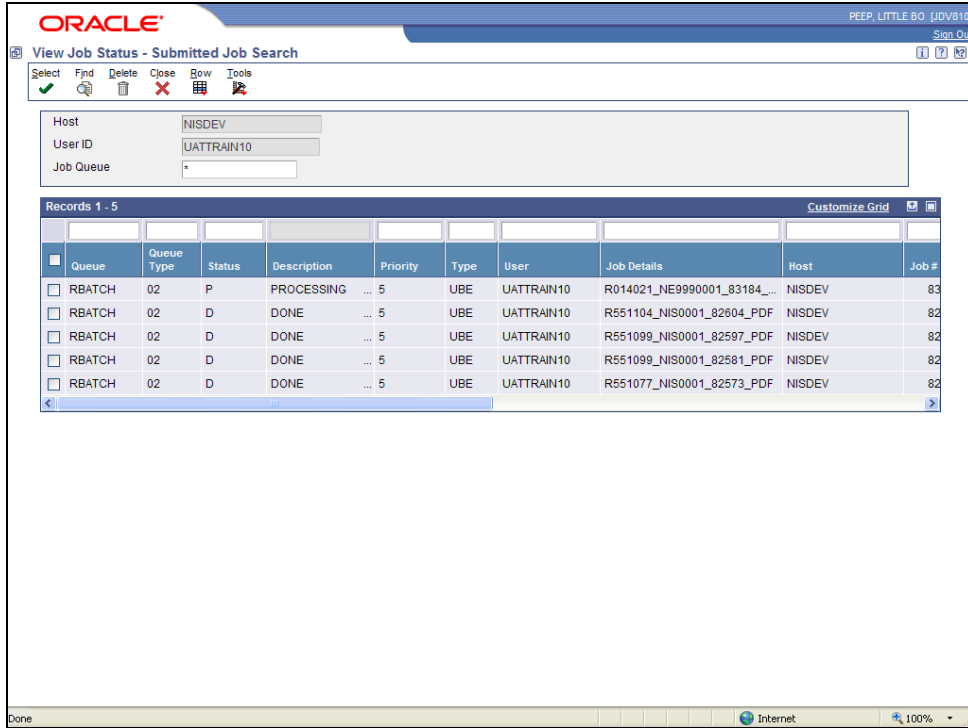
Step	Action
37.	Click the Close (Ctrl+Alt+L) button.





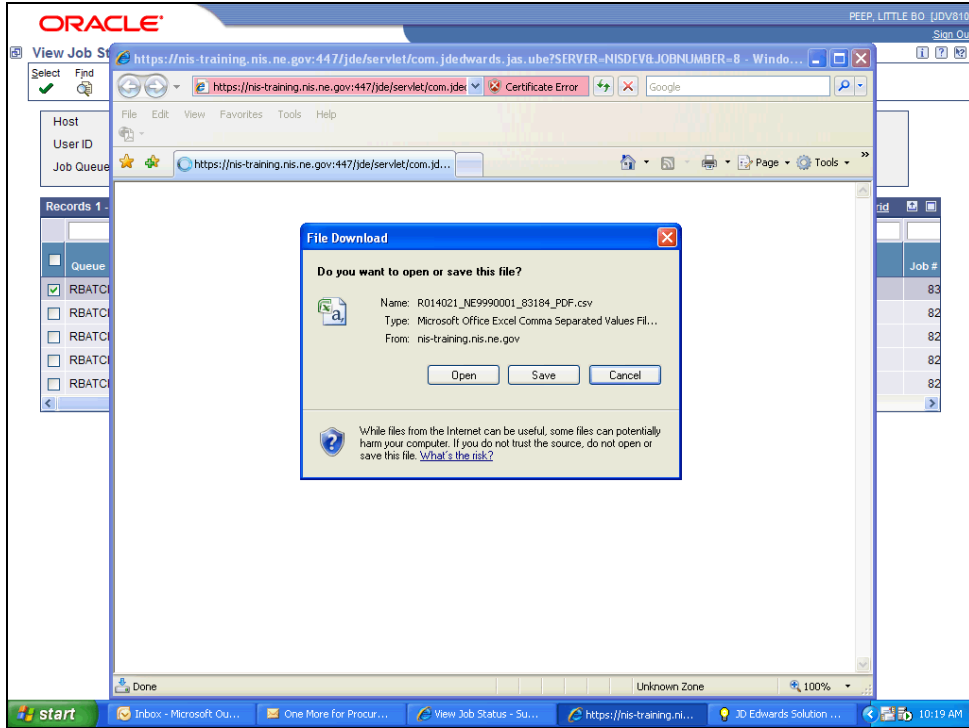
Step	Action
38.	Click the View Job Status link. 
39.	The most recent job (report) you ran will be listed first. The Description tells us the current status of the report. The Description will be either WAITING , PROCESSING , or DONE . If it is WAITING or PROCESSING you will need to refresh the screen using the Find button (DO NOT use the Refresh button on your browser).


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Running and Viewing Reports in CSV



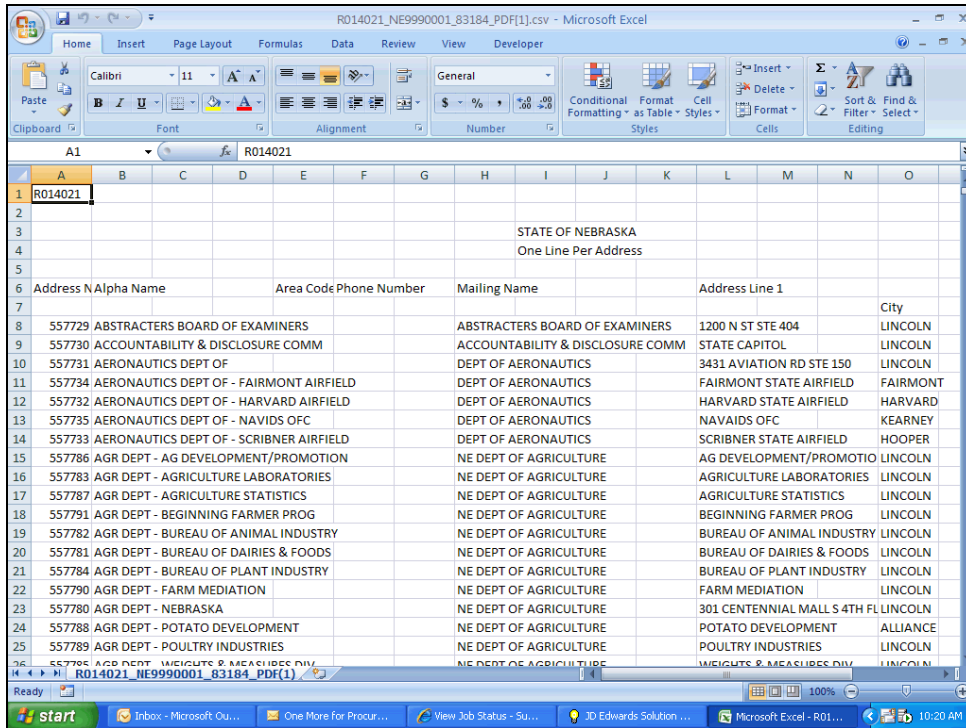
Step	Action
40.	Click the Find (Ctrl+Alt+I) button. 
41.	Click the RBATCH option. <input type="checkbox"/>
42.	Click the Row (Ctrl+Alt+R) button. 
43.	Click the View CSV menu. <input type="button" value="View CSV"/>







Step	Action
44.	Click the Open button. 
45.	The report opens in Excel. Some of the cells may overlap, but the cells can be expanded to display all information.

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Running and Viewing Reports in CSV



Step	Action
46.	Click the box in the left hand corner of the spreadsheet. 
47.	Double-click the line separating columns A and B. 
48.	The cells expand to the proper width to display all of the information.
49.	To close the spreadsheet click the Close button.. 
50.	If you wish you can save the spreadsheet. We are not going to save it at this time. Click the No button. 
51.	You have successfully completed the Running and Viewing Reports in CSV lesson. End of Procedure.