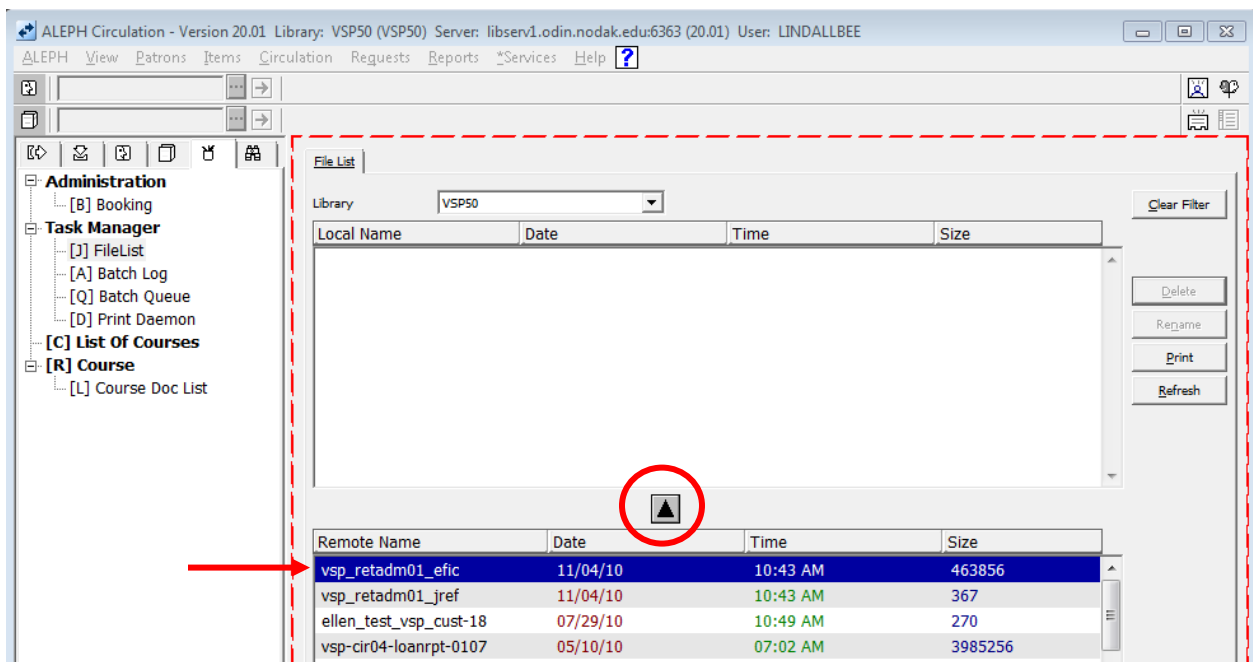


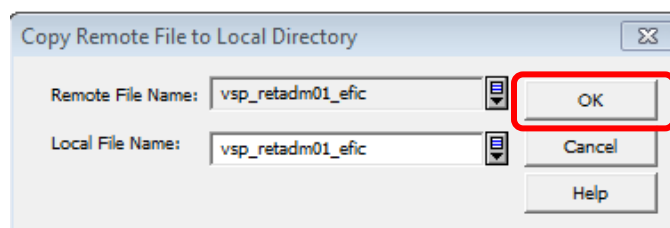
# ALEPH SERVICES IMPORTING REPORTS INTO EXCEL

**NOTE: Only ALEPH services/reports (not the ODIN Custom Reports) can be used with the process outlined in this document.**

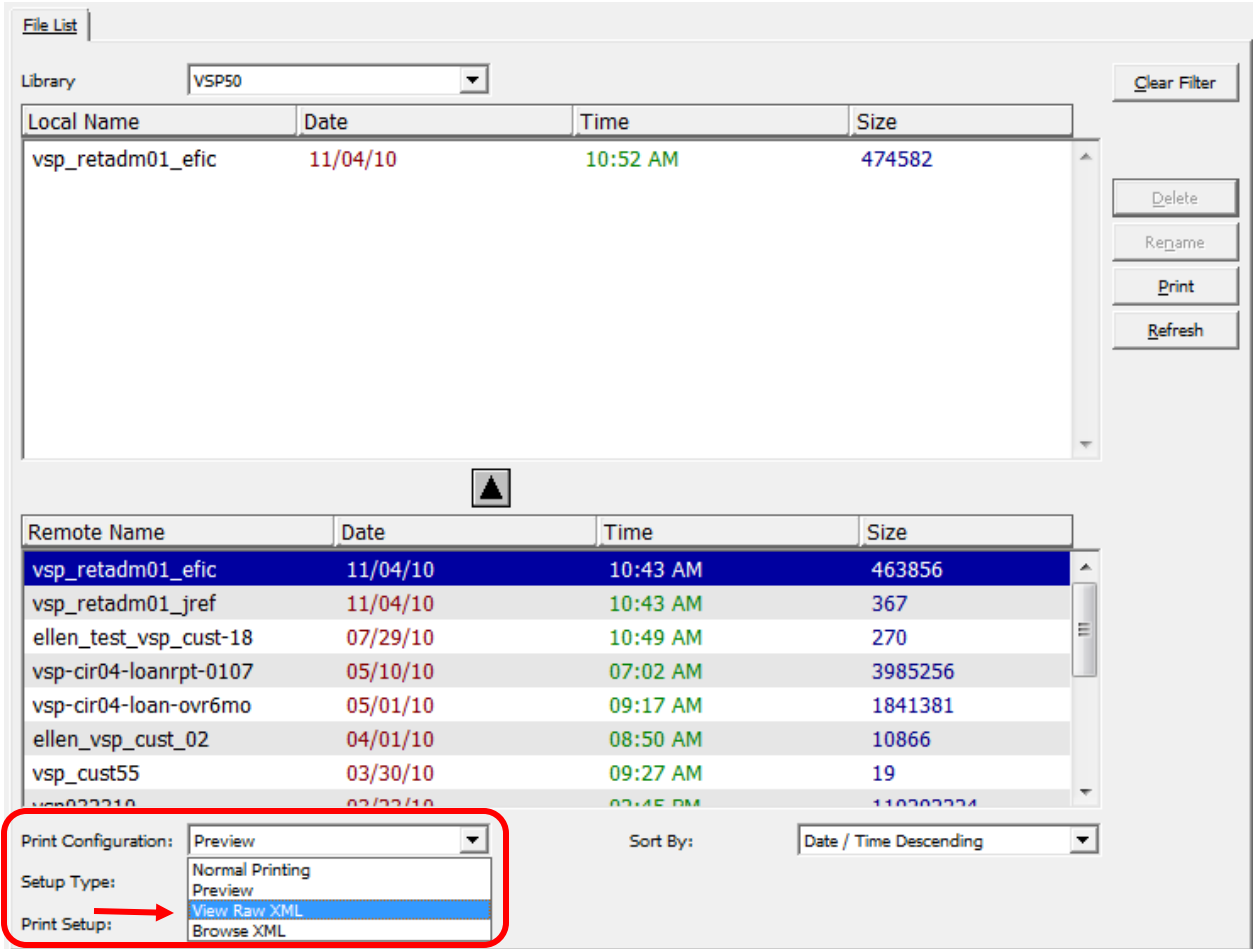
1. After running a report in ALEPH, go to the Task Manager, and move the report from the lower pane to the upper pane by double clicking on the report name or by highlighting it and clicking the up arrow.



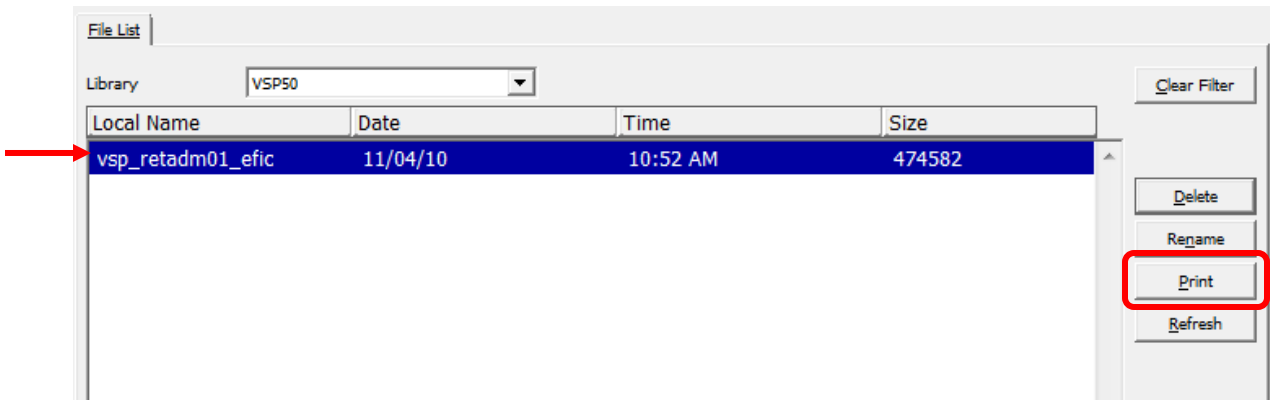
2. Click 'OK' on the Copy Remote File box that displays.



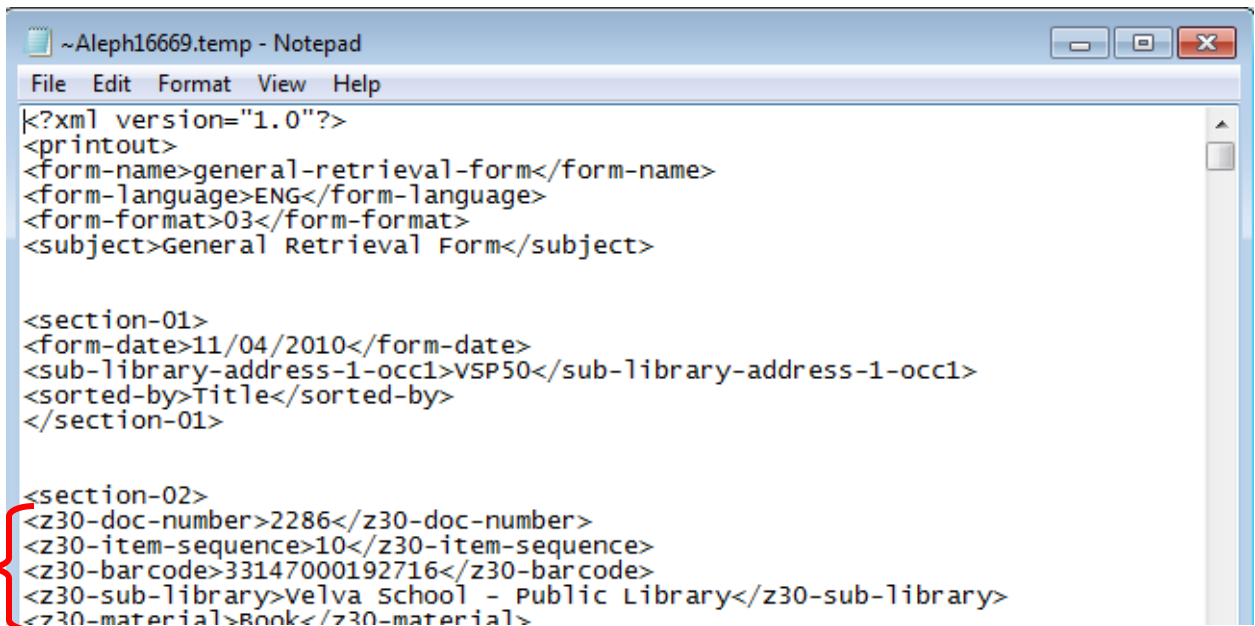
3. In the lower pane, change the Print Configuration box to View Raw XML.



4. After changing the print configuration to View Raw XML, in the upper pane either double-click on your report name, or highlight it and click print on the right side of the screen.



5. The report will open in a Notepad file, and all entry fields in their XML format will be displayed. These are the XML formats used later in Excel to import the information into the spreadsheet.

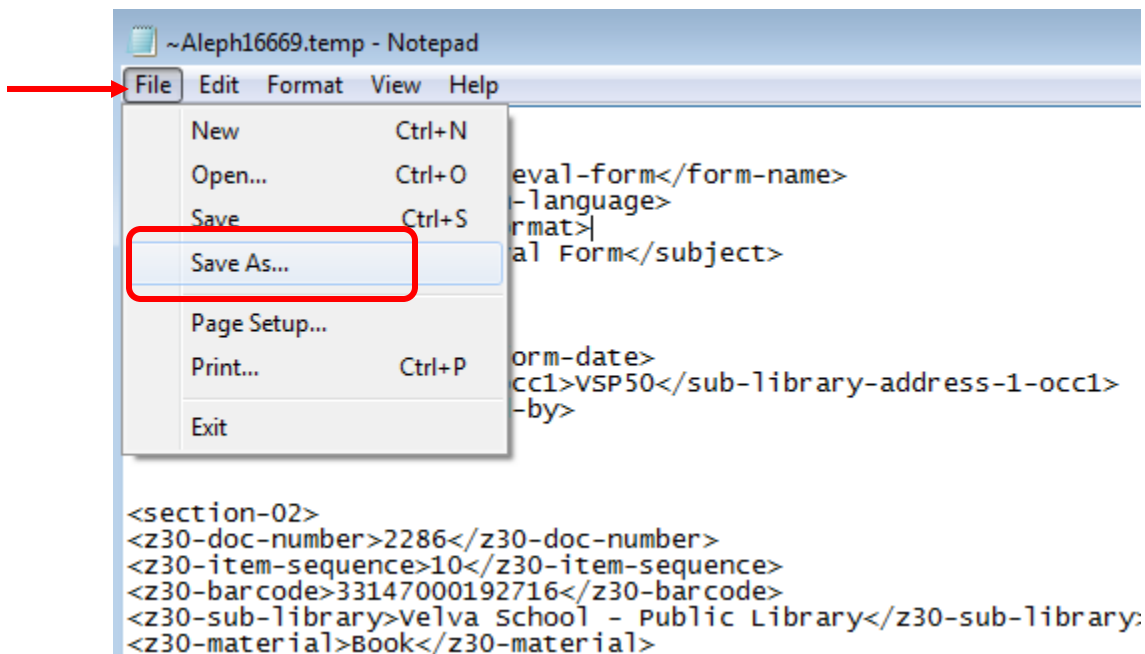


```
<?xml version="1.0"?>
<printout>
<form-name>general-retrieval-form</form-name>
<form-language>ENG</form-language>
<form-format>03</form-format>
<subject>General Retrieval Form</subject>

<section-01>
<form-date>11/04/2010</form-date>
<sub-library-address-1-occ1>VSP50</sub-library-address-1-occ1>
<sorted-by>Title</sorted-by>
</section-01>

<section-02>
<z30-doc-number>2286</z30-doc-number>
<z30-item-sequence>10</z30-item-sequence>
<z30-barcode>33147000192716</z30-barcode>
<z30-sub-library>Velva School - Public Library</z30-sub-library>
<z30-material>Book</z30-material>
```

6. Save the Notepad file by going to the menu bar and selecting File | Save As.

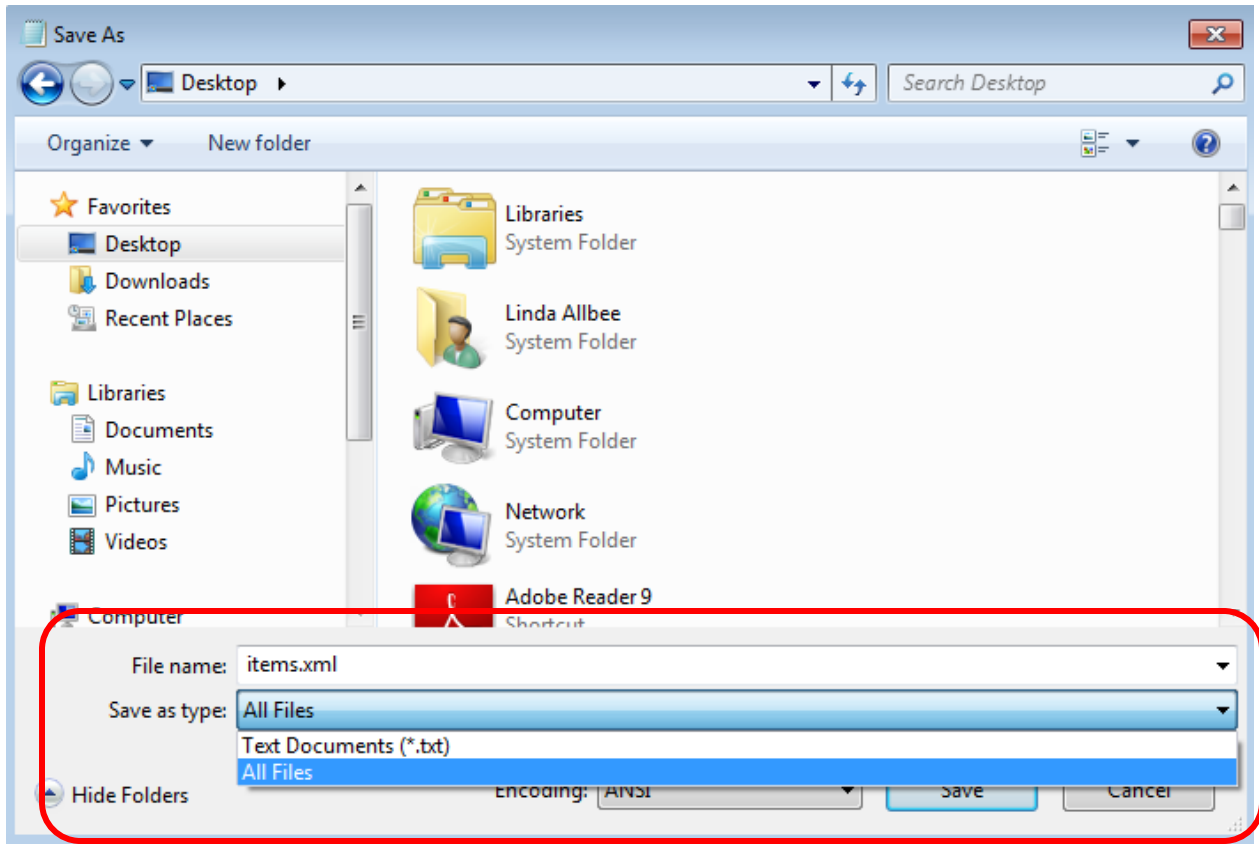


```
<?xml version="1.0"?>
<printout>
<form-name>general-retrieval-form</form-name>
<form-language>ENG</form-language>
<form-format>03</form-format>
<subject>General Retrieval Form</subject>

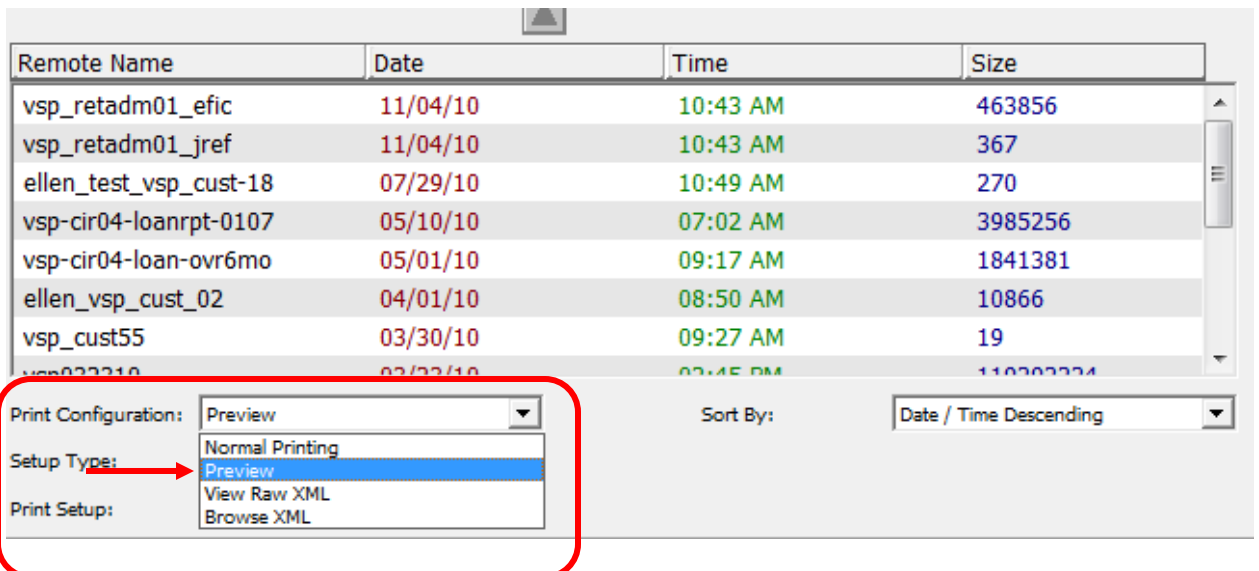
<section-01>
<form-date>11/04/2010</form-date>
<sub-library-address-1-occ1>VSP50</sub-library-address-1-occ1>
<sorted-by>Title</sorted-by>
</section-01>

<section-02>
<z30-doc-number>2286</z30-doc-number>
<z30-item-sequence>10</z30-item-sequence>
<z30-barcode>33147000192716</z30-barcode>
<z30-sub-library>Velva School - Public Library</z30-sub-library>
<z30-material>Book</z30-material>
```

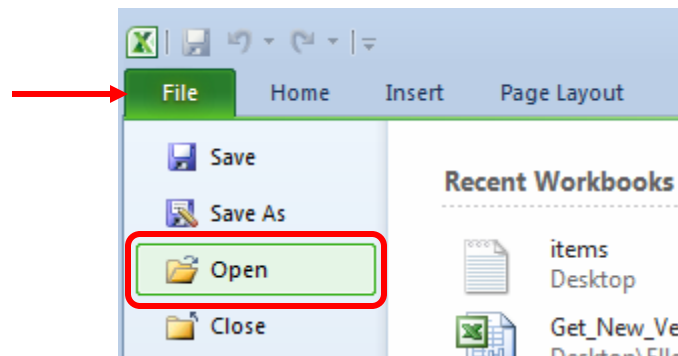
7. Name the file what you wish, but it must be saved with an xml extension. Change the 'Save as Type' to All Files, and add '.xml' to the end of your file name.



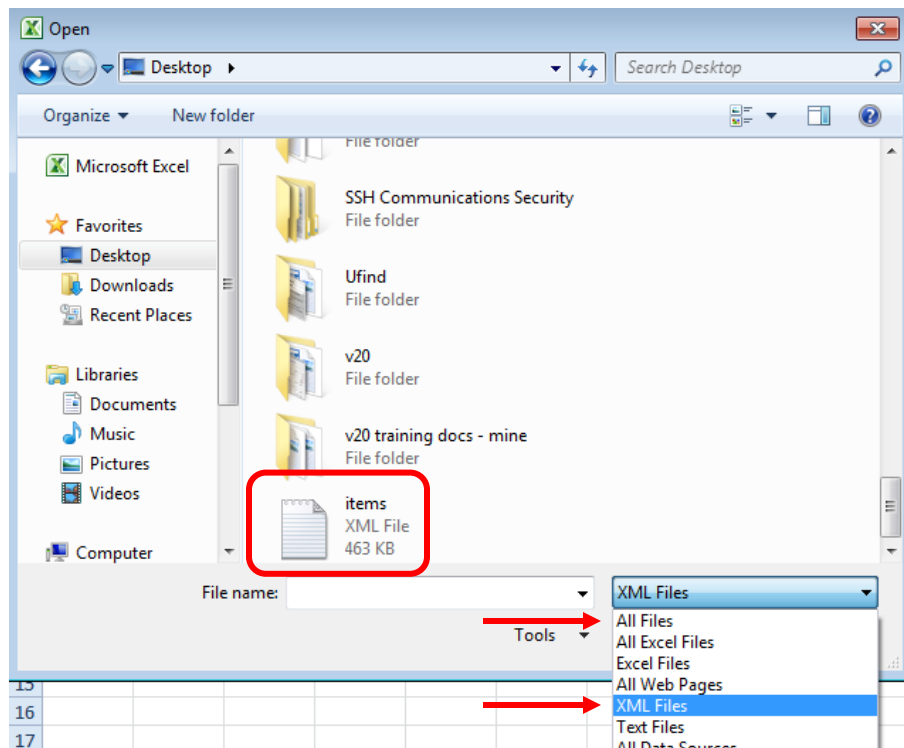
8. After saving the Notepad file, be certain to change the ALEPH Task Manager Print Configuration back to Preview.



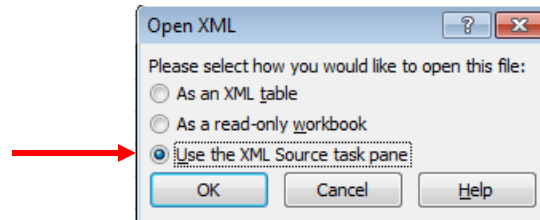
9. Go to the Excel program and open the file saved in step 7. Depending on the version of Excel, the screen may look a bit different than what is being displayed below. In Excel, go to the menu ribbon and select File | Open.



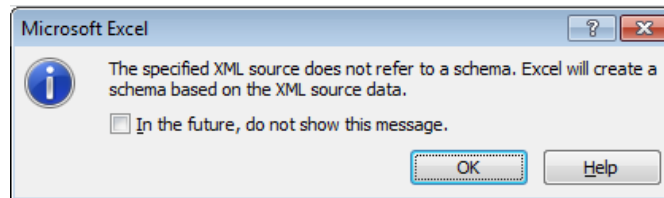
10. In the Open File dialog box, change the file type to XML files (or all files to be certain you are seeing All files as opposed to just Excel Files) and navigate to the location where the Notepad file was saved in step 7. Double-click on the file to open it.



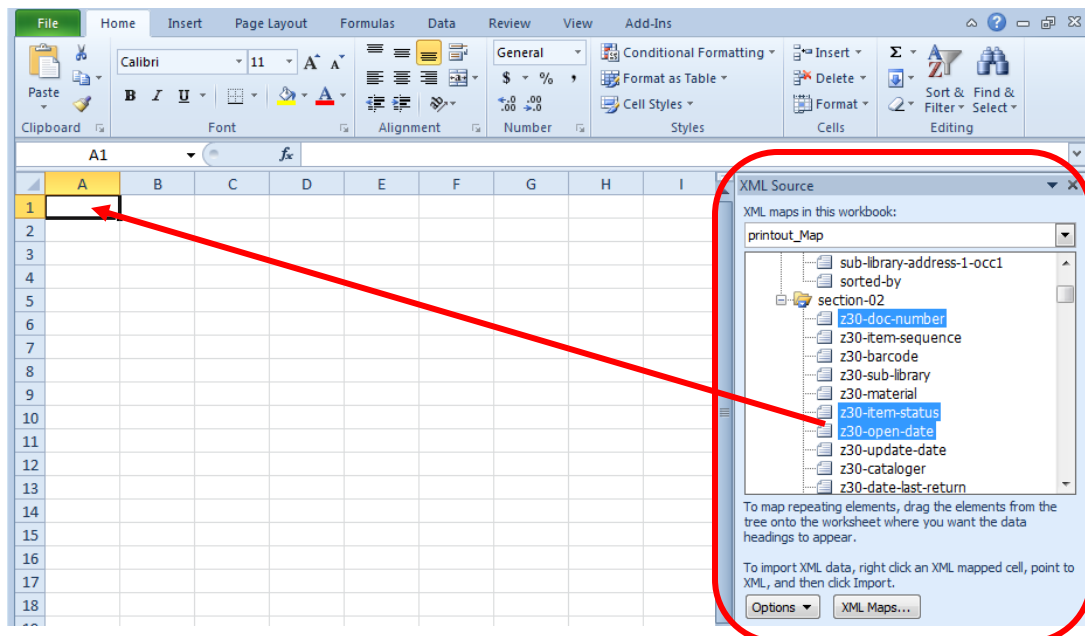
11. An Open XML box is presented. Select the option to 'Use the XML Source task pane' and click OK.



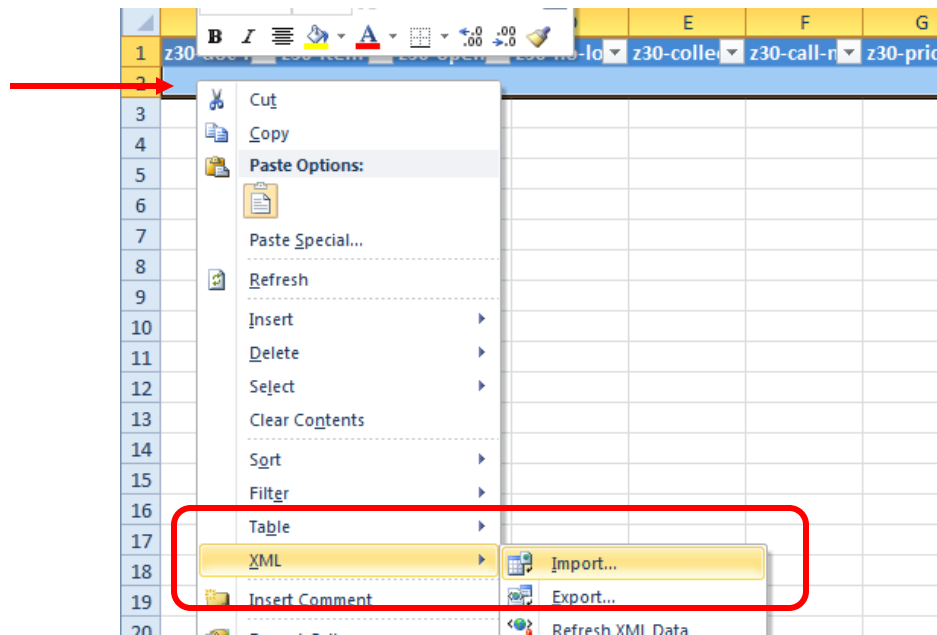
12. An additional dialog box indicating the XML source doesn't refer to a schema may or may not be presented – click OK if it is displayed.



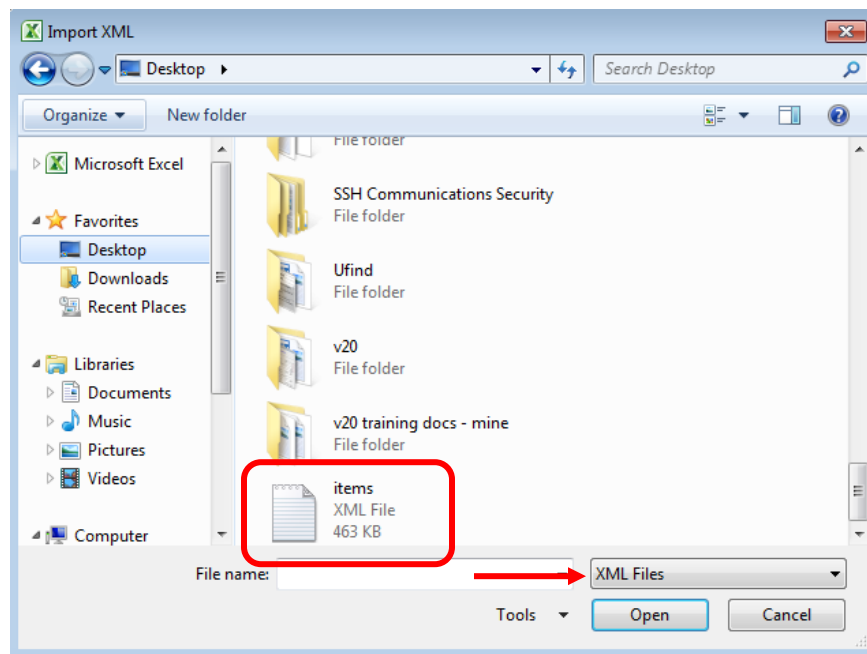
13. On the right side of the Excel screen, an XML Source box is displayed, with the XML fields contained in the report. These fields can be dragged to the Excel spreadsheet. Using the mouse, click on a heading and while continuing to depress the left mouse button, drag the heading to the first cell in the column it should be placed. Alternatively, hold down the CTRL key and use the mouse to select several headings to appear in the spreadsheet, and drag them all at once to the top cell in the spreadsheet.



14. Once the column headings are pulled over to the spreadsheet, right-click in the first cell under the headings and a menu will be displayed. On the menu, select XML | Import.



15. . An Import XML dialog box will be presented; navigate again to the Notepad file that was saved in step 7. Remember to change the file type to XML files (or all files to be certain you are seeing All files as opposed to just Excel Files) and navigate to the location where the Notepad file was saved in step 7. Double-click on the file to import it.



16. After selecting the file, all the information pertaining to the selected column headings is imported into the spreadsheet. The data can now be sorted and manipulated using normal Excel processes.

	A	B	C	D	E	F	G
1	z30-doc-number	z30-item-status	z30-open-date	z30-no-loans	z30-collection	z30-call-no	z30-price
2	2286	Two week loan	04/16/2003		1 Juvenile Reference	Juvenile Reference 970 H	
3	2282	Two week loan	04/16/2003		0 Juvenile Reference	Juvenile Reference 909 H	
4	2750	Two week loan	04/16/2003		1 Juvenile Reference	Juvenile Reference 930 H	
5	2095	Two week loan	04/16/2003		0 Juvenile Reference	Juvenile Reference 590 B	
6	2095	Two week loan	04/16/2003		0 Juvenile Reference	Juvenile Reference 590 B	
7	2095	Two week loan	04/16/2003		0 Juvenile Reference	Juvenile Reference 590 B	
8	2095	Two week loan	04/16/2003		1 Juvenile Reference	Juvenile Reference 590 B	
9	2095	Two week loan	04/16/2003		0 Juvenile Reference	Juvenile Reference 590 B	
10	2095	Two week loan	04/16/2003		0 Juvenile Reference	Juvenile Reference 590 B	