Appendix I: Web-based SPAR – Exporting Data from the Web-based SPAR

This function can be used for **Account Inquiry (with or without subcodes), Person Inquiry, SPAR Modification History, and Labor Distribution and Cost Sharing screens.**

> *TIP: On the SPAR History Modification screen, only the Status screen will export, the Status Detail screen will not.* To export from the **Labor Distribution and Cost Sharing Screens**, you must export the **Effort Reporting and Distribution (top) and the Cost Sharing (bottom) section**s separately. Click in the section to be exported.

I. For Computers with Adobe Reader:

A. Go to **File** on Toolbar at top of page.

B. From drop down menu, select **Export.**

C. The Oracle Application page will open. On the bottom you will see a message "Do you want to open or save XXXXX". Select **Open.**

D. A notepad will open with all the data you requested.

E. To date stamp the version of information you are using, go **to Edit** and select **Time/Date.**

F. To print data in the notepad format, select **Print** from the **File** menu.

G. To export the data, go to **Edit** and select **Select All** or manually select the data lines you are interested in by holding down the left click button while you move the cursor over the lines selected. Right click on the highlighted data and select **Copy.**

H. Open an Excel spreadsheet and right click in the upper most left cell you want to work with, right click and select **Paste**.

II. For Computers with Adobe Acrobat:

A. Go to **File** on Toolbar at top of page.

B. From drop down menu, select **Export.**

C. The Oracle Application page will open. On the bottom you will see a message "Do you want to open or save XXXXX". Select **SAVE.**

D. You will receive a message box that the download is complete. Select **OPEN**

E. The View Downloads window will open, select the download you created and from the drop down menu select **OPEN WITH**.

F. Select Microsoft **Notepad**.

G. A notepad will open with all the data you requested.

H. To date stamp the version of information you are using, go to **Edit** and select **Time/Date**

I. To export the data, go to **Edit** and select **Select All** or manually select the data lines you are interested in by holding down the left click bottom while you move the cursor over the lines selected. Right click on the highlighted data and select **Copy.**

J. Open an Excel spreadsheet and right click in the upper most left cell you want to work with, right click and select **Paste**