



# How to Save an HTML Report as an Excel File

This tutorial will show you how to save an HTML Report as an Excel File so that you can view the report in Excel.

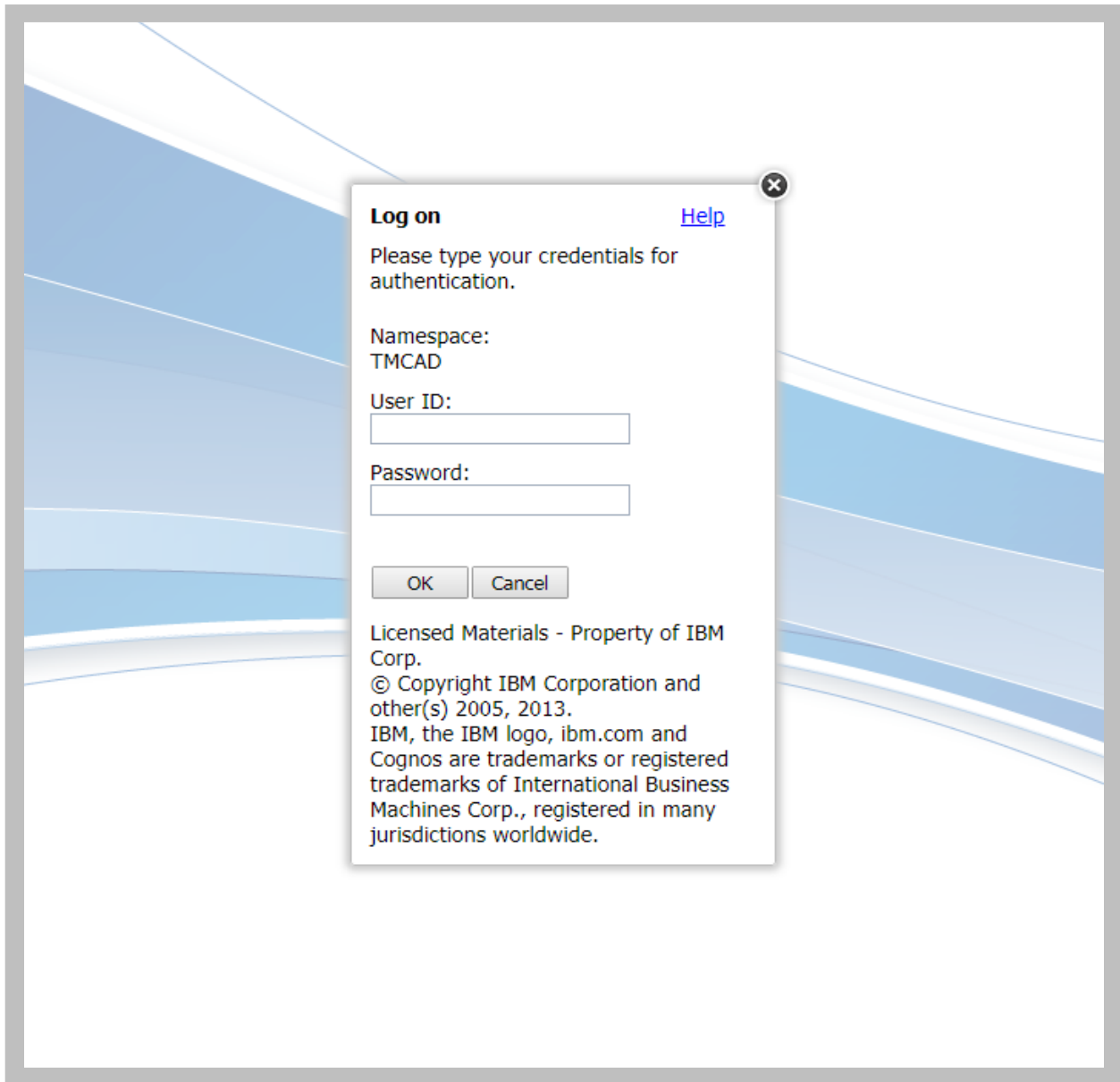
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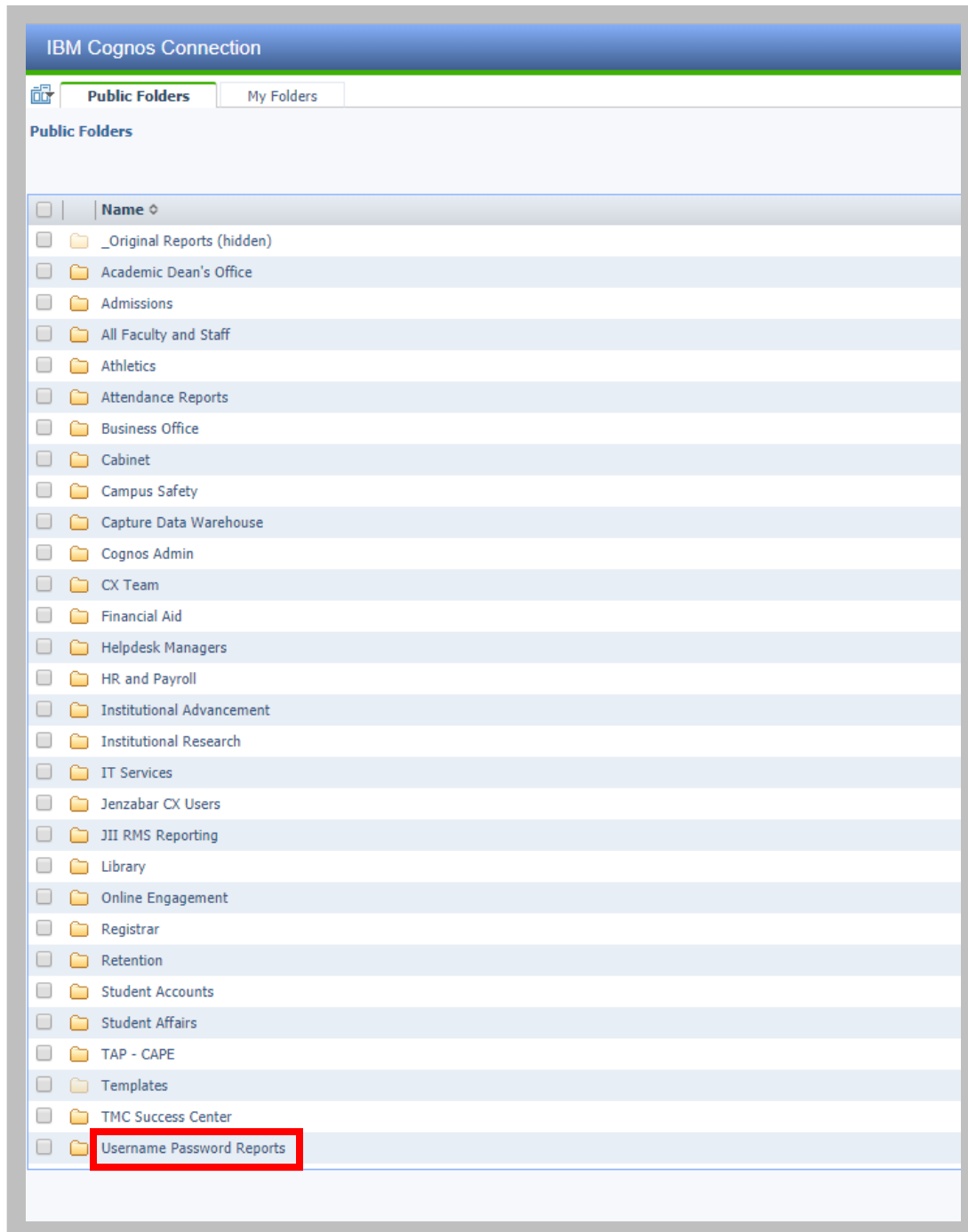
If you need any assistance please contact the IT Helpdesk in one of the following ways.  
Browse to [www.helpdesk.thomasmore.edu](http://www.helpdesk.thomasmore.edu), call 859-344-3646, email [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu), or stop by the Computer Center on the lower level of the administration building.

# Browse to [cognos.thomasmore.edu](http://cognos.thomasmore.edu) and login with your Thomas More username and password



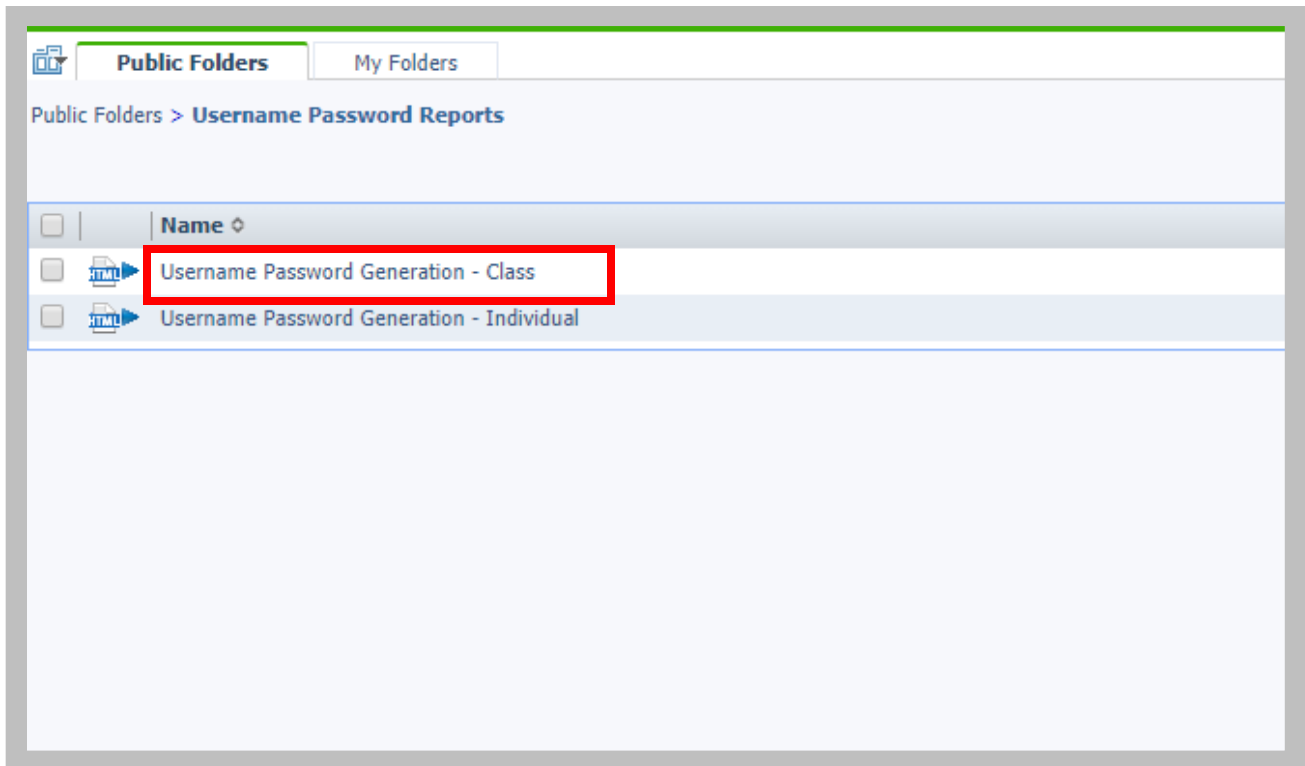
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# Find the folder that has the report that you would like to open and click on it



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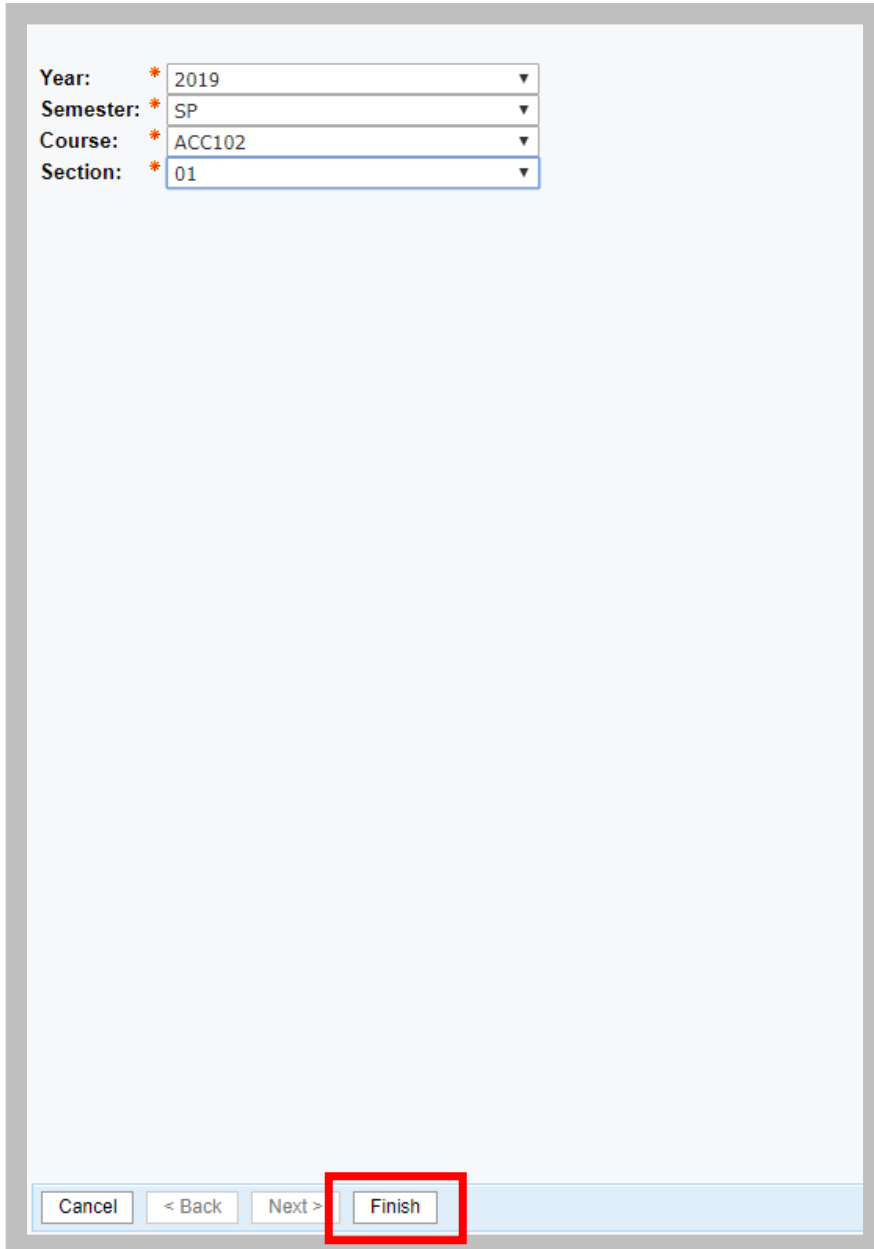
## Locate the report that you would like to open and click on it



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## Fill out the appropriate fields in the Report and click “Finish”



The screenshot shows a web-based form for generating a report. It contains four dropdown menus, each with a red asterisk indicating a required field. The selected values are: Year: 2019, Semester: SP, Course: ACC102, and Section: 01. At the bottom of the form, there are four buttons: "Cancel", "< Back", "Next >", and "Finish". The "Finish" button is highlighted with a red rectangular border.

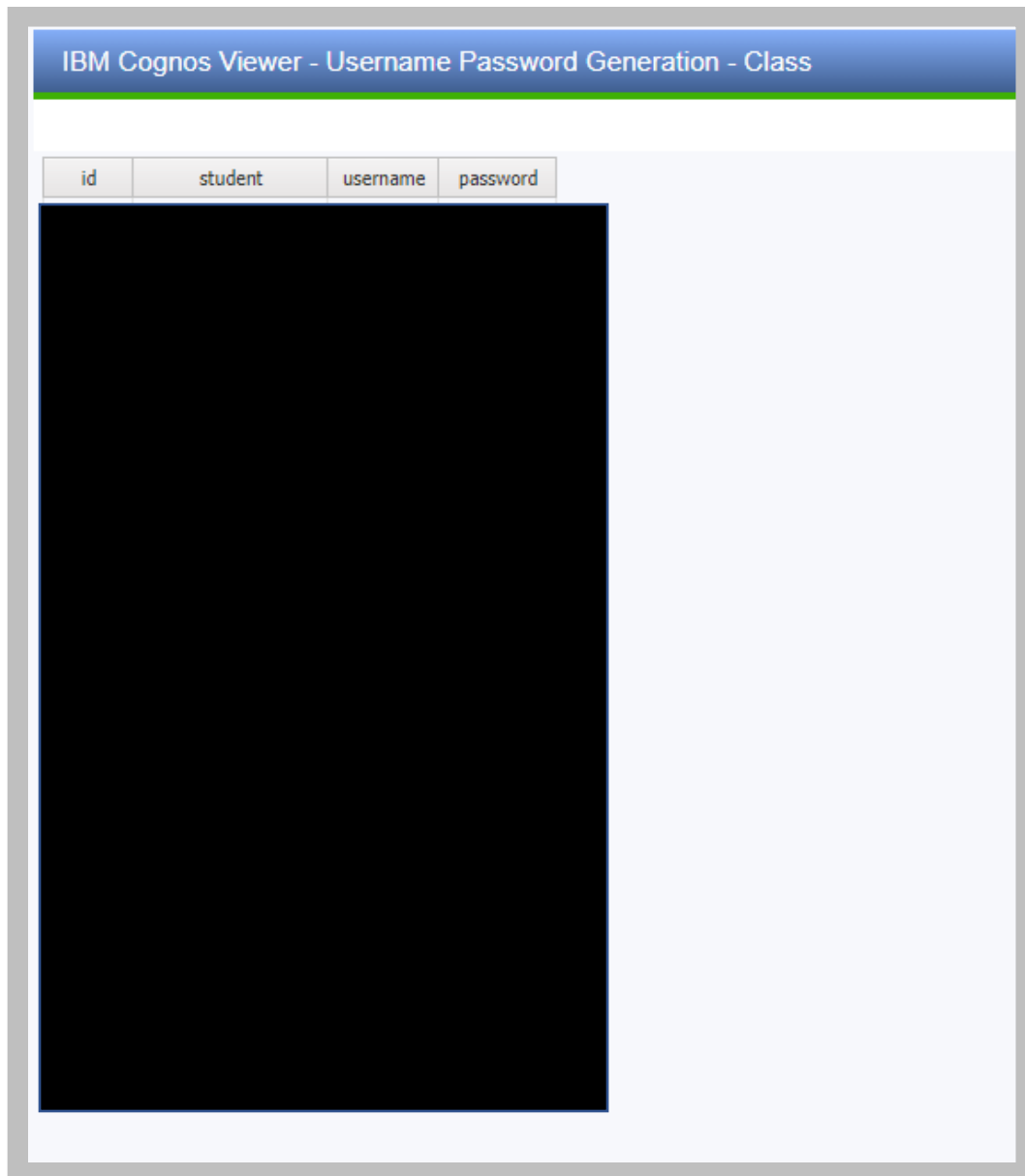
Year:	*	2019	▼
Semester:	*	SP	▼
Course:	*	ACC102	▼
Section:	*	01	▼

Buttons: Cancel, < Back, Next >, Finish

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## You will now see the results of the Report



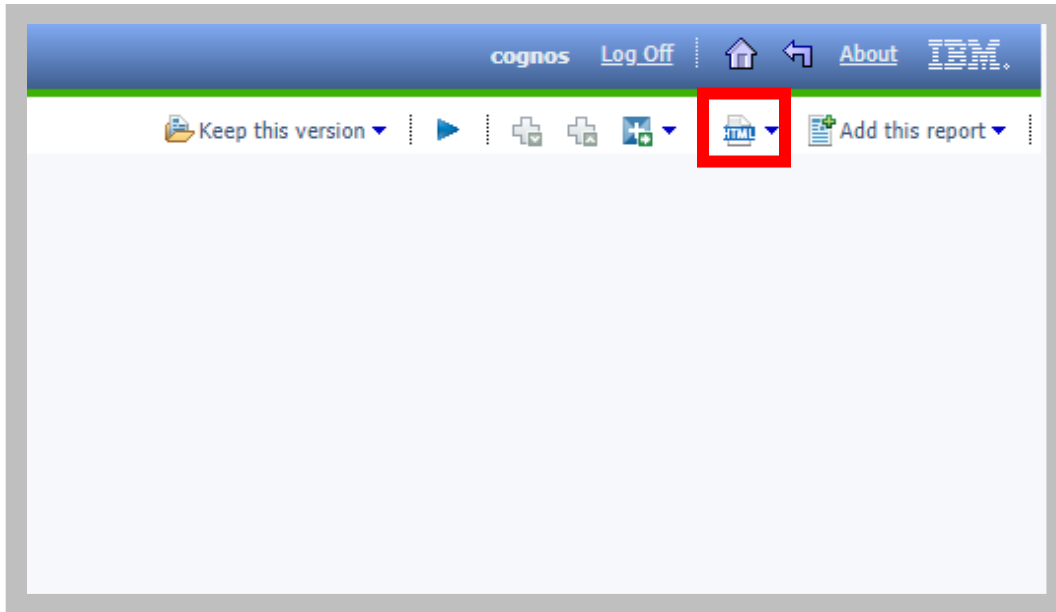
IBM Cognos Viewer - Username Password Generation - Class

id	student	username	password
[Redacted]			

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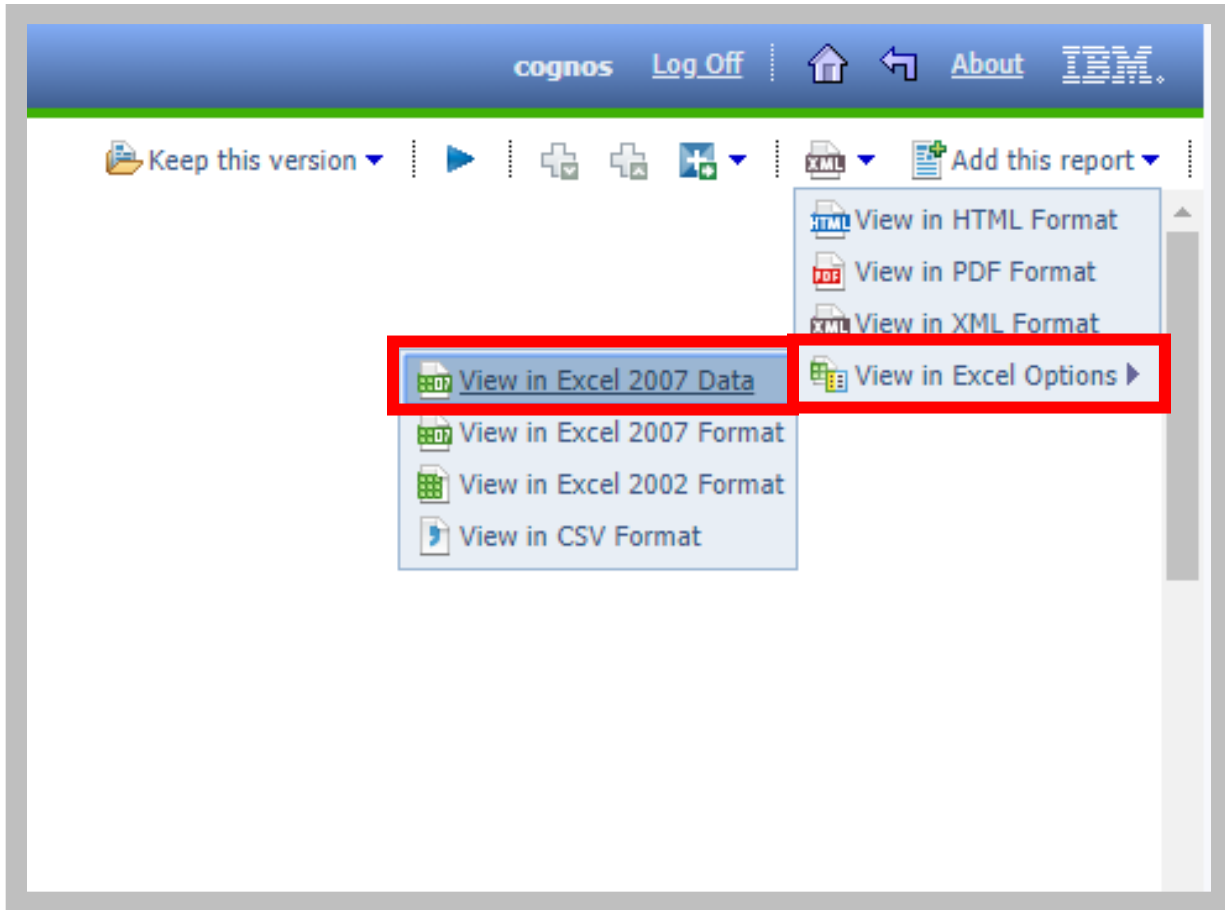
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**Then hover over “View in Excel Options” and click “View in Excel 2007 Data”**

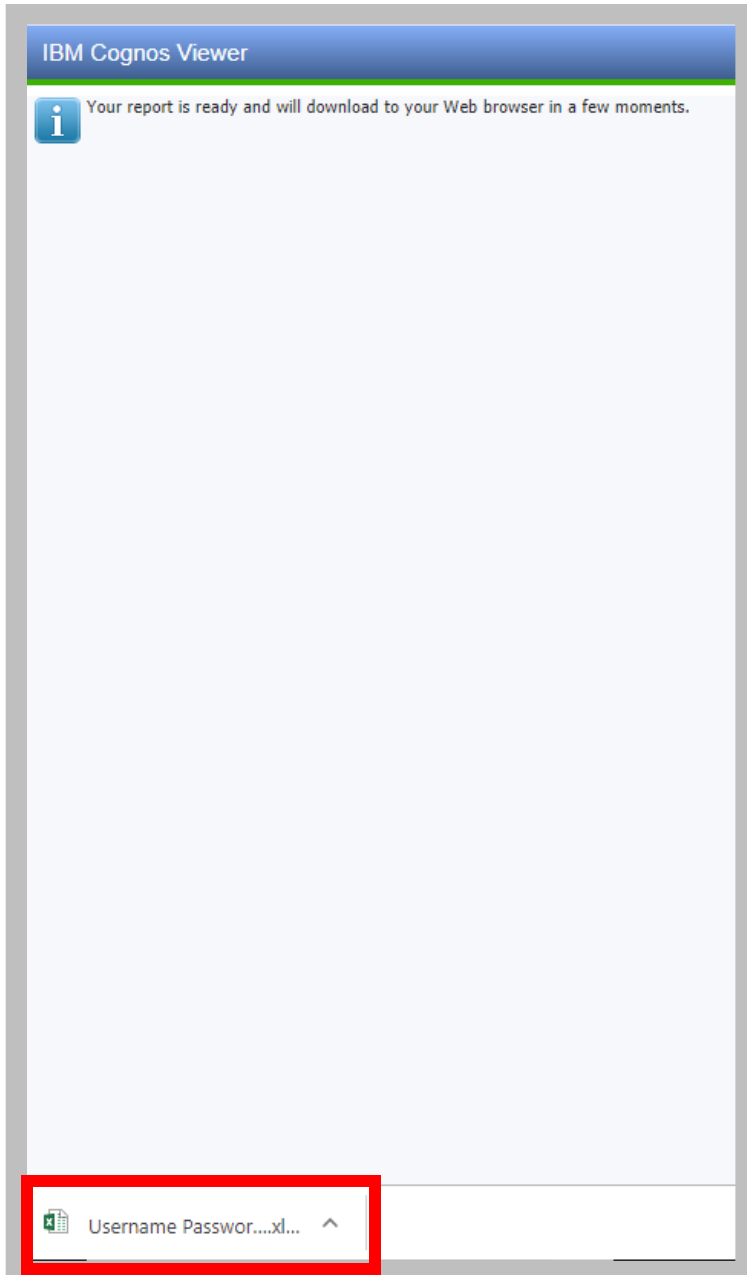


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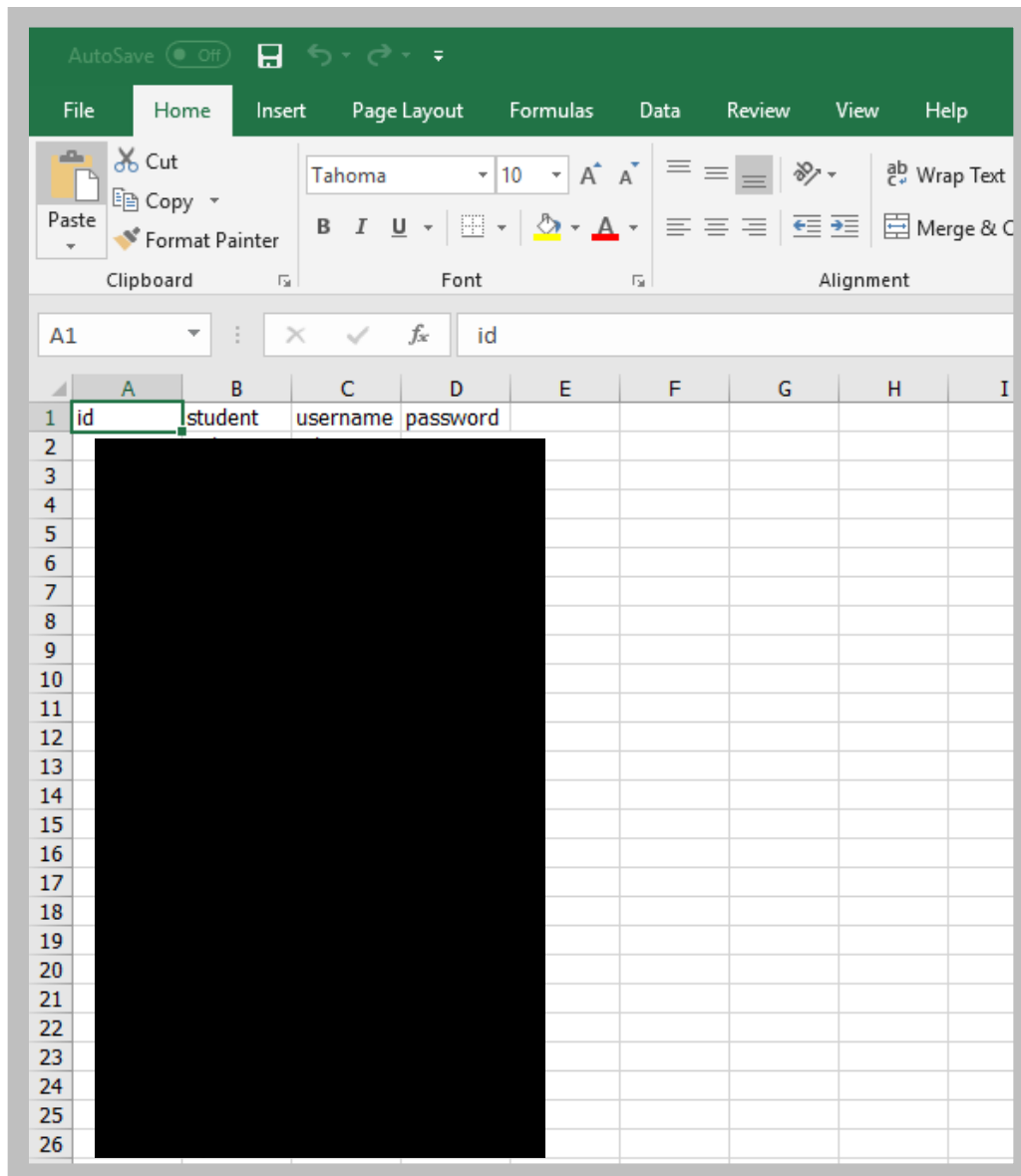
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