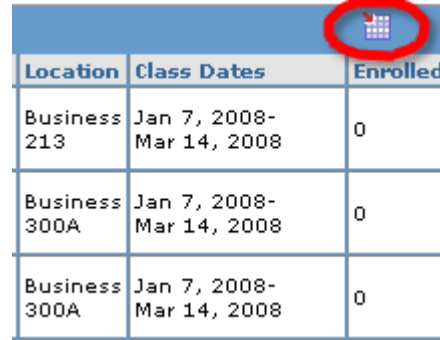


Downloading PeopleSoft Tables into Excel

HCM 8.9 provides a feature on several pages enabling the user to download a displayed table into an excel file.

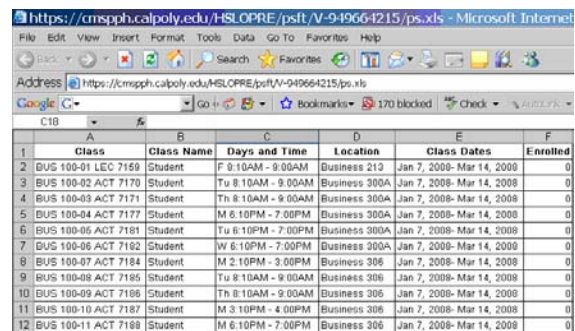
- 1) When the table download feature is available, a grid icon is displayed.



The screenshot shows a table with three rows and three columns. The columns are labeled 'Location', 'Class Dates', and 'Enrolled'. The rows contain data for 'Business 213', 'Business 300A', and 'Business 300A'. A red circle highlights a grid icon in the top right corner of the table.

Location	Class Dates	Enrolled
Business 213	Jan 7, 2008- Mar 14, 2008	0
Business 300A	Jan 7, 2008- Mar 14, 2008	0
Business 300A	Jan 7, 2008- Mar 14, 2008	0

- 2) Clicking on this icon will launch a new browser window with the downloaded information in an excel format.

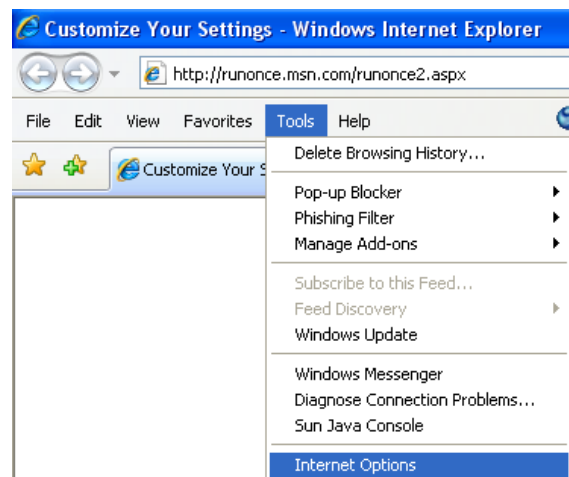


The screenshot shows a browser window displaying a downloaded Excel file. The file name is 'https://cmspph.calpoly.edu/HSLOPRE/psft/V-949664215/ps.xls'. The Excel spreadsheet contains a table with columns: Class, Class Name, Days and Time, Location, Class Dates, and Enrolled. The rows list various classes and their details.

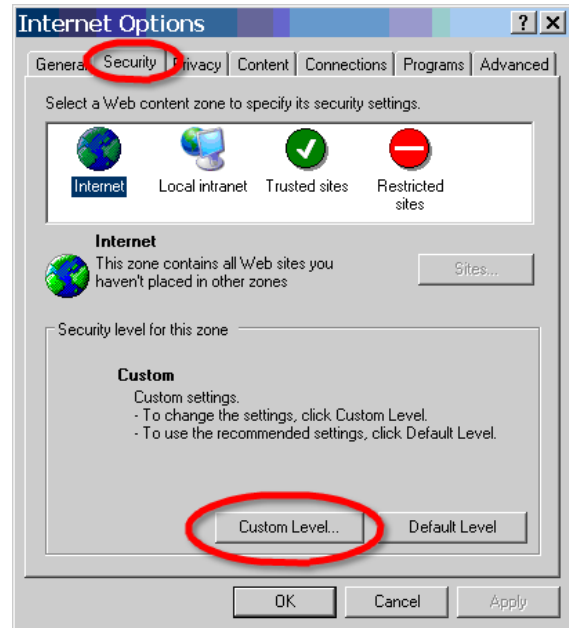
Class	Class Name	Days and Time	Location	Class Dates	Enrolled
BUS 100-01 LEC 7169	Student	F 9:10AM - 9:00AM	Business 213	Jan 7, 2008-Mar 14, 2008	0
BUS 100-02 ACT 7170	Student	Tu 8:10AM - 9:00AM	Business 300A	Jan 7, 2008-Mar 14, 2008	0
BUS 100-03 ACT 7171	Student	Th 8:10AM - 9:00AM	Business 300A	Jan 7, 2008-Mar 14, 2008	0
BUS 100-04 ACT 7177	Student	M 6:10PM - 7:00PM	Business 300A	Jan 7, 2008-Mar 14, 2008	0
BUS 100-05 ACT 7181	Student	Tu 6:10PM - 7:00PM	Business 300A	Jan 7, 2008-Mar 14, 2008	0
BUS 100-06 ACT 7182	Student	W 6:10PM - 7:00PM	Business 300A	Jan 7, 2008-Mar 14, 2008	0
BUS 100-07 ACT 7184	Student	M 2:10PM - 3:00PM	Business 308	Jan 7, 2008-Mar 14, 2008	0
BUS 100-08 ACT 7185	Student	Tu 8:10AM - 9:00AM	Business 308	Jan 7, 2008-Mar 14, 2008	0
BUS 100-09 ACT 7186	Student	Th 8:10AM - 9:00AM	Business 308	Jan 7, 2008-Mar 14, 2008	0
BUS 100-10 ACT 7187	Student	M 3:10PM - 4:00PM	Business 308	Jan 7, 2008-Mar 14, 2008	0
BUS 100-11 ACT 7188	Student	M 6:10PM - 7:00PM	Business 308	Jan 7, 2008-Mar 14, 2008	0

Note: If a second browser window does not launch or appears and then quickly disappears:

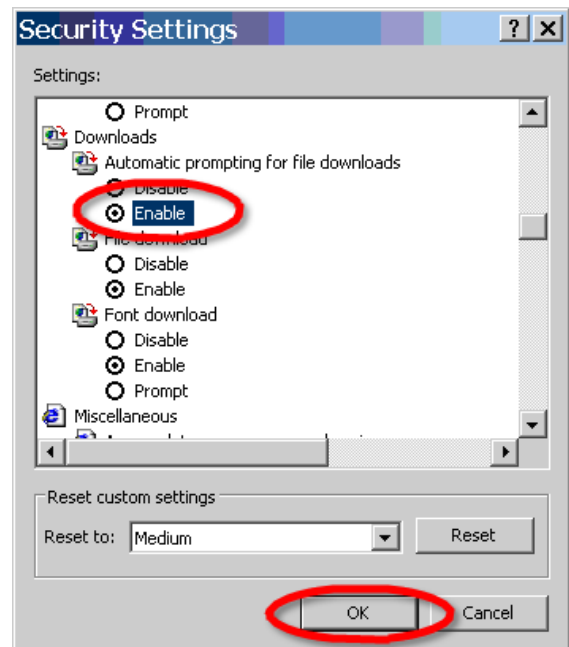
- Ensure Pop-ups are allowed
 - When using Windows Internet Explorer, you may also need to set the security setting to allow downloads:
- a) Select **Tools > Internet Options** from your browser menu.



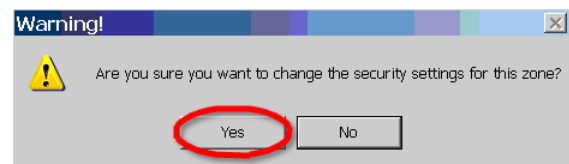
- b) Select the **Security Tab**, then click the **Custom Level...** button.



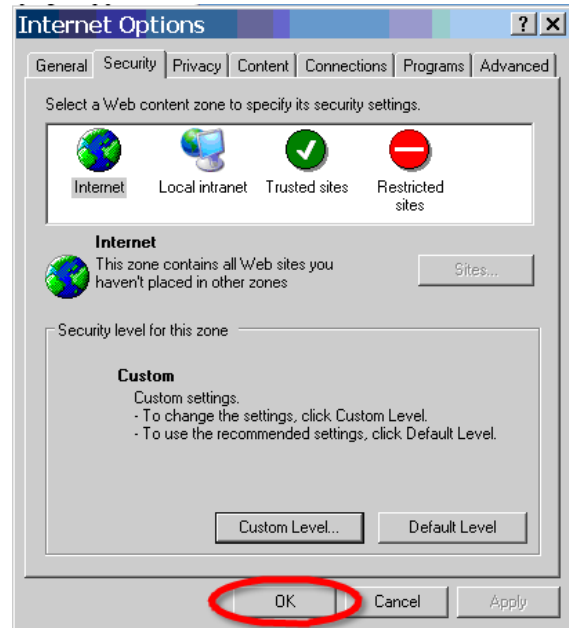
- c) Scroll down the options until you reach the **Downloads** area.
- d) Select the Enable button for the *Automatic prompting for file downloads* setting.
- e) Click **OK**.



- f) When prompted to change the security settings, click **Yes**.



- g) Click **OK** in the Internet Options window.



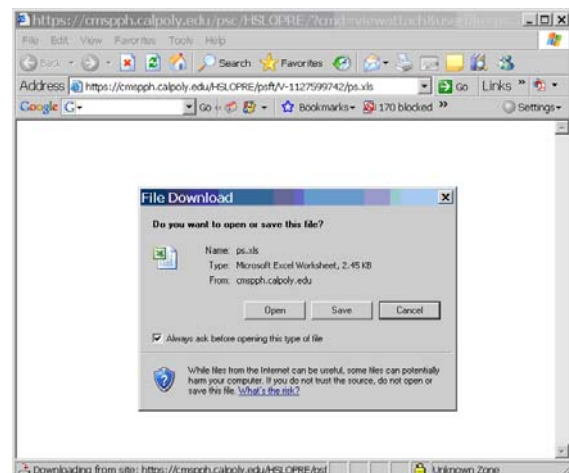
- h) Try clicking on the download icon again.

The screenshot shows a table with three rows and three columns. The columns are labeled 'Location', 'Class Dates', and 'Enrolled'. The data in the table is as follows:

Location	Class Dates	Enrolled
Business 213	Jan 7, 2008- Mar 14, 2008	0
Business 300A	Jan 7, 2008- Mar 14, 2008	0
Business 300A	Jan 7, 2008- Mar 14, 2008	0

A download icon (a small grid of squares) in the top right corner of the table is circled in red.

- i) A second browser window will open. Click **Save** if you would like to save the file for later viewing, or **Open** for immediate viewing.



If you have problems with this feature, contact the ITS Service Desk at 756-7000.