Downloading Excel Spreadsheets from OMNI

Overview

This Job Aid provides a detailed explanation of how to download your data from OMNI.

New Icons

Please be aware of these new icons and their related links.

 Download - Anytime this icon is available on your screen you may use it to download the data you are reviewing to an Excel spreadsheet to better sort and manipulate.

Procedure

In order to complete the following process you must have an OMNI page that contains the above icon and have Excel available on your computer.

Navigation

No specific Navigation is available for this. Some examples of where it would be useful include: Budget Overview, Purchase Orders, and Activity Summary.

Step 1
Navigate to the page containing the download icon and enter parameters for the data you wish to access.

Step 2
Click: the **Download** icon.

Requisitions					

Req Inquiry Customize | Find | View All | First ◄ 1-11 of 75 ► Last

| Details | Status | |

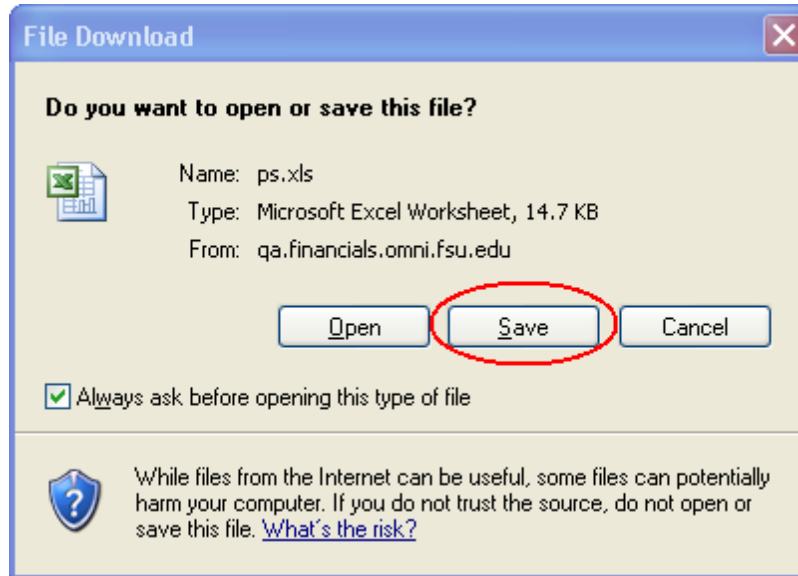| Unit	Requisition	Status	Requester	Req Date	Total Amt
FSU01	0000212168	Pending	BARROW, LANELL	10/30/2006	1.000 USD
FSU01	0000212167	Pending	BARROW, LANELL	10/30/2006	20.000 USD
FSU01	0000212145	Pending	BARROW, LANELL	10/26/2006	2955.000 USD
FSU01	0000212143	Pending	BARROW, LANELL	10/26/2006	83.000 USD
FSU01	0000212140	Open	BARROW, LANELL	10/26/2006	215.000 USD
FSU01	0000212110	Denied	BARROW, LANELL	10/26/2006	450000.000 USD
FSU01	0000212109	Pending	BARROW, LANELL	10/25/2006	16.000 USD
FSU01	0000212108	Pending	BARROW, LANELL	10/25/2006	31.000 USD
FSU01	0000212106	Pending	BARROW, LANELL	10/25/2006	10.000 USD
FSU01	0000212082	Approved	BARROW, LANELL	10/23/2006	1.000 USD
FSU01	0000212081	Pending	BARROW, LANELL	10/23/2006	1001.000 USD

Search

Notify

Step 3

Click: **Save**

The following Save As box will appear.

Note: If this box doesn't appear hold down the Control Key on your keyboard. You may need to hold down the Control Key anytime a new window will be opening in this process.
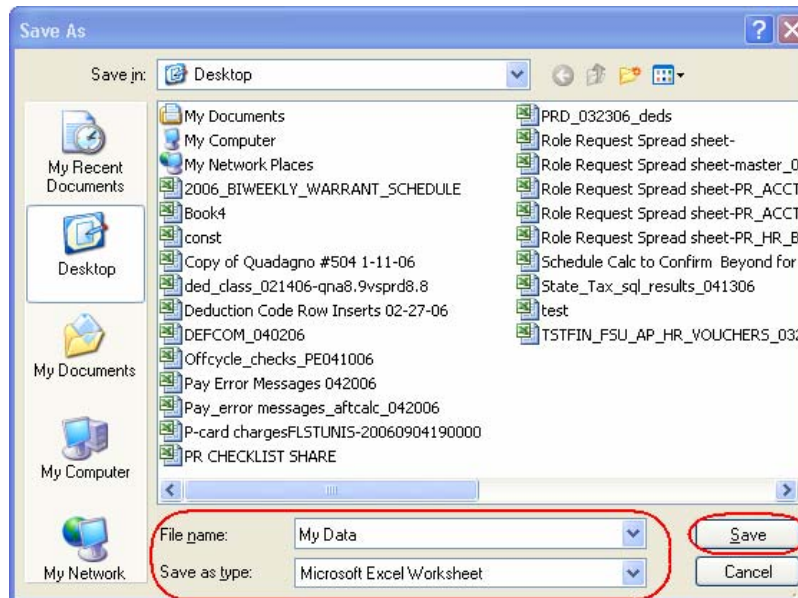

Step 4

Navigate to where you wish to save your file.
File Name: **Your Choice**
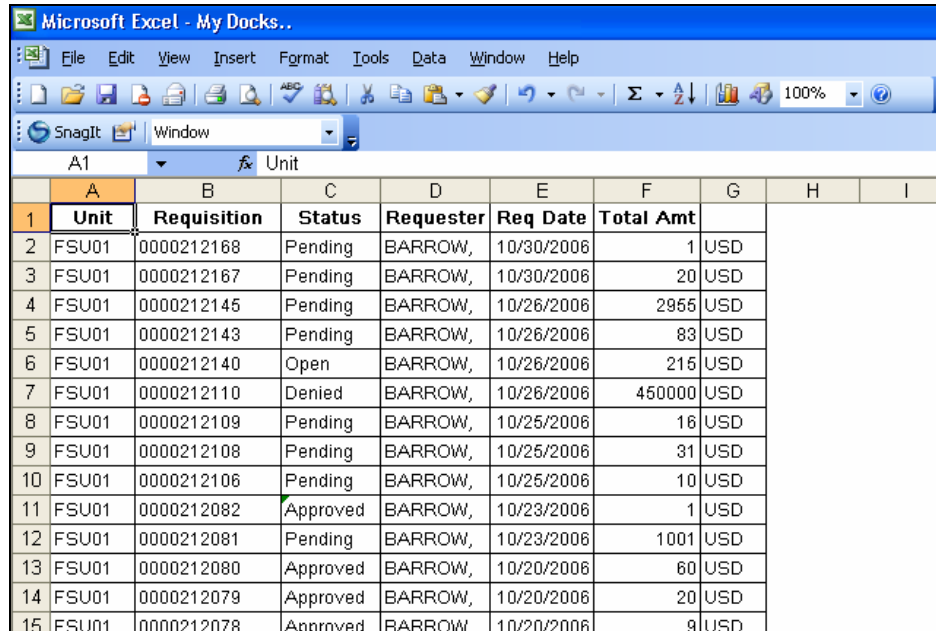Save as Type: **Microsoft Excel Worksheet**
Click: **Save**

Step 5

Navigate to Excel and find your document.
You may then sort, hide, and review information however you wish.

	A	B	C	D	E	F	G	H	I
1	**Unit**	**Requisition**	**Status**	**Requester**	**Req Date**	**Total Amt**			
2	FSU01	0000212168	Pending	BARROW,	10/30/2006	1	USD		
3	FSU01	0000212167	Pending	BARROW,	10/30/2006	20	USD		
4	FSU01	0000212145	Pending	BARROW,	10/26/2006	2955	USD		
5	FSU01	0000212143	Pending	BARROW,	10/26/2006	83	USD		
6	FSU01	0000212140	Open	BARROW,	10/26/2006	215	USD		
7	FSU01	0000212110	Denied	BARROW,	10/26/2006	450000	USD		
8	FSU01	0000212109	Pending	BARROW,	10/25/2006	16	USD		
9	FSU01	0000212108	Pending	BARROW,	10/25/2006	31	USD		
10	FSU01	0000212106	Pending	BARROW,	10/25/2006	10	USD		
11	FSU01	0000212082	Approved	BARROW,	10/23/2006	1	USD		
12	FSU01	0000212081	Pending	BARROW,	10/23/2006	1001	USD		
13	FSU01	0000212080	Approved	BARROW,	10/20/2006	60	USD		
14	FSU01	0000212079	Approved	BARROW,	10/20/2006	20	USD		
15	FSU01	0000212078	Approved	BARROW	10/20/2006	9	USD		

How to Code a Help Ticket

For additional questions regarding Downloading Data to an Excel file you should be logged as a Help Ticket (in Parature).

To log a Help Ticket, go to **us.fsu.edu/help**
Click **Submit a Ticket** link
Sign-in with your **FSU ID & Password**

Input the following for questions concerning this Job Aid or creating a Requisition in e-Procurement related issues:

Issue Area: **Purchasing**
Issue Type: **Miscellaneous**