HOWTO: COPY & PASTE NAVIGATE DATA TO EXCEL

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Data from Navigate can be copied and pasted into an Excel spreadsheet for analysis and reporting.

On the staff site, anywhere data is shown in a grid format it can be highlighted, copied, and pasted into an excel document.

 Select the module that data needs to be taken from, click on 'See All' to access the data grid.



 If the data is more than 50 rows amend the 'items per page' drop down option at the bottom of the page to to show all data (Max 2500 records per page)

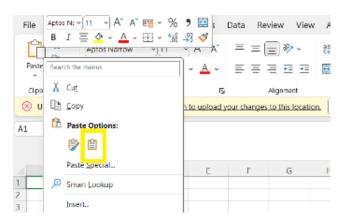


 Left click the mouse, click above the first column data is to be copied from then drag the mouse across the data to be copied, the data will be highlighted in blue. Make sure to include all headings.



Right click the mouse and click copy or hit Ctrl C to copy the data.

4. Open an excel spreadsheet, click in A1 and right click the mouse. This gives different options to paste the data, choose to paste it 'matching the destination formatting'.



This adds the data to the spreadsheet without any formatting, ready to be arranged, filtered or added to a pivot table.