

Export Report to a Single Excel Tab

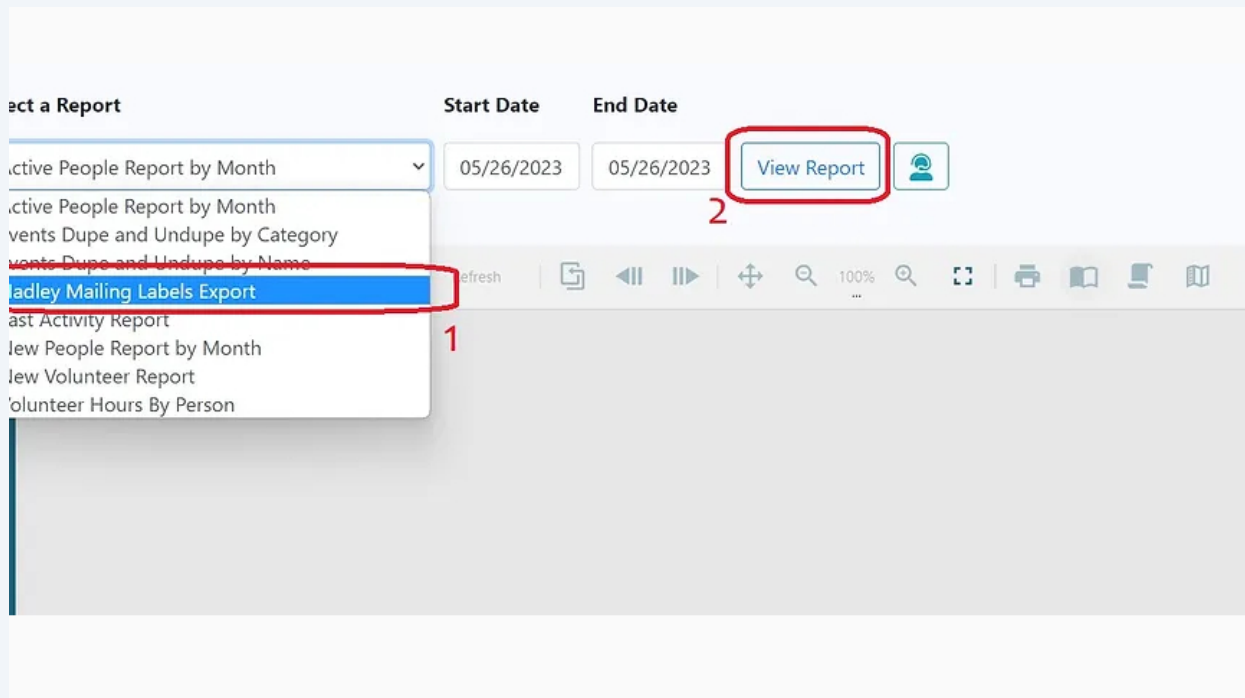


Learn to export your data from ActiveReports to an excel file with only 1 tab

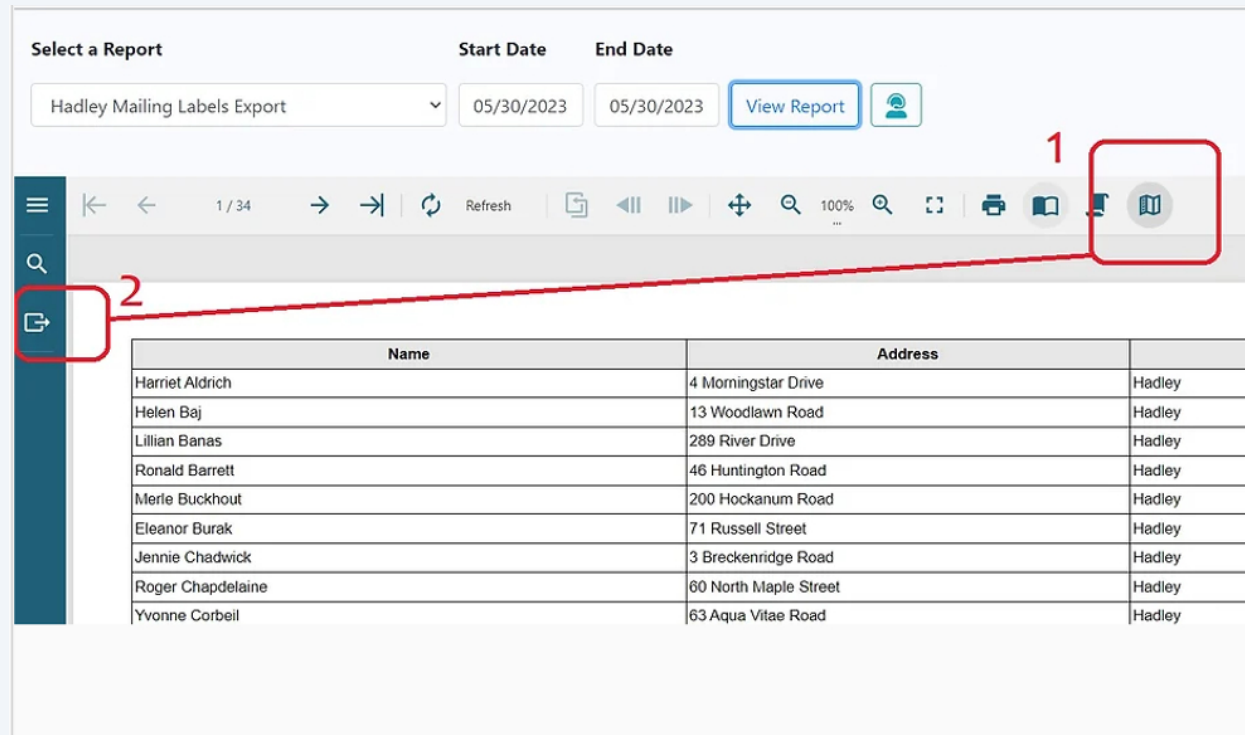
1 Click Statistics then Click Reports

The screenshot displays the ActiveReports dashboard. At the top, a navigation bar contains icons for People, Personnel, Events, Meals, Rides, Equipment, Reminders, and Statistics. The Statistics icon is highlighted with a red box and labeled with a red '1'. Below the navigation bar, a grid of report categories is shown, including Event Statistics, Person Statistics, Volunteer Hours, Log Statistics, Trip Statistics, Activity Statistics, Equipment Statistics, Service Statistics, Ride Statistics, Meal Statistics, Payment Statistics, Summary Statistics, and Average Daily Attendance. At the bottom of the dashboard, there are two buttons: 'EOEA' and 'Reports'. The 'Reports' button is highlighted with a red box and labeled with a red '2'. A red line connects the 'Statistics' icon to the 'Reports' button, indicating the navigation path.

2 Select The Report from the drop down list and click view report



3 Click the Gally Mode Icon. It's the last Icon to the right. Then Click the Export Button on the left.



4 Click the Drop Down list and Select "Excel Workbook (xlsx)"

Click Export at the bottom

The file will be exported to your Downloads Folder and will be named "ActiveReports"

Select a Report Start Date End Date 1/1

Hadley Mailing Labels Export 05/30/2023 05/30/2023 View Report

EXPORT 1

Format

- Excel workbook (xlsx) 1
- PDF document
- HTML file
- Excel workbook (xlsx)
- Tabular data

Size

Letter

Orientation

Portrait

Sheet Name

Page

Password

<empty>

File Name

ActiveReports 2

Export

Name	
Harriet Aldrich	4 Morningstar Drive
Helen Baj	13 Woodlawn Road
Lillian Banas	289 River Drive
Ronald Barrett	46 Huntington Road
Merle Buckhout	200 Hockanum Roa
Eleanor Burak	71 Russell Street
Jennie Chadwick	3 Breckenridge Roa
Roger Chapdelaine	60 North Maple Stre
Yvonne Corbeil	63 Aqua Vitae Road
Dorothy Cycz	35 North Maple Stre
Leon Czarniecki	16 High Meadow Rc
Rita Edelman	18 Shattuck Road
Wayne Emerson	37 WEST STREET :
Susan Emerson	P.O. Box 286 37 We
Joseph Fydenkevez	7 Stockwell Road
Jean Fydenkevez	10 Golden Court
Nadine Gallo	193 MOODY BRIDC
Fred Guerrin Jr	120 Mount Warner F
Anne Hanieski	80 Knightly Road
Judith Haskell	4 Meadowbrook Dri
Casey Lilla	49 Meadowbrook D