

Workflows Tip of the Week

Module: Circulation

Summary: A complete list of search results can now be exported from the Item Search and Display Wizard to Microsoft Excel to be printed, emailed, saved, etc...

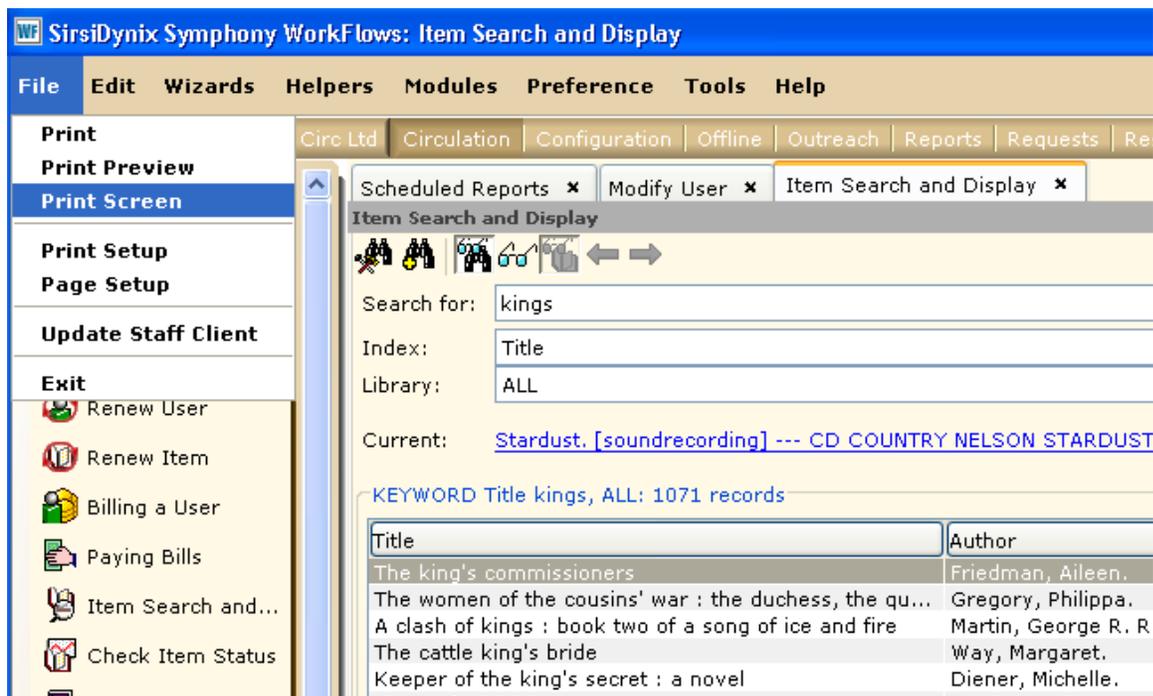
Note: If your default browser is Internet Explorer 9, you may experience problems performing a screen dump into IE9. Try having IE9 open first. If IE9 does not import into Excel properly, follow the below instructions to have Excel set as the default program that the screen dumps to.



Instructions:

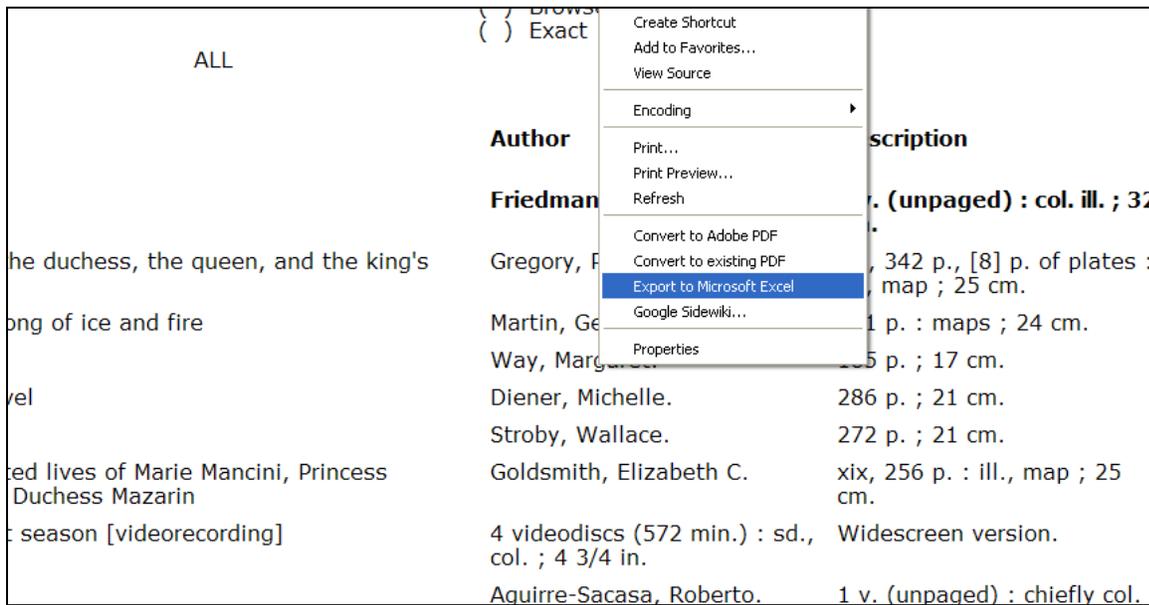
To print a list of search results

1. First perform an item search in Workflows
2. Go into the File Menu in Workflows and select Print Screen



3. By default, it will open in your web browser

- As long as your default browser is Internet Explorer, right click on a title in the list (in IE) and select Export to Microsoft Excel (if IE is not your default browser, follow the below instructions)



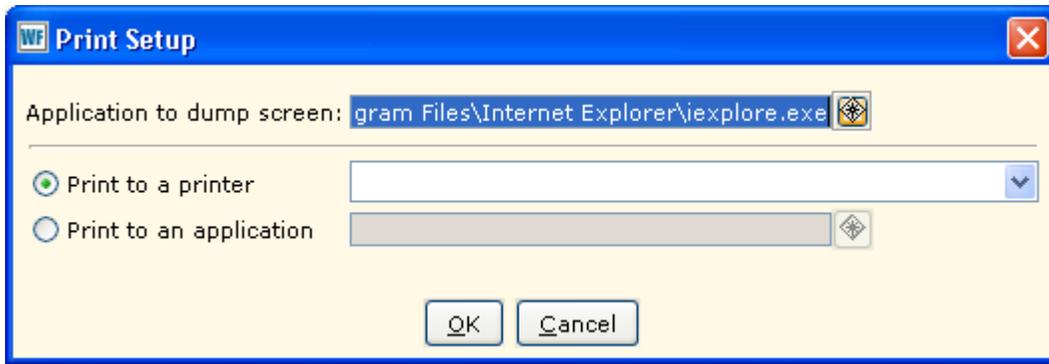
- This will generate the entire list of results in Excel to Print, Save, Email, etc...

How to set Excel as the program the screen dumps to.

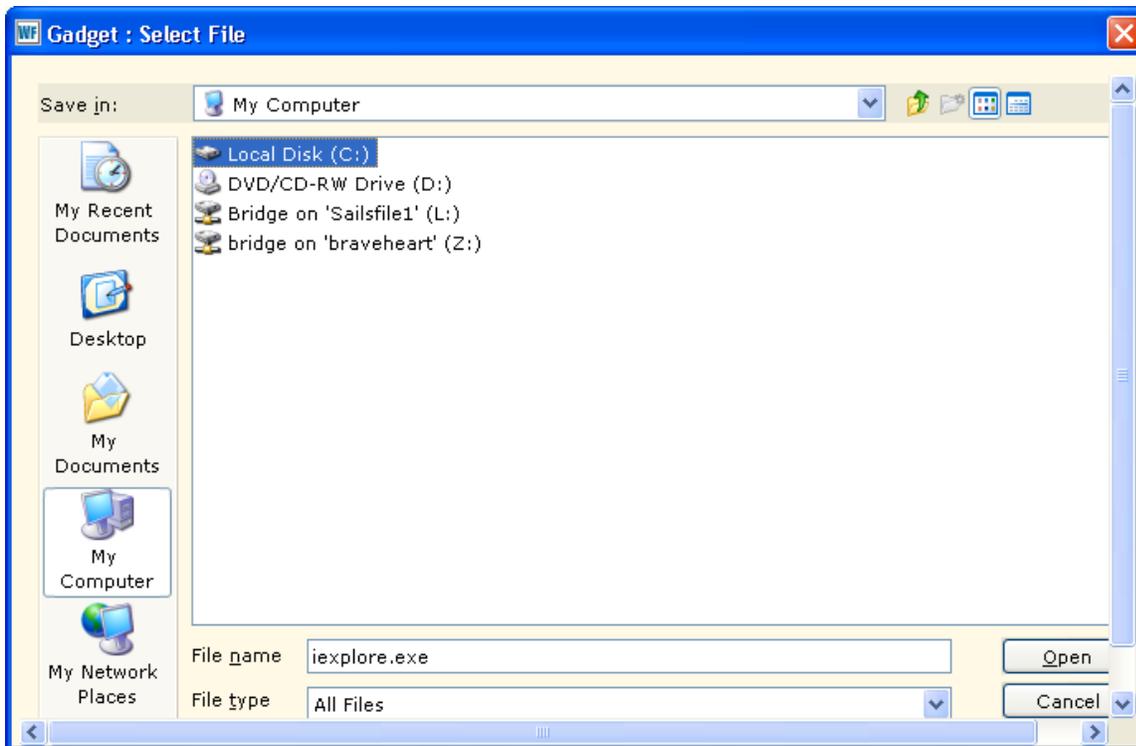
- Go into the File Menu in Workflows and select Print Setup



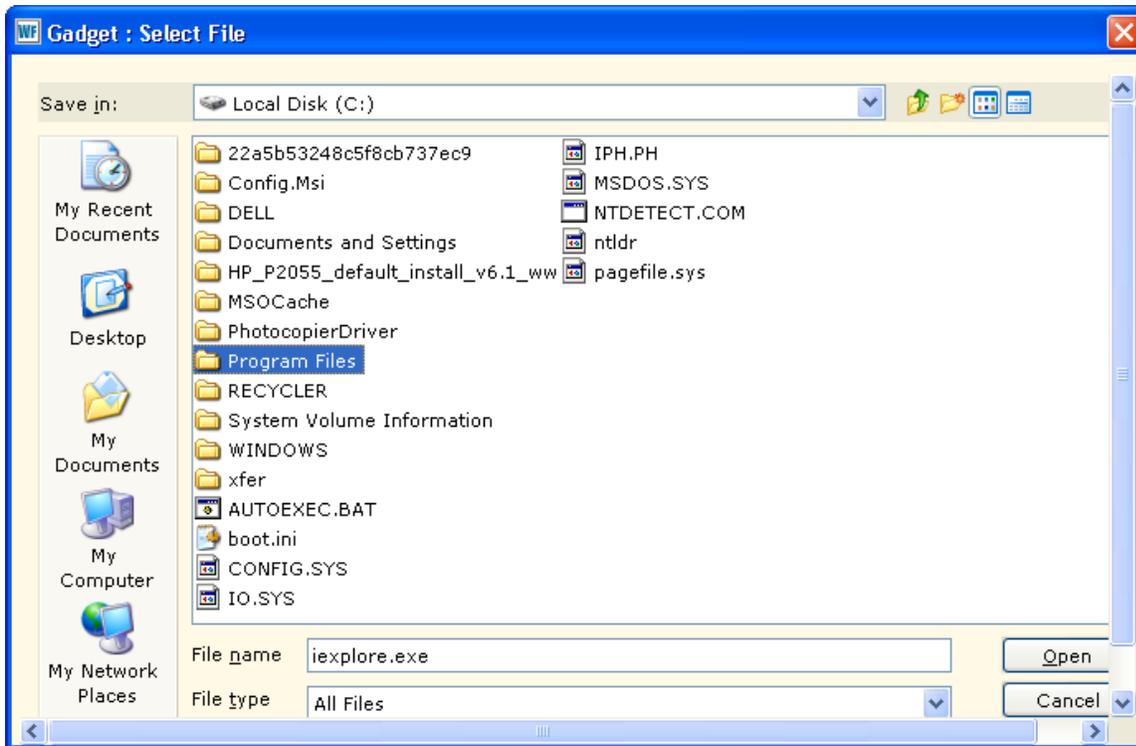
2. Click the Gadget after where it says Application to Dump Screen



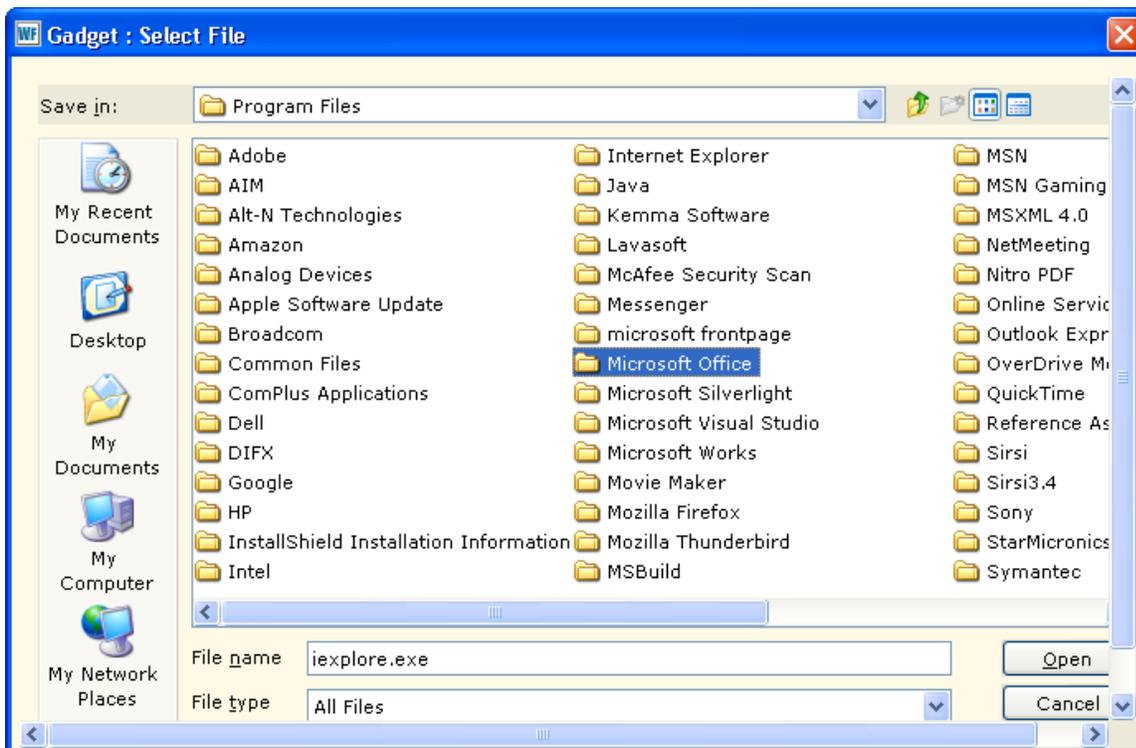
3. On the next screen, click on My Computer
4. Then, Local Disk (C:)



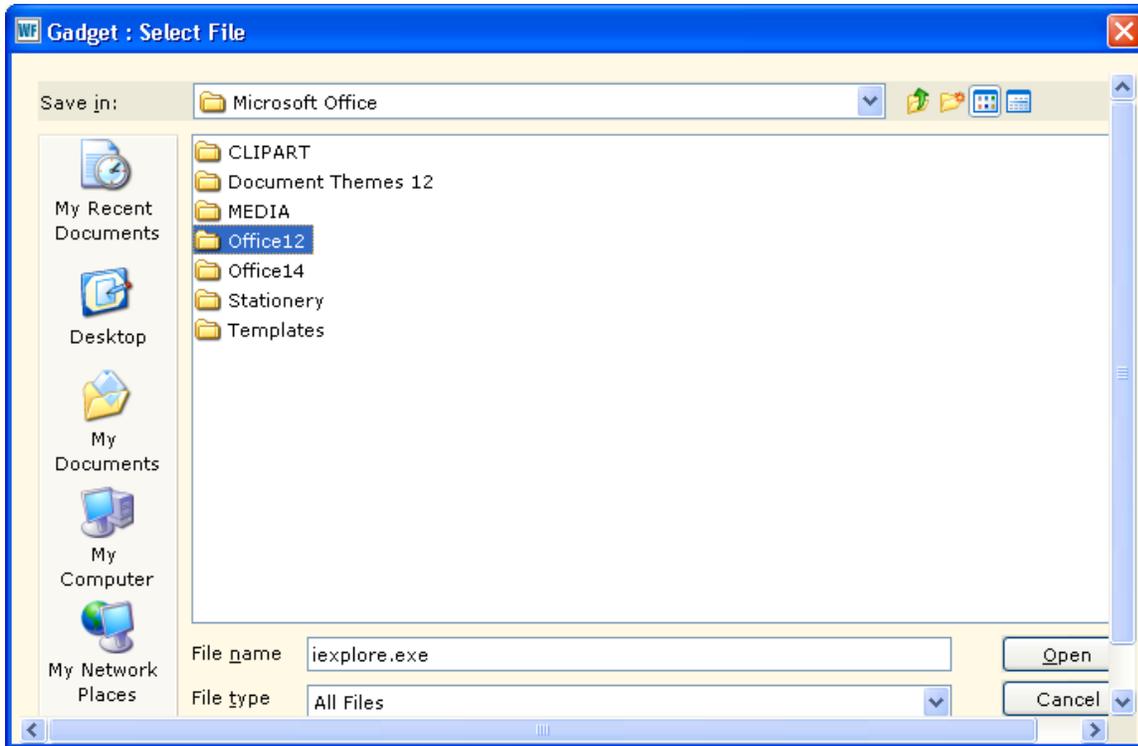
5. Then, Program Files



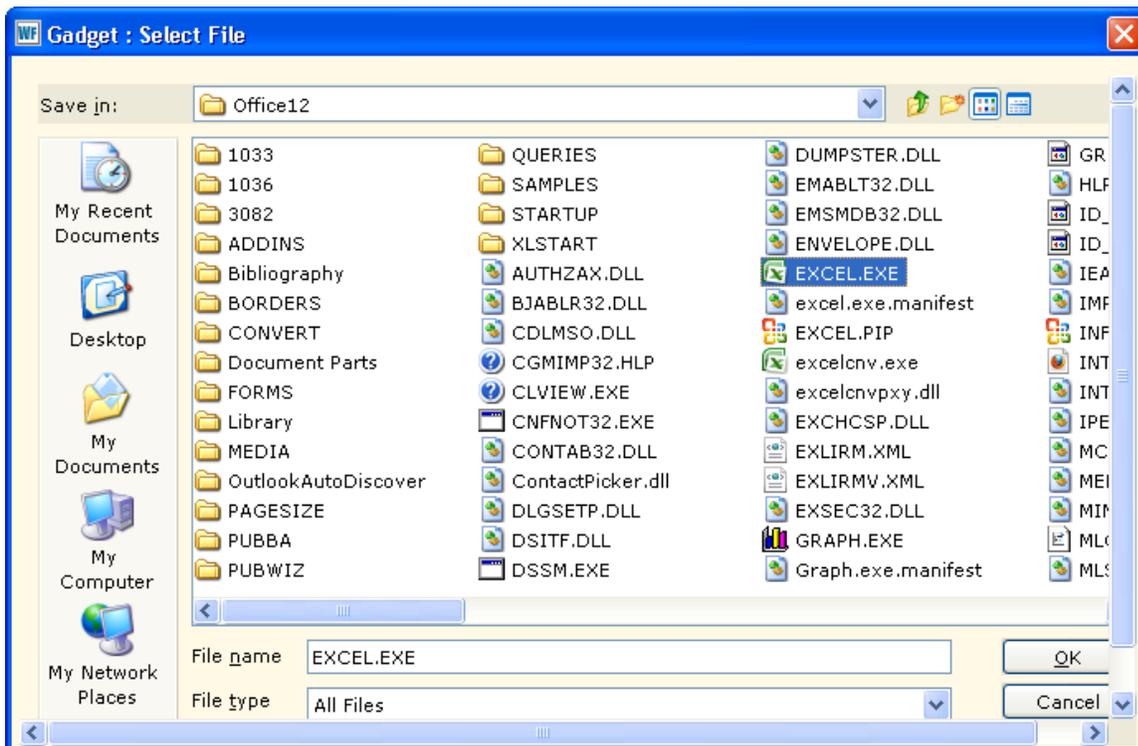
6. Next, the Microsoft Office folder



7. Now, there should be a folder labeled Office12 (its name may be slightly different depending on the version of Office on your computer)



8. In this folder look for the EXCEL.EXE file and select it



9. Click Ok
10. When you get back to the Print Setup window, click Ok again
11. Now when you go to the File menu and click Print Screen it will automatically open in Excel
12. Finally, to make setting permanent, when closing Workflows, save the changes to property settings when prompted.