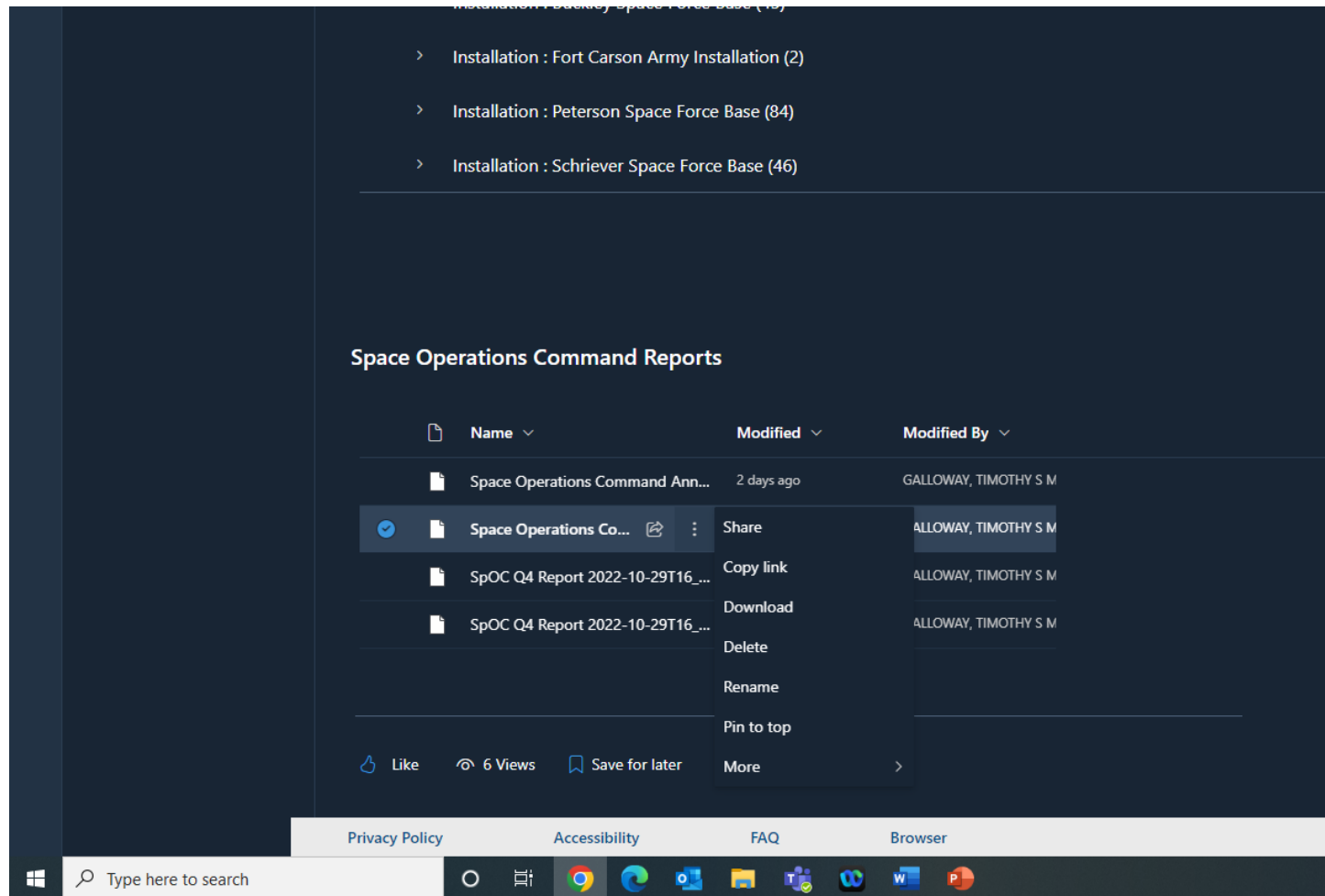
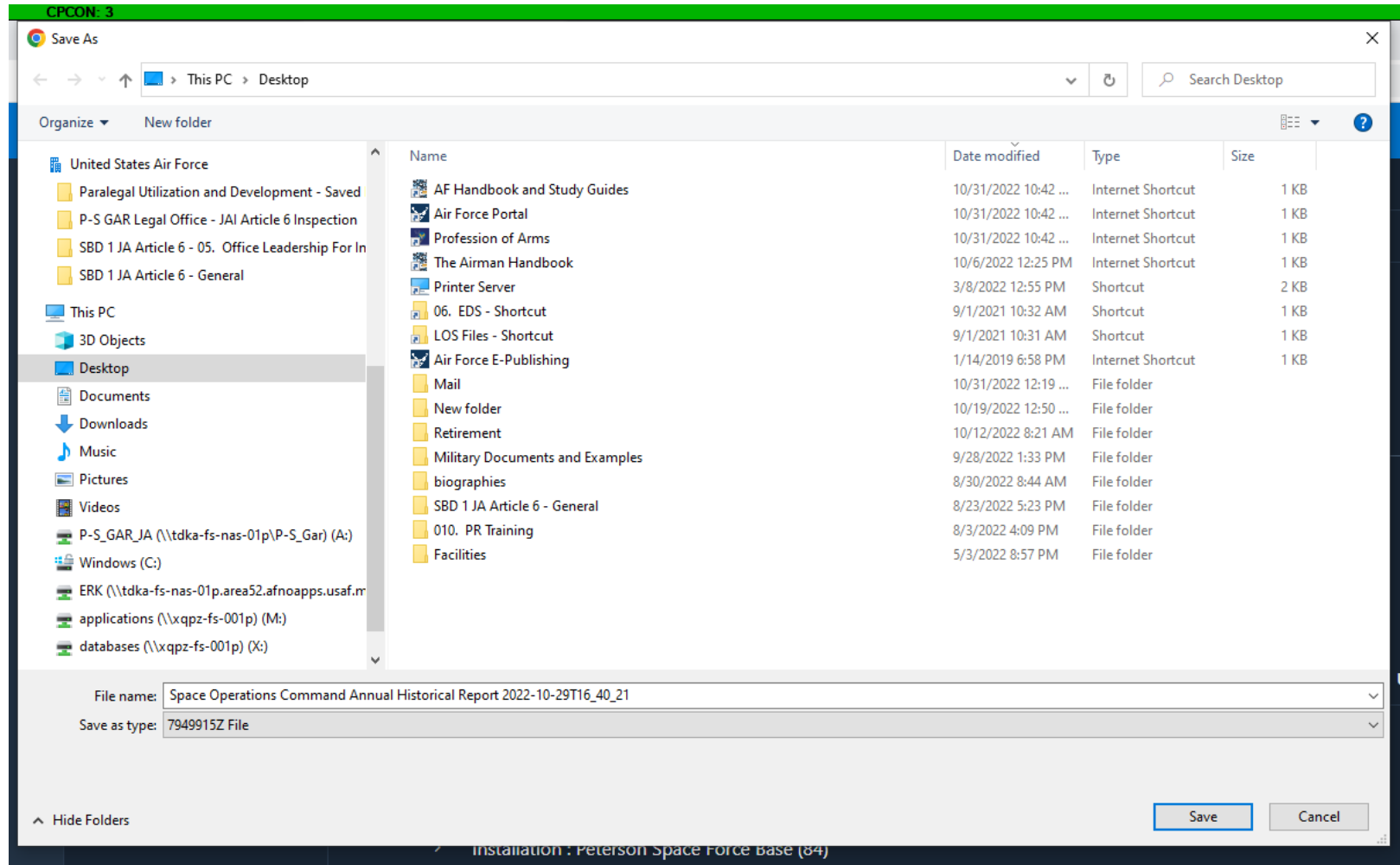


How to Download Reports

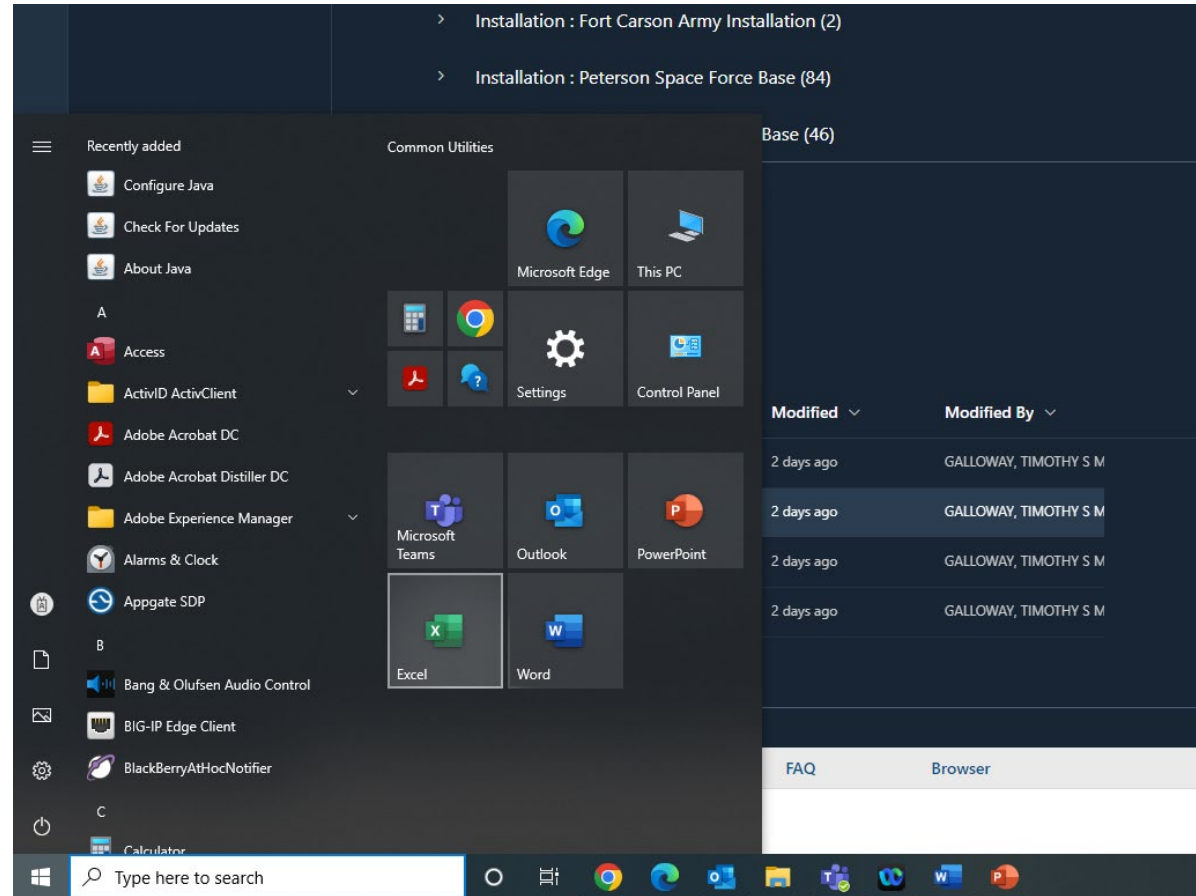
Find the report you want to download and click the three vertical dots and then select Download



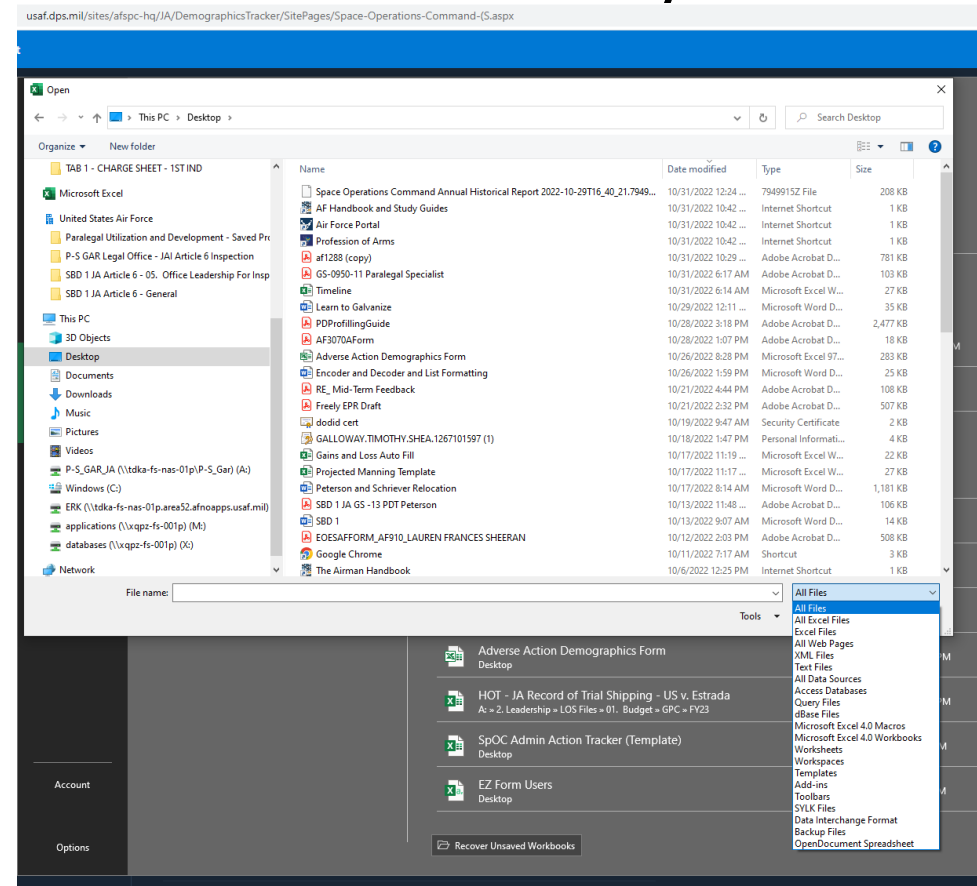
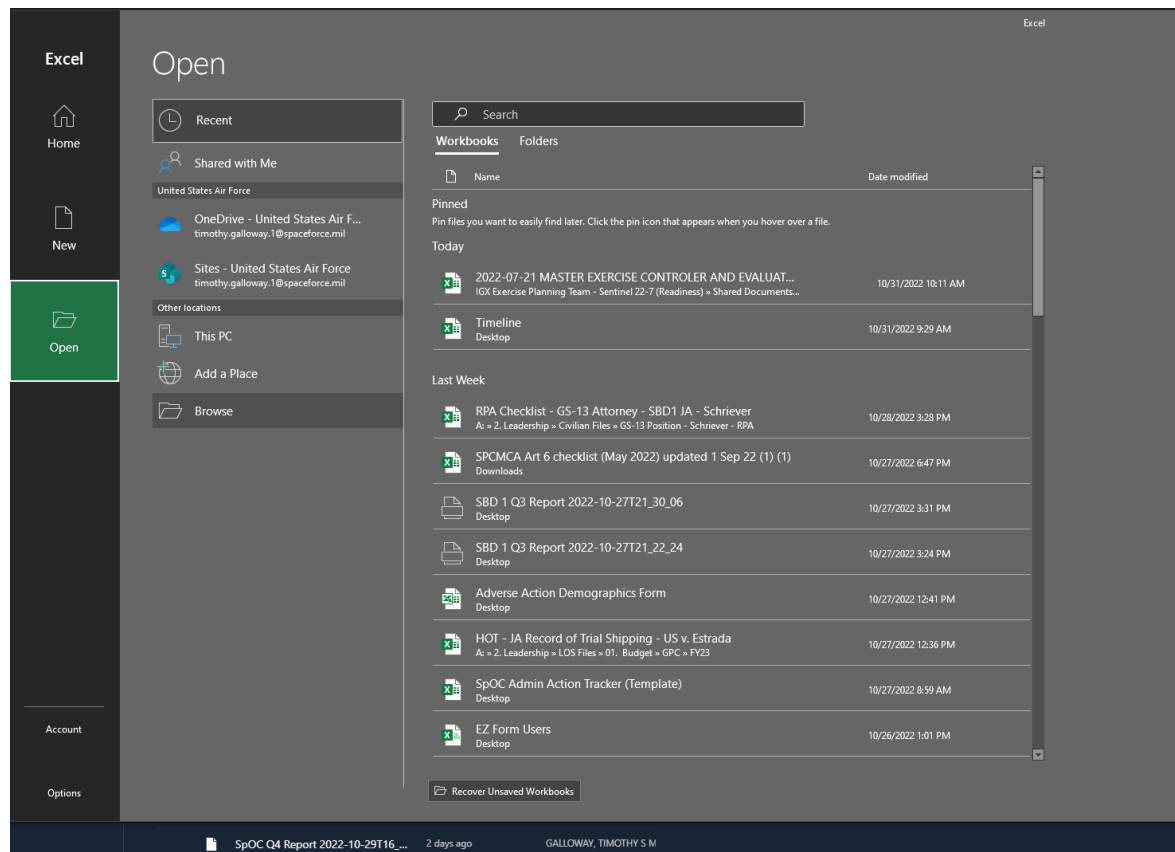
Save the file to a location you can get to easily.
Notice the Save As type isn't an Excel...Its because
it's a CSV file.



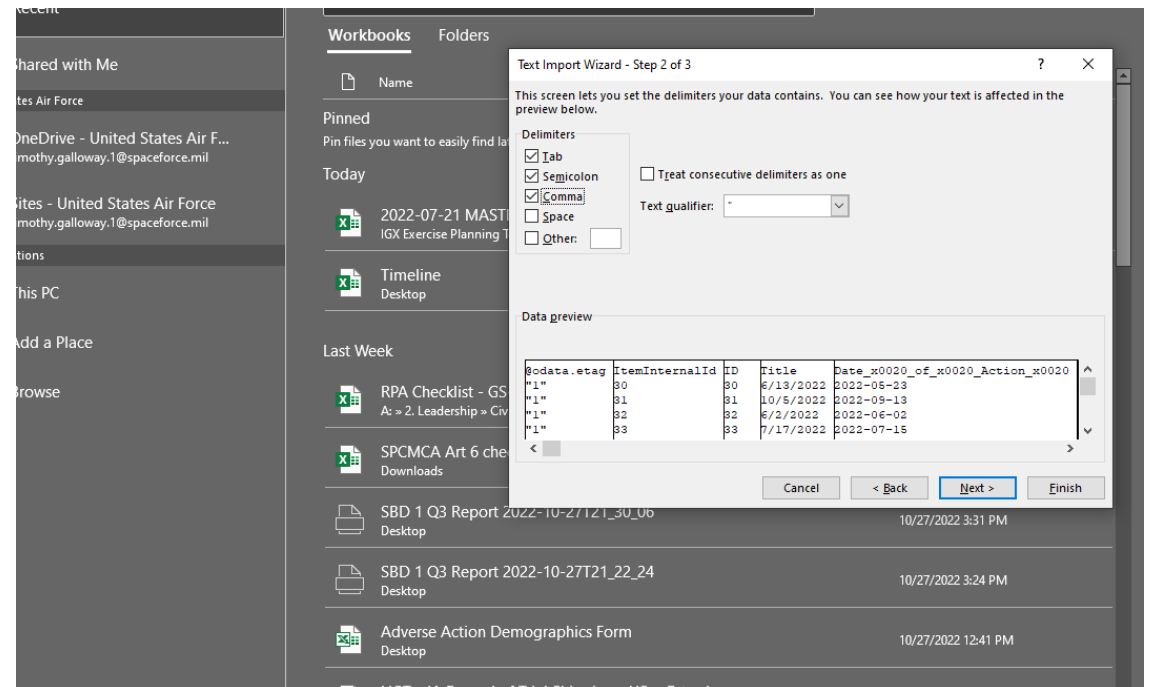
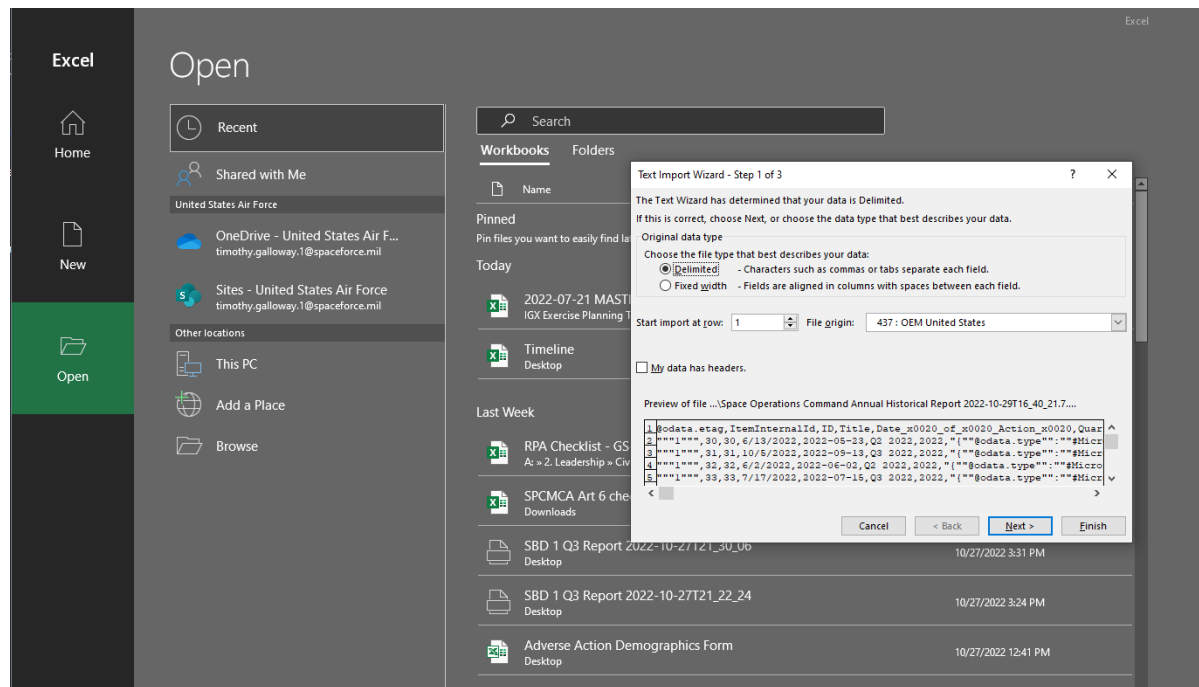
Now open Excel



Click open and then search for your file. When you do this change the bottom drop down to all files and you should be able to then see your file.



Now that you found it you want to tell it to open it as a Delimited File and then select next. Then select how you want it to separate the fields into columns.



Save it as a General File and then click Finish

Excel

Open

Recent

Shared with Me

United States Air Force

OneDrive - United States Air F...
timothy.galloway.1@spaceforce.mil

Sites - United States Air Force
timothy.galloway.1@spaceforce.mil

Other locations

This PC

Add a Place

Browse

Home

New

Open

Search

Workbooks Folders

Name

Pinned

Pin files you want to easily find la

Today

2022-07-21 MASTI
IGX Exercise Planning T

Timeline
Desktop

Last Week

RPA Checklist - GS
A: » 2. Leadership » Civ

SPCMCA Art 6 che
Downloads

SBD 1 Q3 Report 2022-10-27121_30_06
Desktop

SBD 1 Q3 Report 2022-10-27T21_22_24
Desktop

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General
@odata.etag	ItemInternalId	ID	Title	Date_x0020_of_x0020_Action_x0020
"1"	30	30	6/13/2022	2022-05-23
"1"	31	31	10/5/2022	2022-09-13
"1"	32	32	6/2/2022	2022-06-02
"1"	33	33	7/17/2022	2022-07-15

Cancel < Back Next > Finish

10/27/2022 3:31 PM

10/27/2022 3:24 PM

It might look crazy like this, but I'm working to have it not show the link to the value and instead just the value. However, for now you can still select the entire row and then add a filter so you can find your data points.

Excel screenshot showing a table with columns: ID, Item Internal ID, Title, Date, Quarter, Year, Type of Admin Action, and Underlying Offense. The table contains multiple rows of data, including dates and descriptions of administrative actions and offenses.

Document Recovery: Excel has recovered the following files. Save the ones you wish to keep.

Timeline.xlsx (Original) Version created last time the... 10/31/2022 6:14 AM

Filter (Ctrl-Shift-L) Turn on filtering for the selected cells. Then, click the arrow in the column header to narrow down the data. Tell me more

Count: 66

57°F Mostly cloudy 12:36 PM 10/31/2022