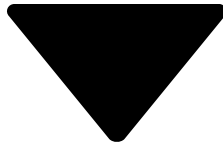


1. [Create Reports and Dashboards for Sales and Marketing Managers](#)



2. [Manage Reported Data](#)

Manage Reported Data

As good as Salesforce reports and dashboards are, it's sometimes still helpful to export your data and manipulate it in spreadsheet software. No problem! Salesforce allows you to export report details in .CSV or .XLS formats. Use your favorite spreadsheet software to further manipulate the data as needed. Note that the export will not have formatting, groupings, or subtotals.


Export a Report as CSV

Your CEO would like a printable, adjustable output of the Users Not Logged in Last 7 Days report.

Run the Users Not Logged in Last 7 Days report:

1. Click the **Reports** tab.
2. Click the **Users Not Logged in Last 7 Days** report.

Save the report data as an .csv file:

1. Click the **arrow**  next to Edit.
2. Click **Export**.
3. Click **Details Only** and select the following options:
 - Format: **Comma Delimited .csv**
 - Encoding: **ISO-8859-1 (General US & Western European, ISO-LATIN-1)**
4. Click **Export**.
5. Locate the file on your computer and open it. Note that the report data is displayed and can be manipulated in the spreadsheet software and printed.
6. Save the file as `Users Not Logged in Last 7 Days Export Details`.

Assessment Complete!

+100 points



Create Reports and Dashboards for Sales and Marketing Managers

100%

Progress: 100%

Retake this Step

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