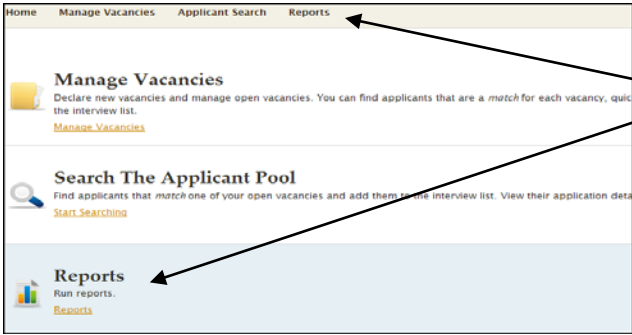
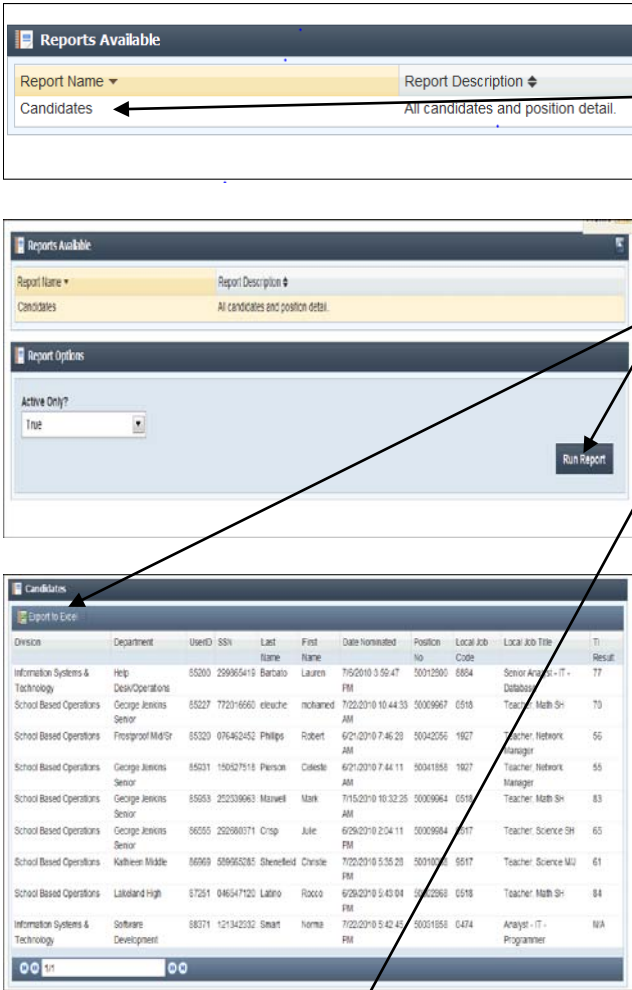
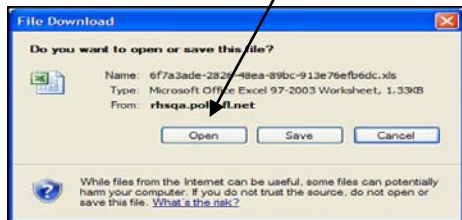
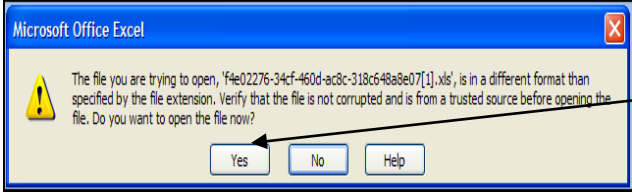
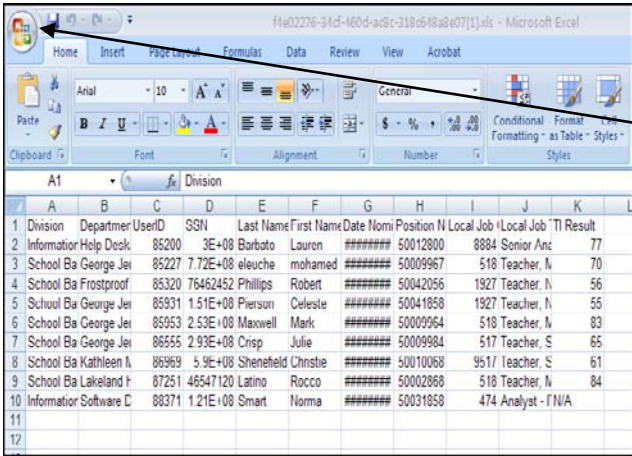
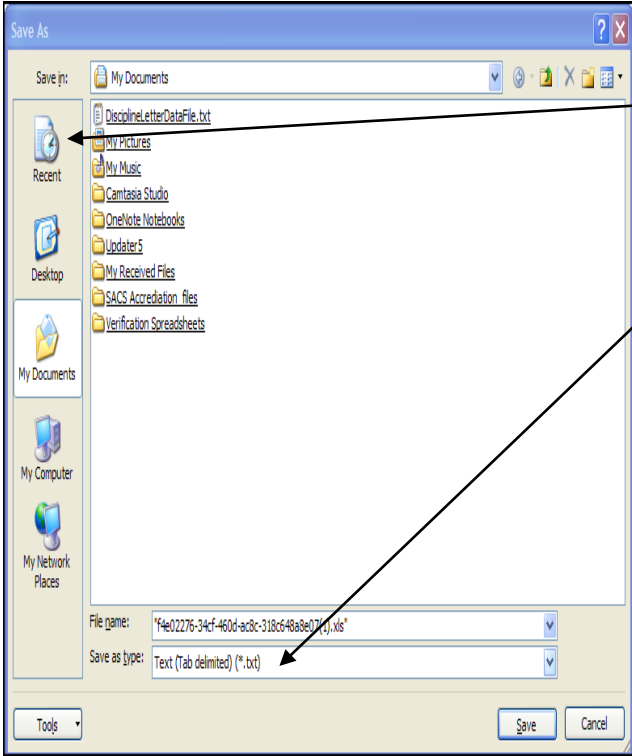


## RHS-Export & Save An Excel Report

Steps	Screen Displayed	Procedures
1		<p><i>Login to the RHS system.</i></p> <p><i>Select the <b>Reports</b> button</i></p>
2		<p><i>The Reports Available screen is now displayed.</i></p> <p><i>Select the <b>Report</b> (by double clicking on the Report name)</i></p> <p><i>Click the <b>Run Report</b> button</i></p> <p><i>Click the <b>Export to Excel</b> button</i></p> <p><i>Click the <b>Open</b> button</i></p>



## RHS-Export & Save An Excel Report

Steps	Screen Displayed	Procedures																																																																																																																																		
3	 <p>The file you are trying to open, 'f4e02276-34cf-460d-ac8c-318c648a8e07[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?</p> <p>Buttons: Yes, No, Help</p>	<p><b>IMPORTANT: If you get this message</b></p> <ul style="list-style-type: none"> <li>Click the <b>Yes</b> button</li> </ul>																																																																																																																																		
4	 <p>Excel interface showing a spreadsheet with columns: Division, Department, UserID, SSN, Last Name, First Name, Date, Nom, Position, Local Job, Local Job Title, Result.</p> <table border="1"> <thead> <tr> <th>1</th> <th>Division</th> <th>Department</th> <th>UserID</th> <th>SSN</th> <th>Last Name</th> <th>First Name</th> <th>Date</th> <th>Nom</th> <th>Position</th> <th>Local Job</th> <th>Local Job Title</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Informator</td> <td>Help Desk</td> <td>85200</td> <td>3E+08</td> <td>Barbato</td> <td>Lauren</td> <td>#####</td> <td>50012800</td> <td>8884</td> <td>Senior Anc</td> <td></td> <td>77</td> </tr> <tr> <td>3</td> <td>School</td> <td>Ba George Jci</td> <td>85227</td> <td>7.72E+08</td> <td>eleuche</td> <td>mohamed</td> <td>#####</td> <td>50009967</td> <td>518</td> <td>Teacher, N</td> <td></td> <td>70</td> </tr> <tr> <td>4</td> <td>School</td> <td>Ba Frostproof</td> <td>85320</td> <td>76462452</td> <td>Phillips</td> <td>Robert</td> <td>#####</td> <td>50042056</td> <td>1927</td> <td>Teacher, N</td> <td></td> <td>56</td> </tr> <tr> <td>5</td> <td>School</td> <td>Ba George Jci</td> <td>85931</td> <td>1.51E+08</td> <td>Pierson</td> <td>Celeste</td> <td>#####</td> <td>50041858</td> <td>1927</td> <td>Teacher, N</td> <td></td> <td>55</td> </tr> <tr> <td>6</td> <td>School</td> <td>Ba George Jci</td> <td>85953</td> <td>2.53E+08</td> <td>Maxwell</td> <td>Mark</td> <td>#####</td> <td>50009964</td> <td>518</td> <td>Teacher, N</td> <td></td> <td>83</td> </tr> <tr> <td>7</td> <td>School</td> <td>Ba George Jci</td> <td>86555</td> <td>2.93E+08</td> <td>Crisp</td> <td>Julie</td> <td>#####</td> <td>50009984</td> <td>517</td> <td>Teacher, S</td> <td></td> <td>65</td> </tr> <tr> <td>8</td> <td>School</td> <td>Ba Kathleen H</td> <td>86969</td> <td>5.9E+08</td> <td>Sheneheld</td> <td>Christie</td> <td>#####</td> <td>50010068</td> <td>9517</td> <td>Teacher, S</td> <td></td> <td>61</td> </tr> <tr> <td>9</td> <td>School</td> <td>Ba Lakeland H</td> <td>87251</td> <td>4.6547120</td> <td>Latino</td> <td>Rocco</td> <td>#####</td> <td>50002868</td> <td>518</td> <td>Teacher, N</td> <td></td> <td>84</td> </tr> <tr> <td>10</td> <td>Informator</td> <td>Software C</td> <td>88371</td> <td>1.21E+08</td> <td>Smart</td> <td>Norma</td> <td>#####</td> <td>50031858</td> <td>474</td> <td>Analyst - F/WA</td> <td></td> <td></td> </tr> </tbody> </table>	1	Division	Department	UserID	SSN	Last Name	First Name	Date	Nom	Position	Local Job	Local Job Title	Result	2	Informator	Help Desk	85200	3E+08	Barbato	Lauren	#####	50012800	8884	Senior Anc		77	3	School	Ba George Jci	85227	7.72E+08	eleuche	mohamed	#####	50009967	518	Teacher, N		70	4	School	Ba Frostproof	85320	76462452	Phillips	Robert	#####	50042056	1927	Teacher, N		56	5	School	Ba George Jci	85931	1.51E+08	Pierson	Celeste	#####	50041858	1927	Teacher, N		55	6	School	Ba George Jci	85953	2.53E+08	Maxwell	Mark	#####	50009964	518	Teacher, N		83	7	School	Ba George Jci	86555	2.93E+08	Crisp	Julie	#####	50009984	517	Teacher, S		65	8	School	Ba Kathleen H	86969	5.9E+08	Sheneheld	Christie	#####	50010068	9517	Teacher, S		61	9	School	Ba Lakeland H	87251	4.6547120	Latino	Rocco	#####	50002868	518	Teacher, N		84	10	Informator	Software C	88371	1.21E+08	Smart	Norma	#####	50031858	474	Analyst - F/WA			<p>Your Report is now displayed in Excel.</p> <p>To <b>Save</b> this report in <b>Excel</b>:</p> <ul style="list-style-type: none"> <li>Click the <b>Microsoft</b> button</li> <li>Select the <b>Save As</b> icon</li> </ul>
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5	 <p>Save As dialog box showing file name: 'f4e02276-34cf-460d-ac8c-318c648a8e07[1].xls' and Save as type: Text (Tab delimited) (*.txt).</p>	<p>The <b>Save As</b> screen appears.</p> <ul style="list-style-type: none"> <li>Select the <b>icon</b> (of the place you want to save this report) <b>EXAMPLE: The desktop icon.</b></li> <li>Select the <b>“Excel Workbook (*.xlsx)”</b> in the <b>Save as type:</b> dropdown</li> </ul>																																																																																																																																		