

## Downloading Web Management Reports into MS Excel

- Once the report is complete, click the **Download** button on the top of the window



- Choose **Save to Disk**
- Save the file to the desktop
- Open Excel and go the **File** drop down menu and choose **Open**
- Select the **Desktop** icon on the left, and change the type of file you are opening to **All files**
- Select the file called **Download\_1x1** and click **Open**
- The Text Import Field Wizard will open. Click **Delimited** and **Next**.
- Check the small box to the left of **Other** and enter the pipe character in the slightly larger box to the right of Other. The pipe character is | (**Shift + backslash**)



- Click **Next** and **Finish**
- Your data should now be separated into different columns. You may need to change columns widths and clean the data up a bit so that everything can be read clearly.