CAFAM - TECH NOTE NO 10
20 JAN 2002

APPLICABILTY WIN-CAFAM

EXPORTING DATA TO EXCEL (.XLS) SPREADSHEET

1. Introduction
    We are frequently asked as to "how do I Export CAFAM data to Excel". This Tech Note sets out the steps to do this

2. Procedure

    1. Ensure your default home Folder has been defined where CAFAM can write files on your local harddrive. By default the folder expected is called \CAFAMDBF. Create this folder if not already there

    2. In CAFAM, go to UTILITIES > AMEND USER PASSWORD > AMEND PREVIOUS ONE and type in the above folder path e.g.

                    C:\CAFAMDBF\

        would indicate C: drive and CAFAMDBF folder at the root level

    3. Whenever you generate a Report, you are prompted for "DBF(XLS)" file as one of the options. Use this output and CAFAM will create the prompted file name in the above folder.

    4. Note that there are a few Reports that do not have this prompt. This is only because these reports have no mechanism to create a DataBase File (DBF). Usually these are reports that are "Summaries" and the data is summarised at the time of print by the "Data Print Engine", thus there is no scope for a DBF file

    5. From Excel, open the file created by changing the "File of Type" prompt to read "dbase files" (Type III)

    6. The usual problem encountered in step 4 is that the file does not appear to be visible. This is probably because the default Folder set for your version of Excel is not the same as that where CAFAM has written the file. Check in the "Look in" prompt in Excel when opening the file that the folder is the same as the one you established in step 1 & 2 i.e. CAFAMDBF

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