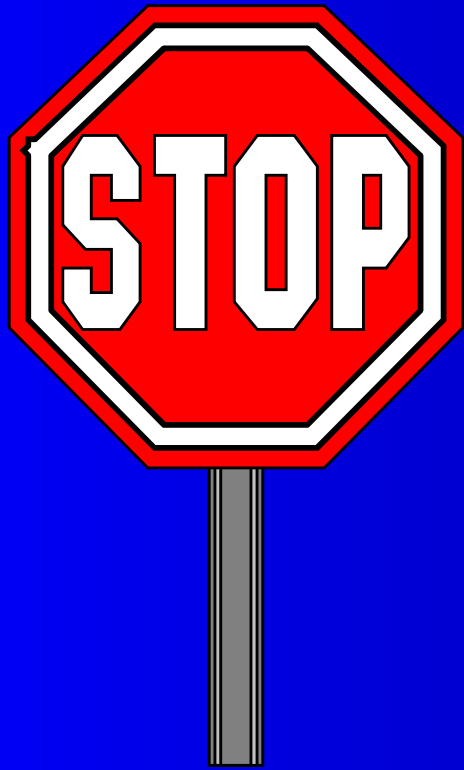


# INTRODUCTION to AUXDATA

## #6

# How to Save a Report for use with Excel



If you have not completed all steps in presentation **INTRODUCTION to AUXDATA #1 How to Load Citrix and INTRODUCTION to AUXDATA #2 How to Update your Personal**

Information, go back and complete the actions in those two presentations.

Otherwise, continue with this presentation

Log on to AUXDATA - <http://auxdata.uscg.gov>

AUXDATA V1.2

U.S. COAST GUARD AUXILIARY

Activity Logs

Member Status

Resource Status

Reports

Training

EXIT

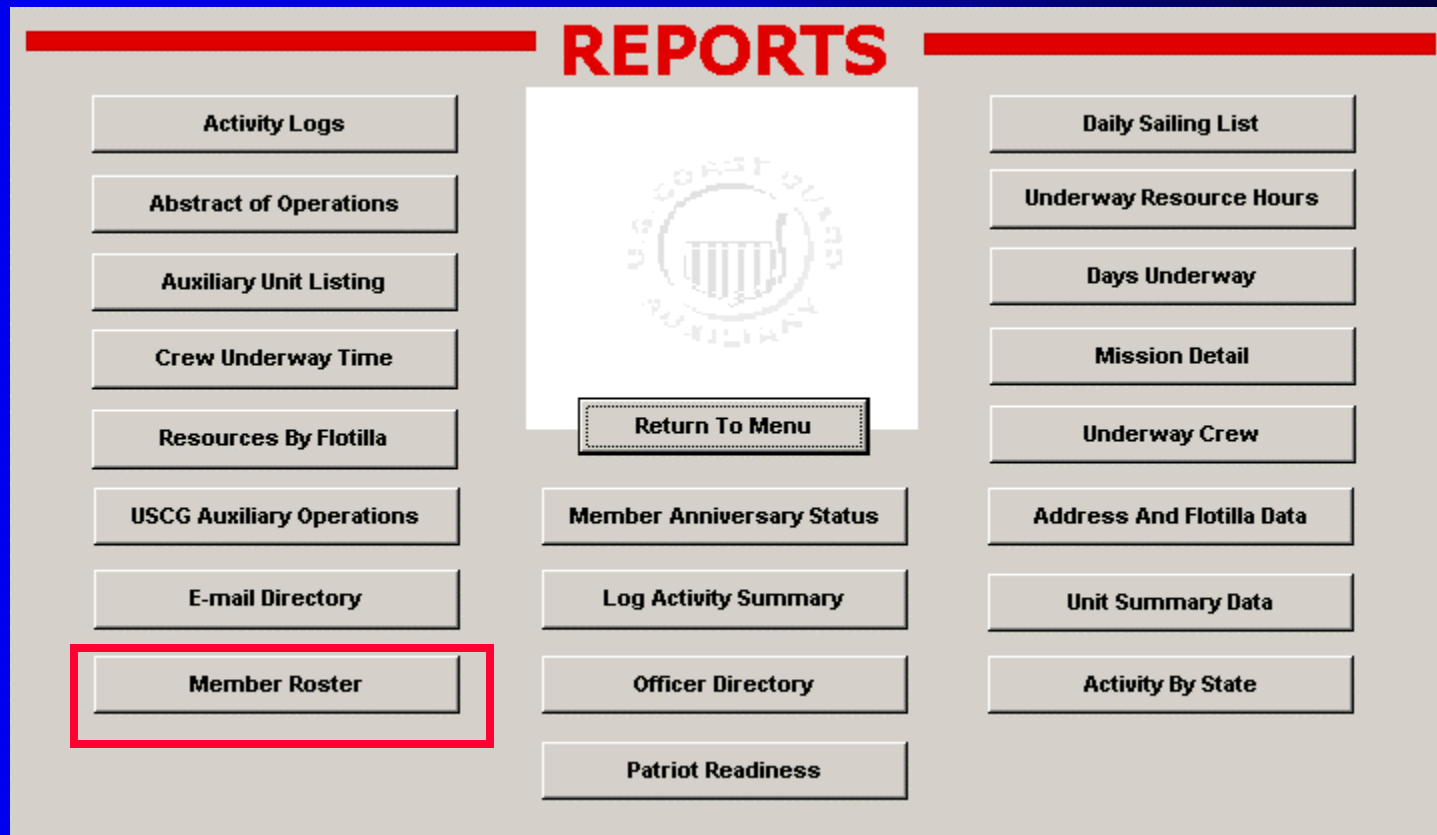
U.S. COAST GUARD AUXILIARY

AUX DATA

35,000 men and women who donate their time and expertise to support the Coast Guard and improve boating safety.

Click the Reports button

# The Reports Menu.



For this example, click on Member Roster.

# The Member Roster Parameters Screen

**Member Roster Report Parameters**

ALL  INACTIVE  ACTIVE

Select Unit(s) to view in report:  **Unit**

Member Roster.  
 Print Mailing Labels.

Competency:  **Competencies**

Office:  **Offices**

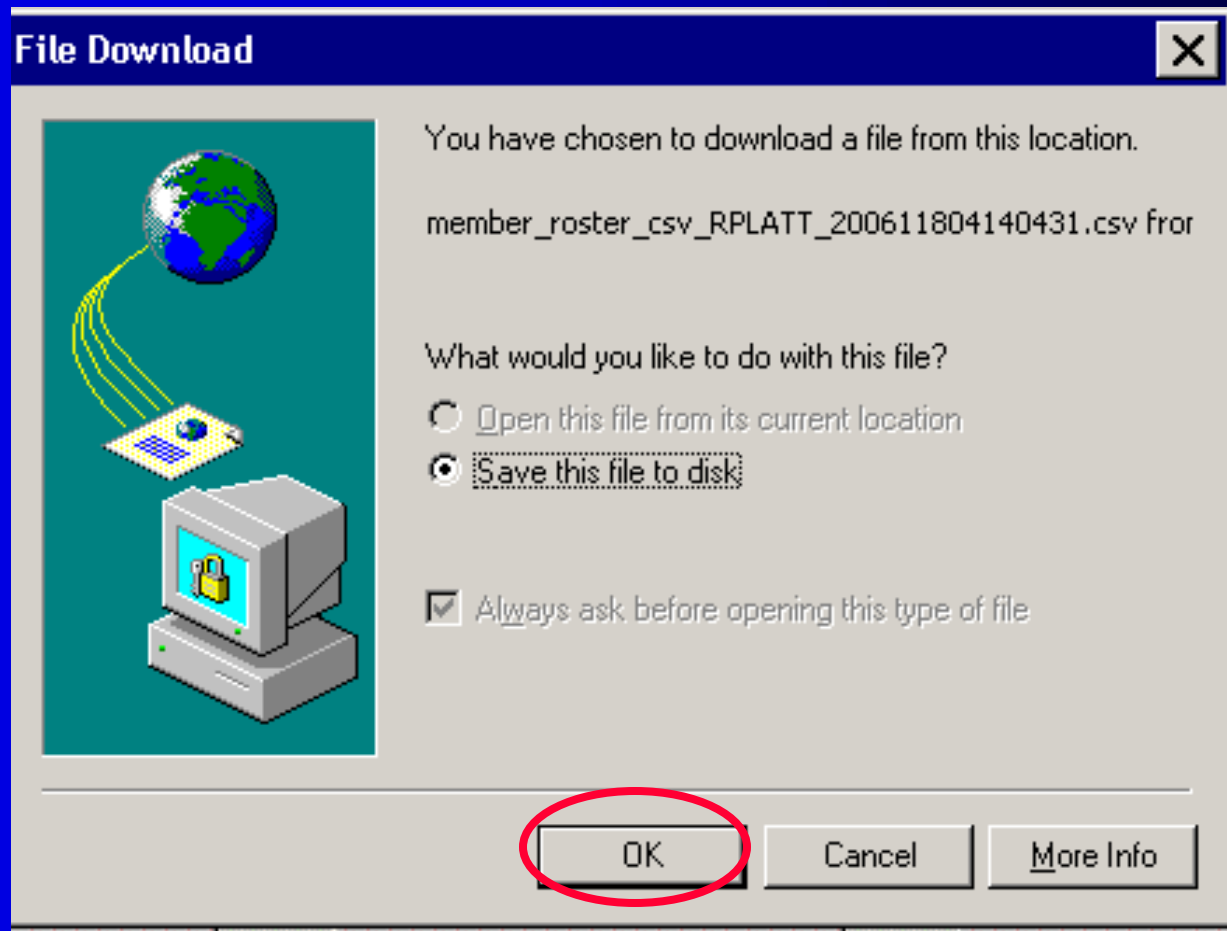
State:  **States**

Report Format **PDF**

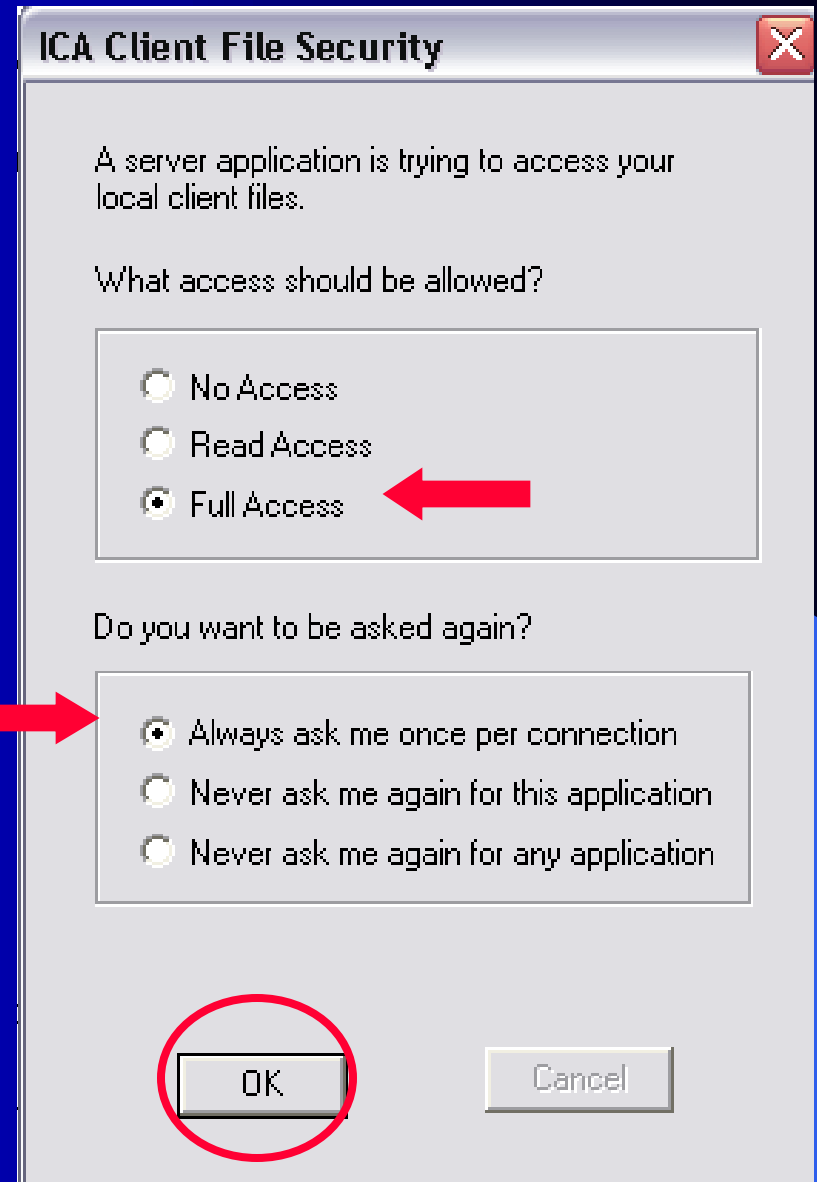
**Submit** **Return To Menu**

The default prints only Active members. To print Active and Retired members, click “All.” Click “Unit” and select your flotilla/division. Click the down arrow to change PDF to CSV, then click “Submit.”

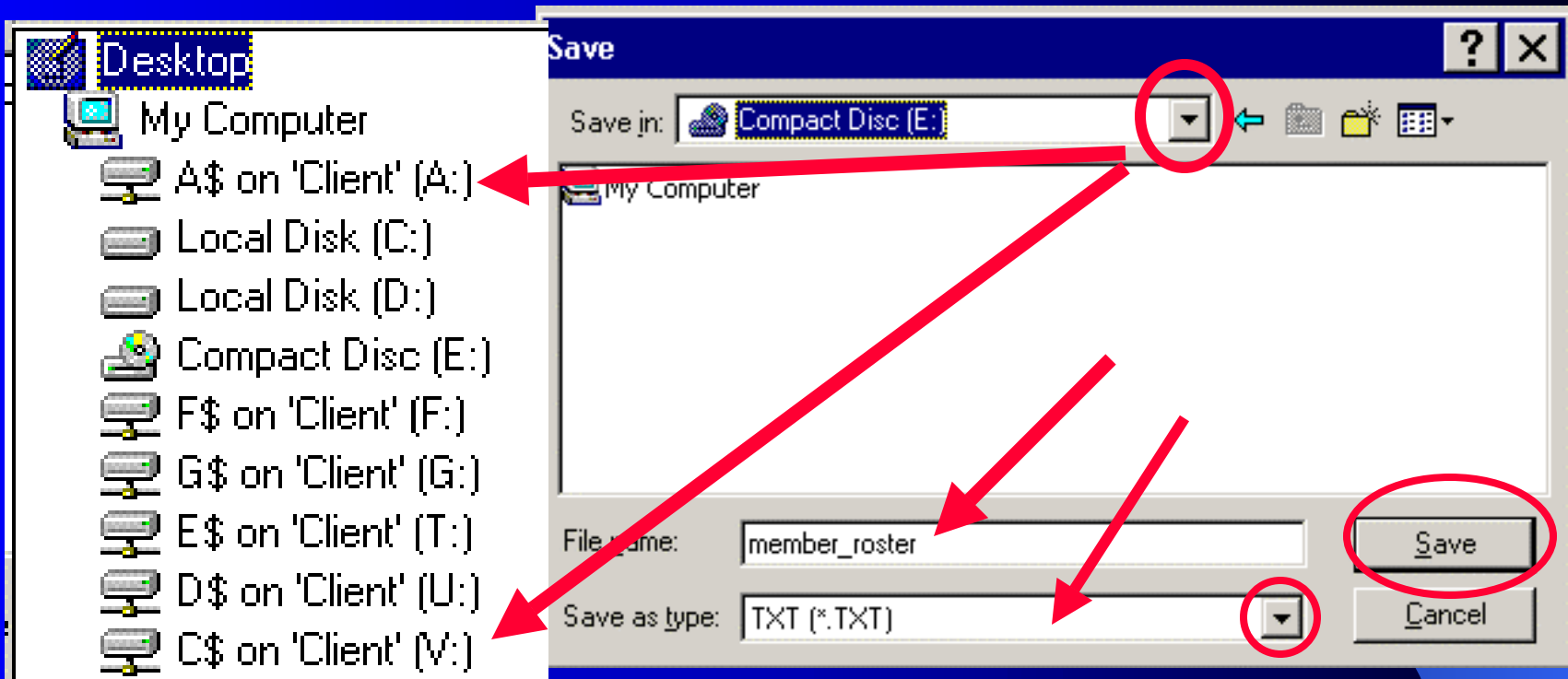
After clicking “Submit,” you will see this pop up.  
Click OK.



After clicking “OK,” this pop up will appear. Click on “Full Access” and “Always ask me once per connection” as shown, then click on “OK.”

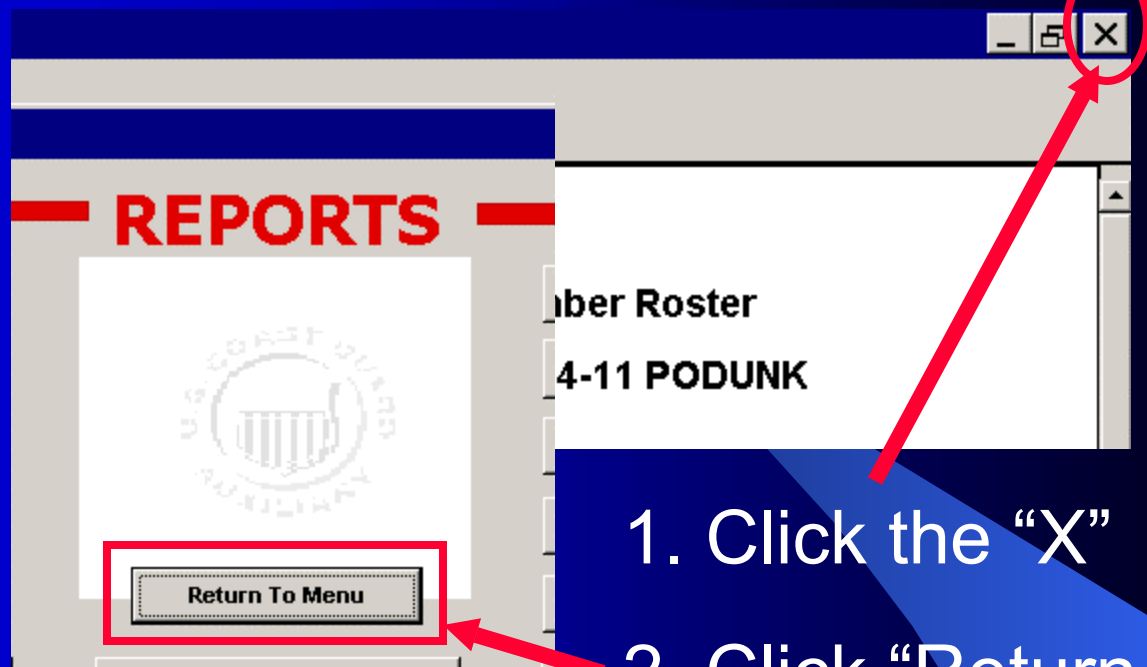


# The "Save" Screen

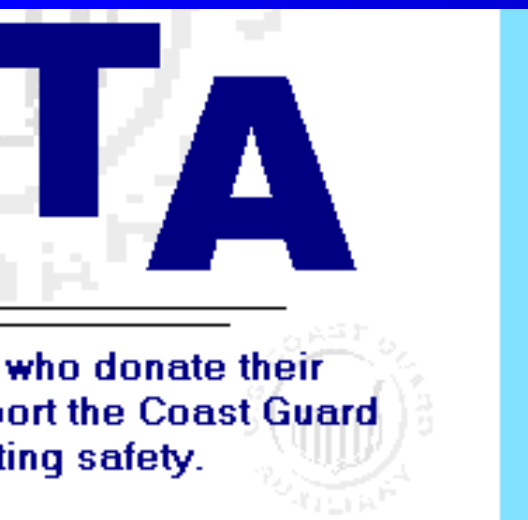


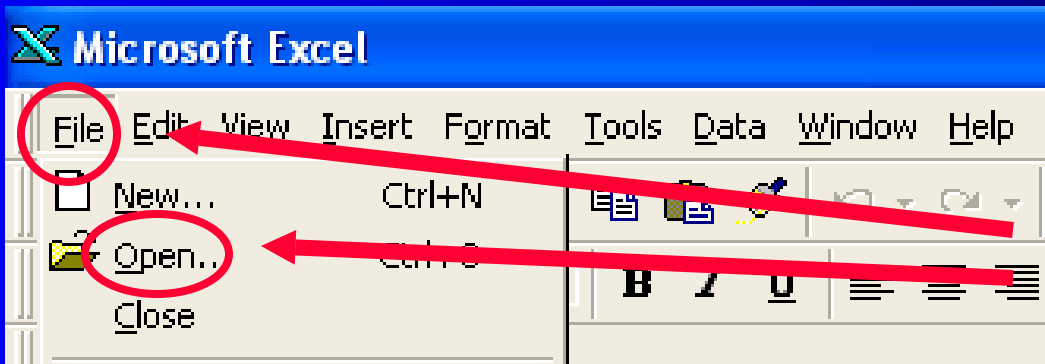
Click the down arrow to select the location where the file is to be placed. Only select a file where 'Client' is shown, like A\$ and C\$. Make any changes desired in the file name, then change the file type to Excel Wordbook and click "Save."

After the report is saved, exit AUXDATA. To do so follow these three steps. →

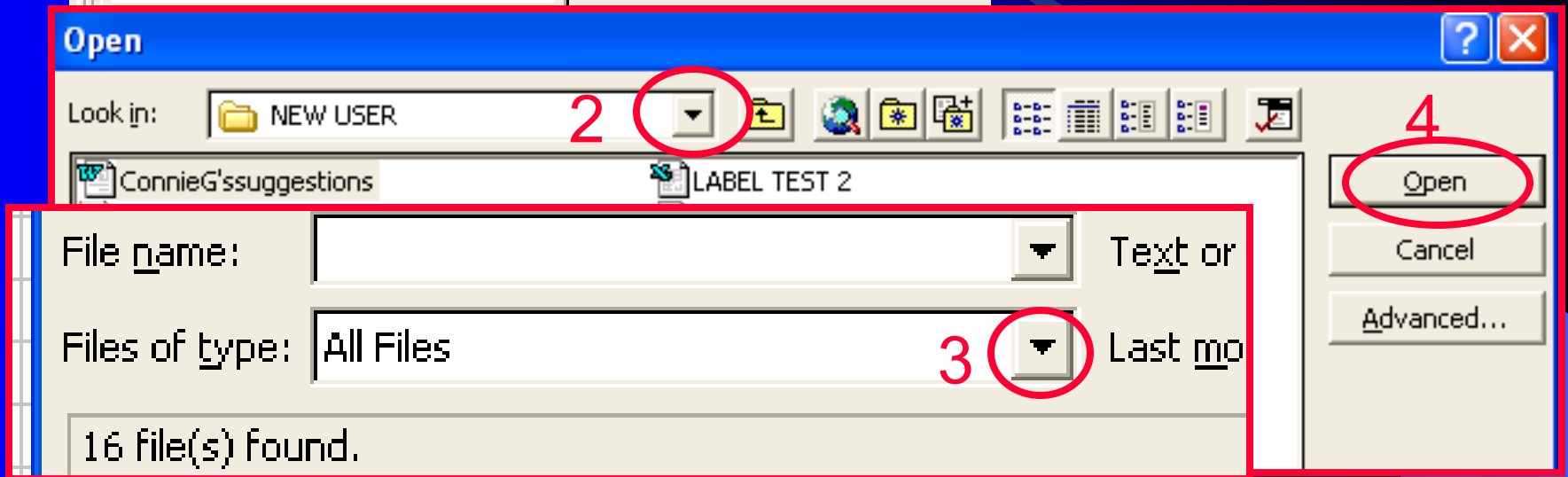


1. Click the "X"
2. Click "Return to Menu."
3. Click "EXIT."

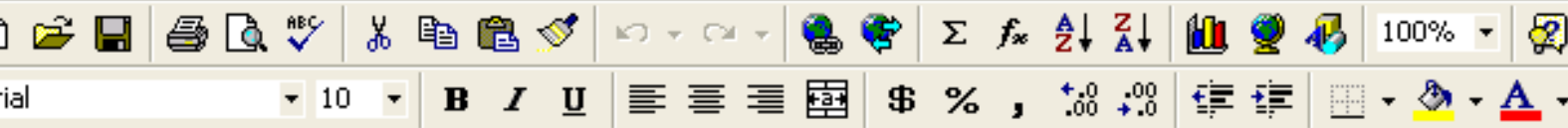




1. Run the Excel program and click "File" then "Open."



2. Click the down arrow to select the location where the file was stored. 3. Then click the down arrow to change the File Type to "Excel Workbook." 4. Finally, click on the correct file & click on "Open."

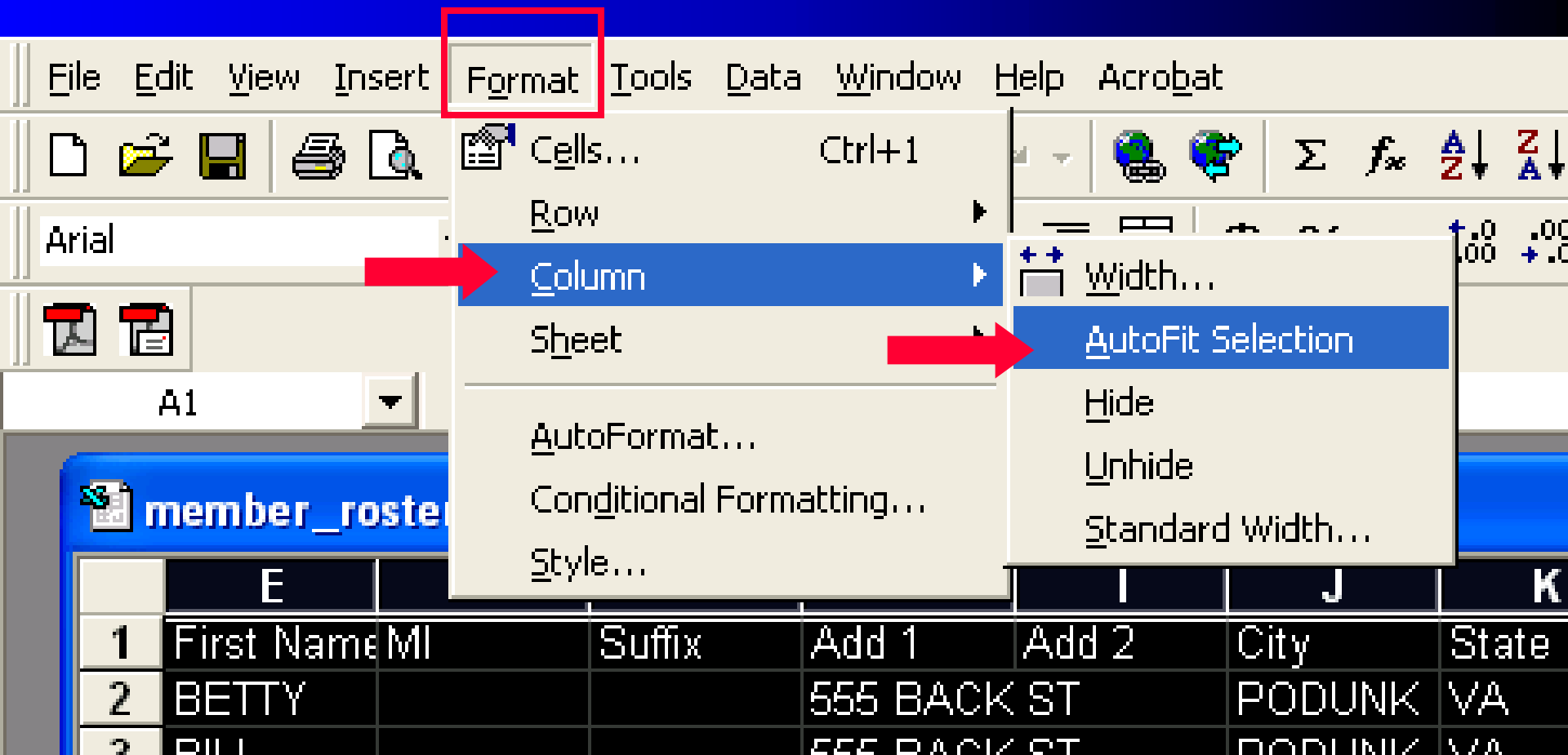


A1 = Unit\_No.

member\_roster

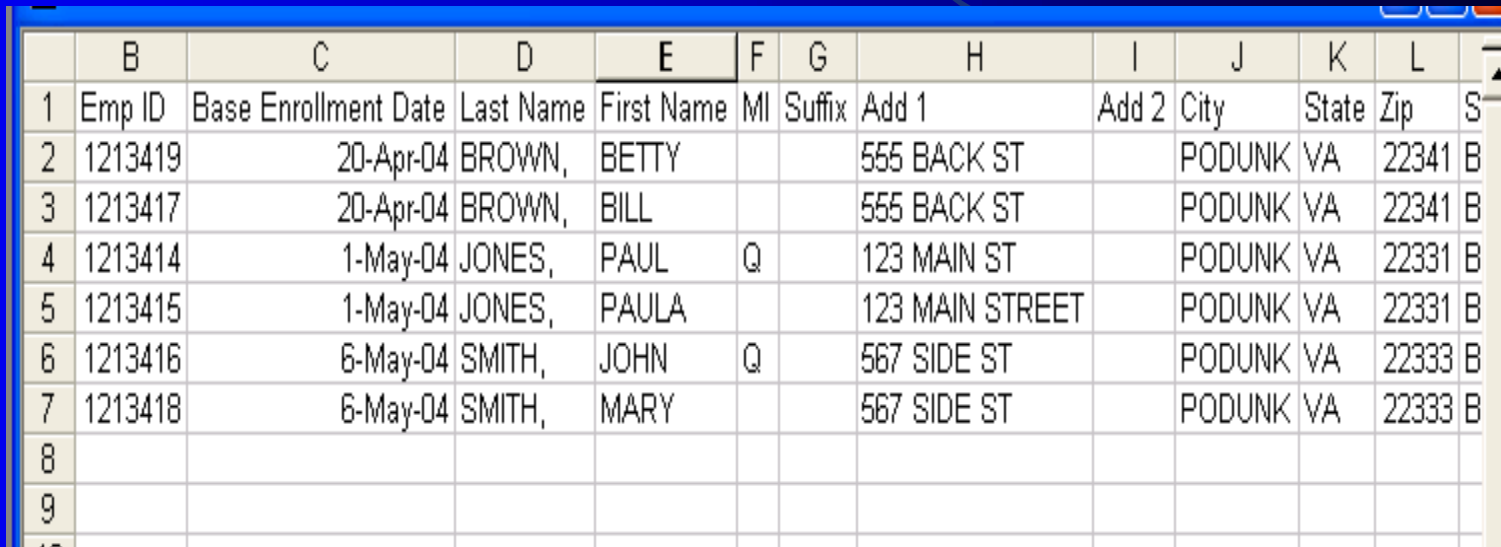
	A	B	C	D	E	F	G	H	I	J	K
1	Unit_No.	Emp ID	Base Enro	Last Name	First Name	MI	Suffix	Add 1	Add 2	City	State
2	541411	1213419	20-Apr-04	BROWN,	BETTY			555 BACK ST		PODUNK	VA
3	541411	1213417	20-Apr-04	BROWN,	BILL			555 BACK ST		PODUNK	VA
4	541411	1213414	1-May-04	JONES,	PAUL	Q		123 MAIN ST		PODUNK	VA
5	541411	1213415	1-May-04	JONES,	PAULA			123 MAIN STREET		PODUNK	VA
6	541411	1213416	6-May-04	SMITH,	JOHN	Q		567 SIDE ST		PODUNK	VA
7	541411	1213418	6-May-04	SMITH,	MARY			567 SIDE ST		PODUNK	VA
8											

Click on the first cell then, on the Key Board, hold down the “Shift” and press the right arrow key until columns “A” through “S” are highlighted. While the “Shift” key is held, press the down arrow until all lines are highlighted.



On the top menu bar, click on “Format”, place the cursor over “Column” and click on “AutoFit Selection.”

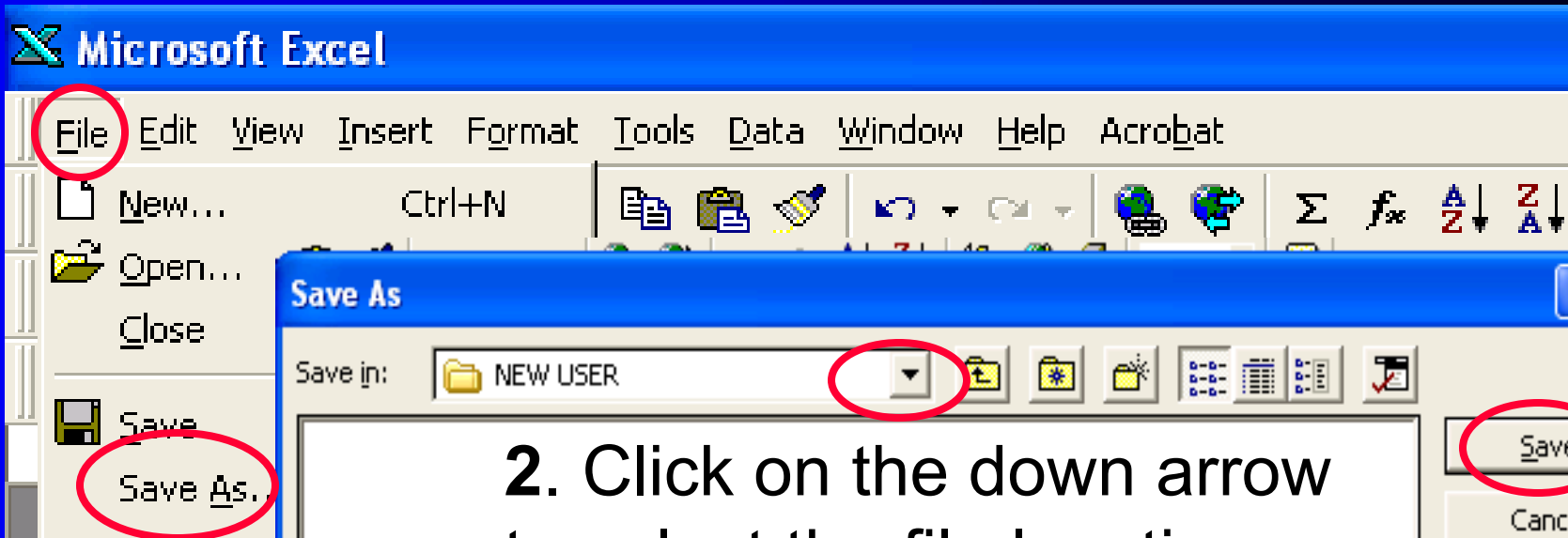
# The finished report



	B	C	D	E	F	G	H	I	J	K	L	S
1	Emp ID	Base Enrollment Date	Last Name	First Name	MI	Suffix	Add 1	Add 2	City	State	Zip	S
2	1213419	20-Apr-04	BROWN,	BETTY			555 BACK ST		PODUNK	VA	22341	B
3	1213417	20-Apr-04	BROWN,	BILL			555 BACK ST		PODUNK	VA	22341	B
4	1213414	1-May-04	JONES,	PAUL	Q		123 MAIN ST		PODUNK	VA	22331	B
5	1213415	1-May-04	JONES,	PAULA			123 MAIN STREET		PODUNK	VA	22331	B
6	1213416	6-May-04	SMITH,	JOHN	Q		567 SIDE ST		PODUNK	VA	22333	B
7	1213418	6-May-04	SMITH,	MARY			567 SIDE ST		PODUNK	VA	22333	B
8												
9												

The report is now ready to save or print.

The following steps prepare the report for use in making mailing labels. This will be covered in another “How To.”



1. Click on "File" then click on "Save As."

2. Click on the down arrow to select the file location

3. Change file name to "LABEL."

File name: LABEL

Save as type: Microsoft Excel Workbook

4

4. Click on the down arrow to change type to "Microsoft Excel Workbook" and click "Save."

To print the report, go to the location where it was stored, double click on its icon and the report will be opened by the Excel program. Because of the size of the report, some adjustments are required for it to fit on the paper. These will be described in another “How To.”

For the “How To” Library:  
<http://home.auxidept.org/howto.htm>

If you have any  
questions, contact your  
FSO-IS or SO-IS.

Good Luck!