EXPORT A CLASSIC REPORT

QUICK REFERENCE GUIDE

OAC

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to **export a report** in Oracle Analytics Cloud (**OAC**) Classic.

Introduction and Overview

This QRG explains how to **export a report** in OAC Classic. In OAC, reports can be exported in various formats, including Excel, PDF, PowerPoint, CSV, and more. Users can choose to export reports either as raw data or in a formatted view, depending on their needs.
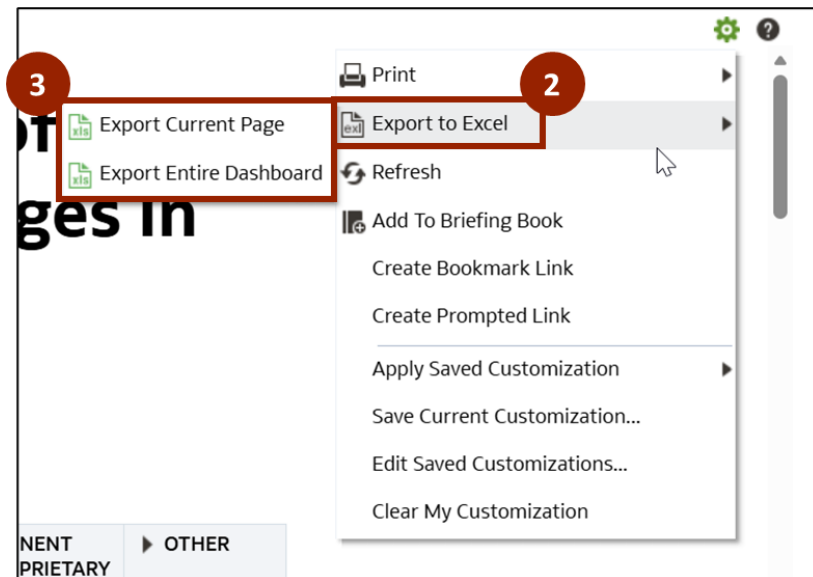
Export a Classic Report

Follow the nine steps to export a classic report.

Step 1: To export a report as an Excel, navigate to the desired report. Click the **gear** (**settings**) icon on the right side of the screen.
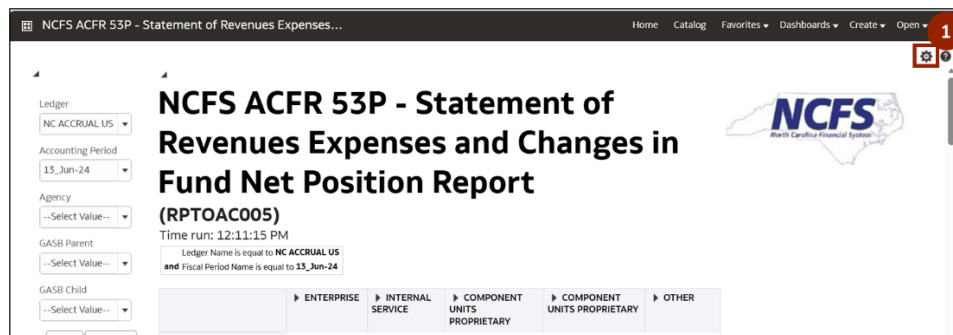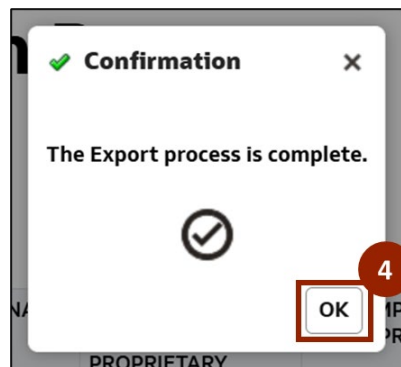
Step 2: A drop-down list will appear. Select **Export to Excel**.

Step 3: Click either the **Export Current Page** or **Export Entire Dashboard** option as required.

Step 4: A *Confirmation* pop-up window is displayed confirming the export process is complete. Click **OK.**

Step 5: The report is **downloaded**, and a notification appears in your browser, confirming that the file has been saved to your device. Click **Open file** to open the report.

Step 6: The report will **open** in **Excel** and display the exported data.

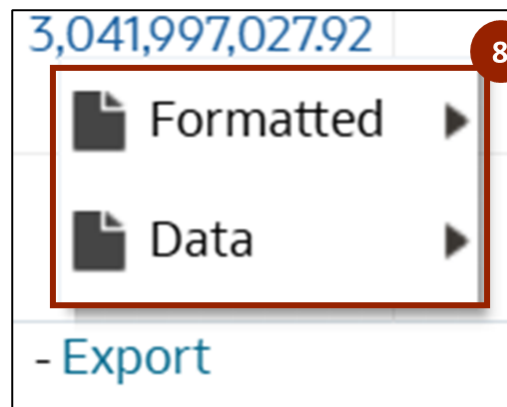Step 7: Alternatively, **scroll down** to the bottom of the desired report and click **Export** to export the report in the desired format.

Step 8: A drop-down menu is displayed. From the menu, select **Data** or **Formatted** based on the preferred export type.

Step 9: Choose the following options as suitable:

    a. If **Data** is selected, choose the **required format** from the drop-down menu.

    b. If **Formatted** is selected, choose the **desired output format** from the drop-down menu.
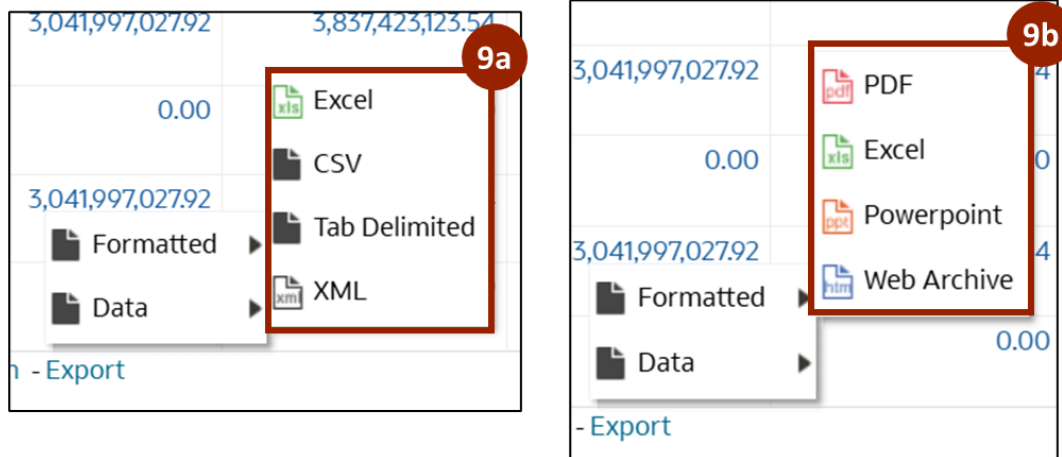
Wrap-Up

OAC users can **export reports** in various formats like Excel, PDF, PowerPoint, or CSV, choosing either raw data or a formatted view using the steps above.

Additional Resources

Virtual Instructor Led Training (vILT)

- OAC for NCFS 1