

## Instructions for the Use of Excel for Reports in the EIS

**9.) Request:** **DS-EIS-EOAS 01-00-0095** Export to Excel functionality from all list pages. **Fix:** EIS Users will now have the ability to Export and save the data included on any list/grid page to an Excel Spreadsheet. A Save to Xcel button will appear on each list/grid page. Internet setting may have to be readjusted to allow this functionality. Setting will be sent via a separate document.

Step 1: Open any list/grid page in EIS and Click the Save XLS button

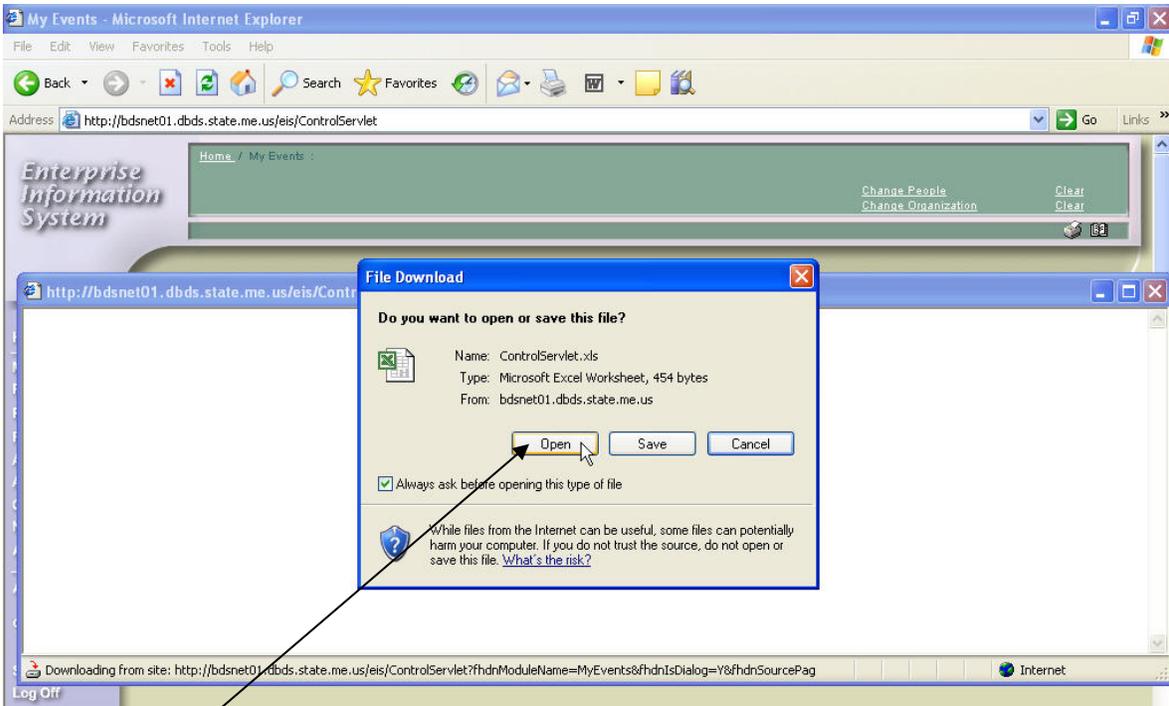
The screenshot shows a web browser window titled "My Events - Microsoft Internet Explorer" with the address bar displaying "http://bdsnet01.dbds.state.me.us/eis/ControlServlet". The page content includes a navigation menu on the left with options like "Home", "My Events", "Reports", "Processes", "People", "Assessments", "Authorizations", "Client Tracking", "Notes", "Administer", "ADA Instructions", "Client Geographical Info", "Support", and "Log Off". The main content area is divided into sections: "My Clients" (a table with columns for ID, Name, Date of Birth, Gender, and Set Anchor), "My Reports" (a table with columns for My Reports, Created Date, and Last Modified), and "My Inbox" (a list of notifications). A green "Save XLS" button is visible below the "My Clients" table, and another "Save XLS" button is visible below the "My Reports" table. A black arrow points from the text "Click the Save XLS button" to the "Save XLS" button in the "My Clients" section.

ID	Name	Date of Birth	Gender	Set Anchor
180638	AAABBLE, ABE JR	10/10/1950	Male	Go
181681	ANT, MADISON A	01/01/1951	Female	Go
181461	MOUSE, LINDSAY E.	06/10/2001	Female	Go
180637	MOUSE, LINWOOD T	09/26/1950	Male	Go
180478	MOUSE, MICKROY	10/10/1950	Male	Go

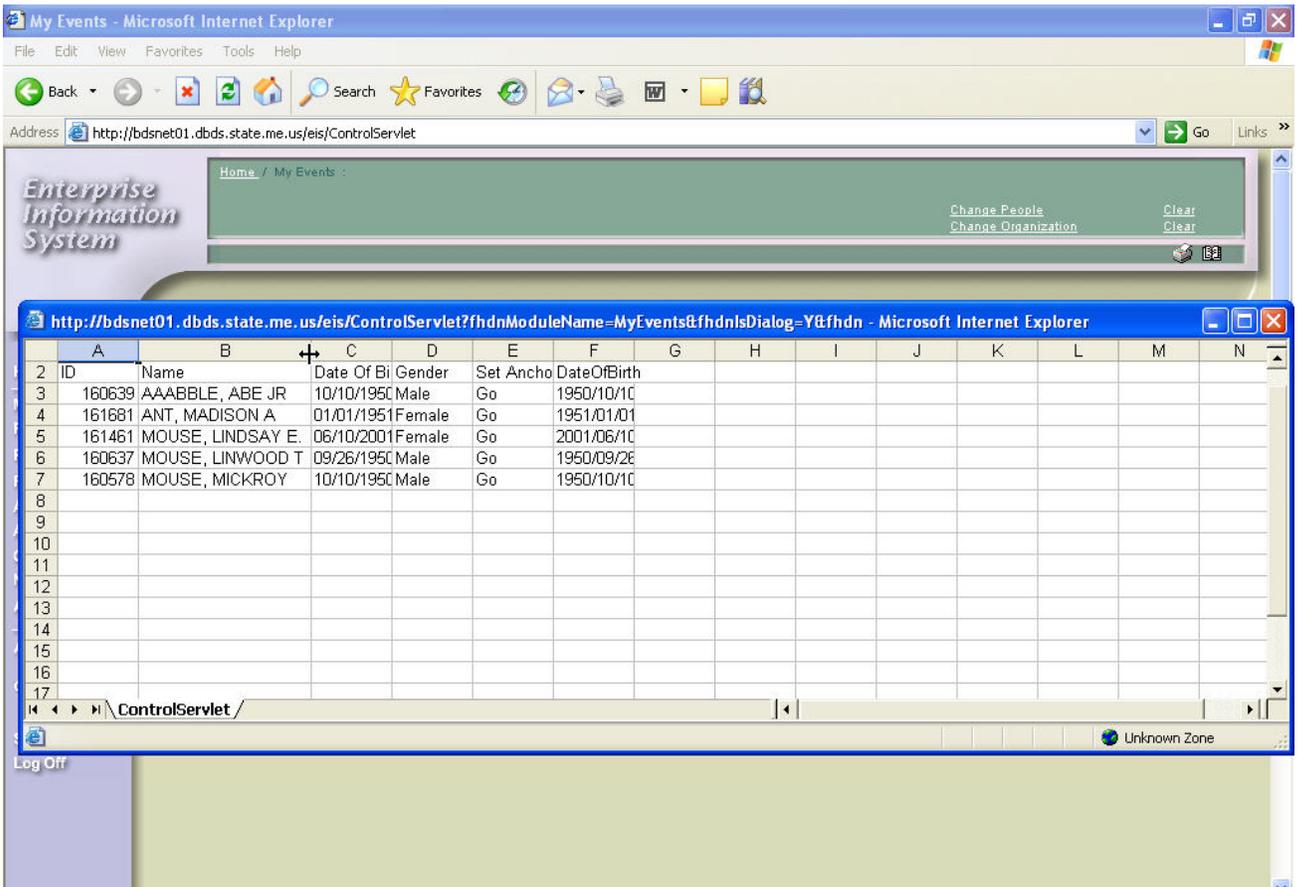
My Reports	Created Date	Last Modified

ID	Name	Date	Source
13821	Notification of the person selected from the Step2 if the step3 is not completed.		Go
13821	Notification of the person selected from the Step2 if the step3 is not completed.		Go
13822	Notification of the person selected from the Step2 if the step3 is not completed.		Go
13822	Notification of the person selected from the Step2 if the step3 is not completed.		Go
13823	Notification of the person selected from the Step2 if the step3 is not completed.		Go

A Dialog message box will open on your screen giving you the chance to Open an Excel Spread sheet, Save the Excel Spread Sheet without it opening or to Cancel the activity.



Click the Open button and an Excel Spreadsheet will appear on your screen.



Go to any column border and double click it to modify the width of the column. The column will widen to accommodate the data it holds.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The address bar shows the URL: `http://bdsnet01.dbds.state.me.us/eis/ControlServlet`. The page content includes a header for "Enterprise Information System" and a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	ID	Name	Date Of Bi	Gender	Set Ancho	DateOfBirth								
3	160639	AAABBLE, ABE JR	10/10/1950	Male	Go	1950/10/10								
4	161681	ANT, MADISO												
5	161461	MOUSE, LIND												
6	160637	MOUSE, LINW												
7	160578	MOUSE, MICK												
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

A dialog box is overlaid on the spreadsheet, with the following text and options:

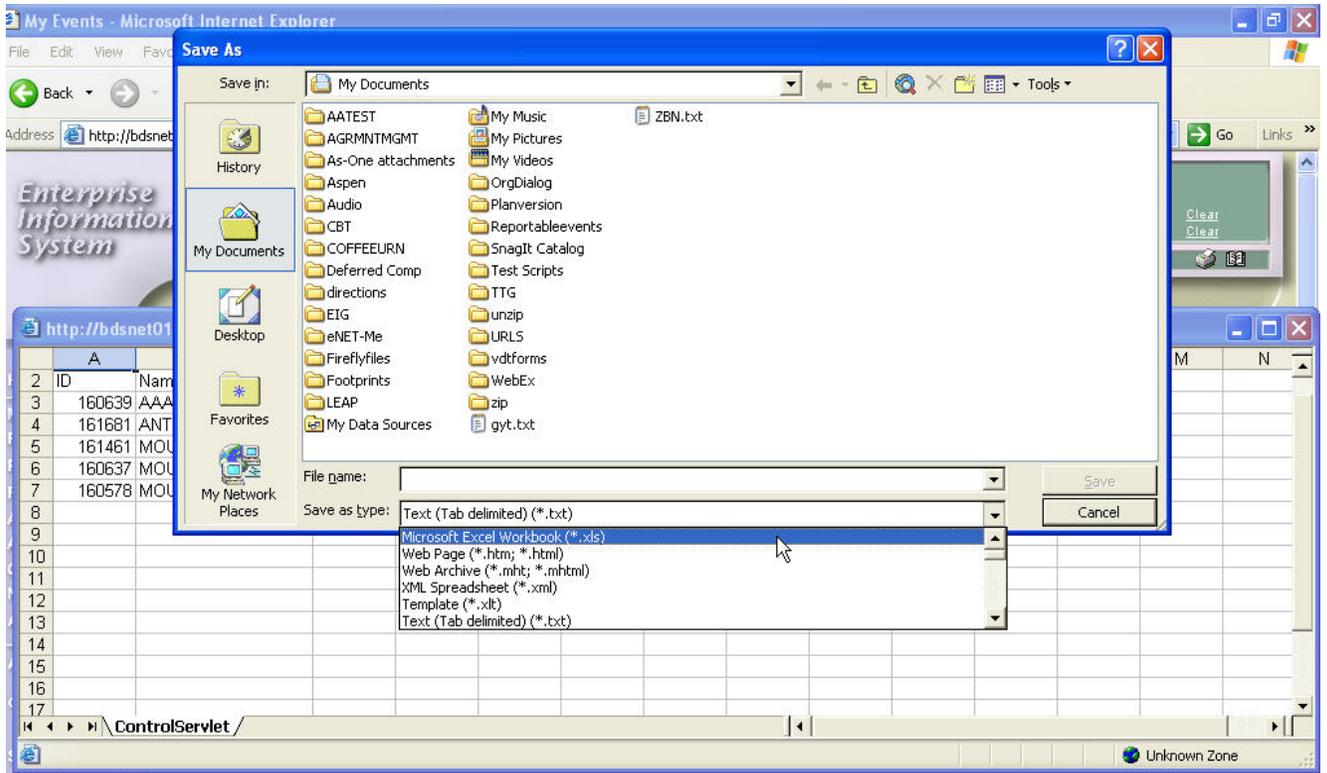
`http://bdsnet01.dbds.state.me.us/eis/ControlServlet?fhdnModuleName=MyEvents&fhdnlsDialog=...`

This document has been modified. Do you want to save changes?

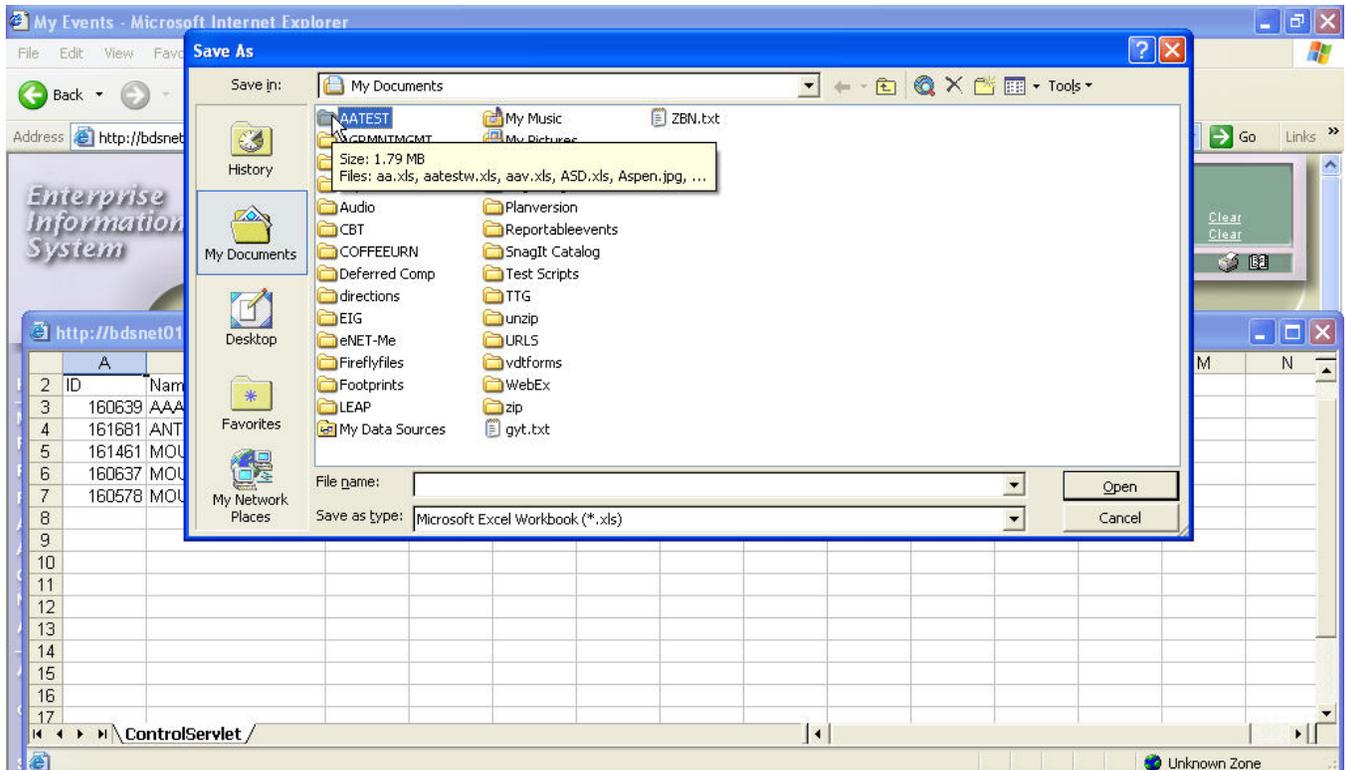
Yes: Saves your changes  
No: Discards your changes  
Cancel: Keeps this document open

Buttons: Yes, No, Cancel

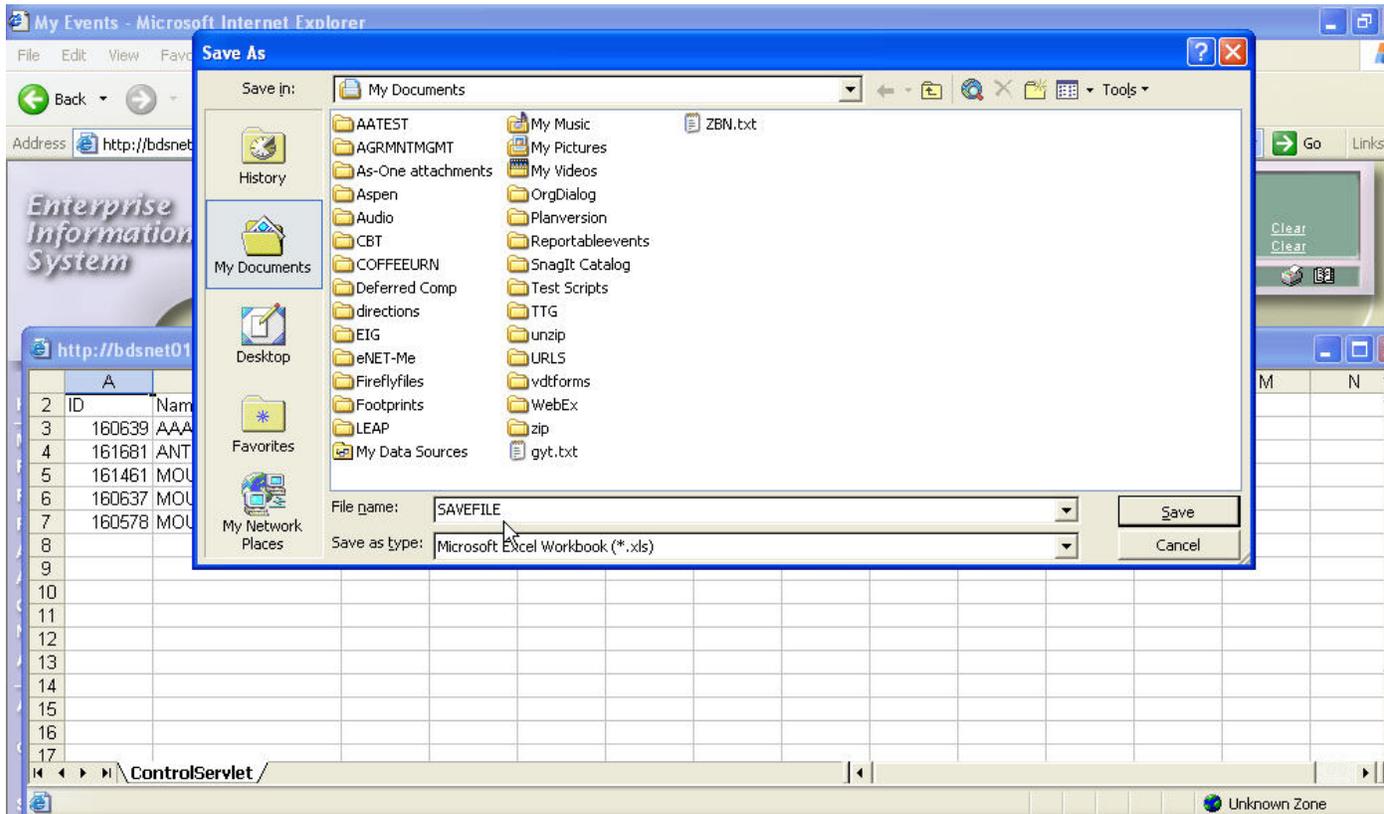
Click the Red X in the upper right hand corner of the Excel Spread sheet and a Dialog message box will appear to allow you to Save, Not Save or Cancel.



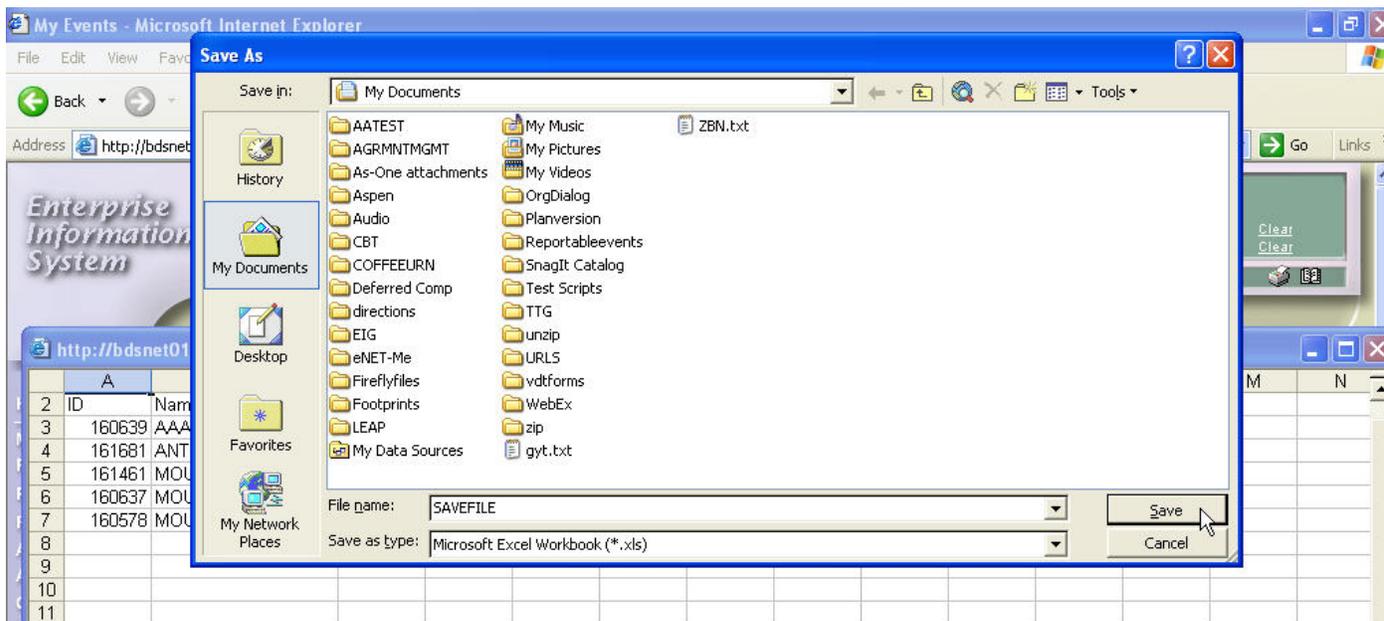
Click the Save button, and in the Save as Type: drop down choose Microsoft Excel Workbook (\*.xls)



Choose a folder on your computer to save the file to. Here I have chosen the AATEST folder.



Enter a File Name: I named my file SAVEFILE.



Click the Save button to save the SAVEFILE to a Microsoft Excel Workbook in your designated drive or folder.

My Events - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://bdsnet01.dbds.state.me.us/eis/ControlServlet>

Enterprise Information System

Home / My Events

Change People Clear  
Change Organization Clear

LINWOOD T DIKET of BDSx June 01, 2006

**My Events**

**My Clients**

ID	Name	Date Of Birth	Gender	Set Anchor
<a href="#">160639</a>	AAABBLE, ABE JR	10/10/1950	Male	<a href="#">Go</a>
<a href="#">161681</a>	ANT, MADISON A	01/01/1951	Female	<a href="#">Go</a>
<a href="#">161461</a>	MOUSE, LINDSAY E.	06/10/2001	Female	<a href="#">Go</a>
<a href="#">160637</a>	MOUSE, LINWOOD T	09/26/1950	Male	<a href="#">Go</a>
<a href="#">160578</a>	MOUSE, MICKROY	10/10/1950	Male	<a href="#">Go</a>

Viewing 1 - 5 of 5 [Save XLS](#)

**My Reports**

My Reports	Created Date	Last Modified

Viewing 0 - 0 of 0 [Save XLS](#)

**My Inbox**

ID	Name	Date	Source
<a href="#">13821</a>	Notification of the person selected from the Step2 if the step3 is not completed.		<a href="#">Go</a>
<a href="#">13821</a>	Notification of the person selected from the Step2 if the step3 is not completed.		<a href="#">Go</a>
<a href="#">13822</a>	Notification of the person selected from the Step2 if the step3 is not completed.		<a href="#">Go</a>
<a href="#">13822</a>	Notification of the person selected from the Step2 if the step3 is not completed.		<a href="#">Go</a>
<a href="#">13823</a>	Notification of the person selected from the Step2 if the step3 is not completed.		<a href="#">Go</a>

Viewing 1 - 5 of 90 [Save XLS](#)

[\[Set My Preferences\]](#) [\[Set Staff Coverage\]](#)

You will return to the List/Grid page that you started on. You should wait a couple of seconds to let the page refresh before moving on to your next activity in EIS.

These are among the leading requests that have been received through TECHSUPPORT regarding needed changes to the system. I was able to represent the need for these changes to the other SP\_Leads and Data Center staff. Today or tomorrow you will see the result of your requests and the efforts by Rick Hayward, Mike Biddle and their team to see these changes have become reality. More will come in the future.