Export Report to a Single Excel Tab



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

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

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

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Ľ	Name			Address	
Ľ	Name Harriet Aldrich			Address 4 Morningstar Drive	Hadley
Ľ	Name Harriet Aldrich Helen Baj			Address 4 Morningstar Drive 13 Woodlawn Road	Hadley Hadley
	Name Harriet Aldrich Helen Baj Lillian Banas			Address 4 Morningstar Drive 13 Woodlawn Road 289 River Drive	Hadley Hadley Hadley
	Name Harriet Aldrich Helen Baj Lillian Banas Ronald Barrett			Address 4 Morningstar Drive 13 Woodlawn Road 289 River Drive 46 Huntington Road	Hadley Hadley Hadley Hadley
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	Name Harriet Aldrich Helen Baj Lillian Banas Ronald Barrett Merle Buckhout Eleanor Burak Jennie Chadwick			Address 4 Morningstar Drive 13 Woodlawn Road 289 River Drive 46 Huntington Road 200 Hockanum Road 71 Russell Street 3 Breckenridge Road	Hadley Hadley Hadley Hadley Hadley Hadley Hadley Hadley
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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	
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Excel workbook (xlsx)	Name	
>> DDE desument	Harriet Aldrich	4 Morningstar Drive
- PDF document	Helen Baj	13 Woodlawn Road
HTML file	Lillian Banas	289 River Drive
Excel workbook (xlsx)	Ronald Barrett	46 Huntington Road
Tabular data	Merle Buckhout	200 Hockanum Roa
Size	Eleanor Burak	71 Russell Street
Letter	- Jennie Chadwick	3 Breckenridge Roa
	Roger Chapdelaine	60 North Maple Stre
Orientation	Yvonne Corbeil	63 Aqua Vitae Road
Portrait	Dorothy Cycz	35 North Maple Stre
Sheet Name	Leon Czarniecki	16 High Meadow Re
Page	Rita Edelman	18 Shattuck Road
raye	Wayne Emerson	37 WEST STREET
Password	Susan Emerson	P.O. Box 286 37 We
<empty></empty>	Joseph Fydenkevez	7 Stockwell Road
File Name	Jean Fydenkevez	10 Golden Court
	Nadine Gallo	193 MOODY BRID
ActiveReports Z	Fred Guerrin Jr	120 Mount Warner
	Anne Hanieski	80 Knightly Road
Export	Judith Haskell	4 Meadowbrook Dri
	Cara Lilla	12 Maadaubraak D