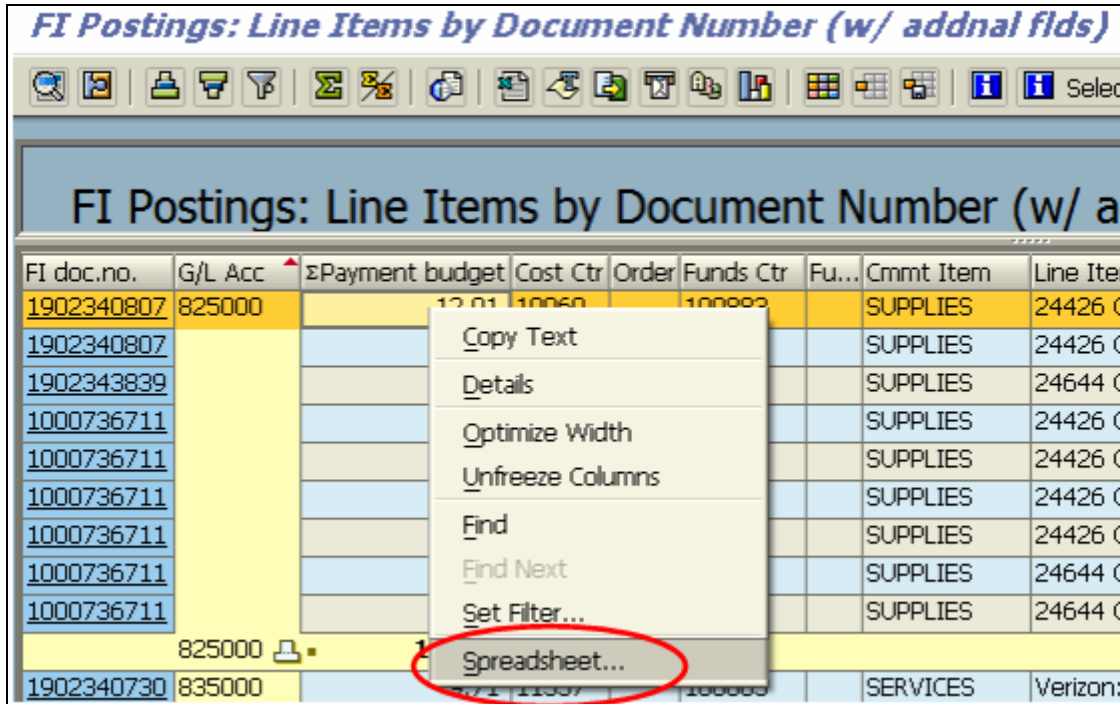


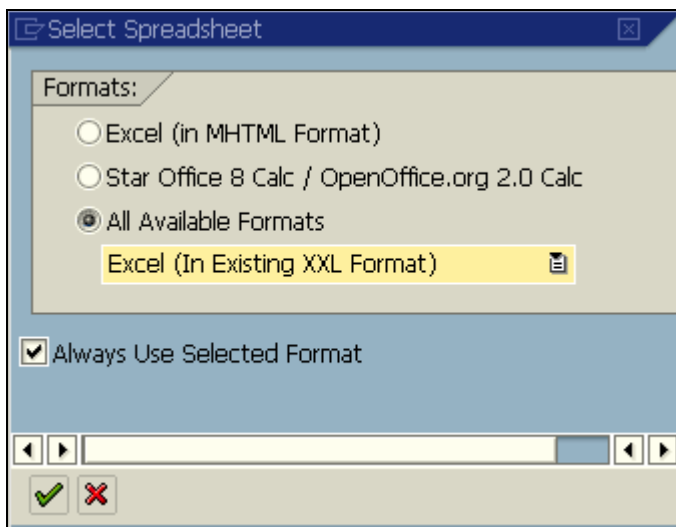
How do you change the default Excel spreadsheet download setting?

Run the report and **right click** on any of the output screen line items.

Click on **Spreadsheet...**



In the pop up box, select **All Available Formats** and chose **Excel (In Existing XXL Format)** from the drop down list. To apply this change permanently, select **Always Use Selected Format**.



Click on the  when complete.