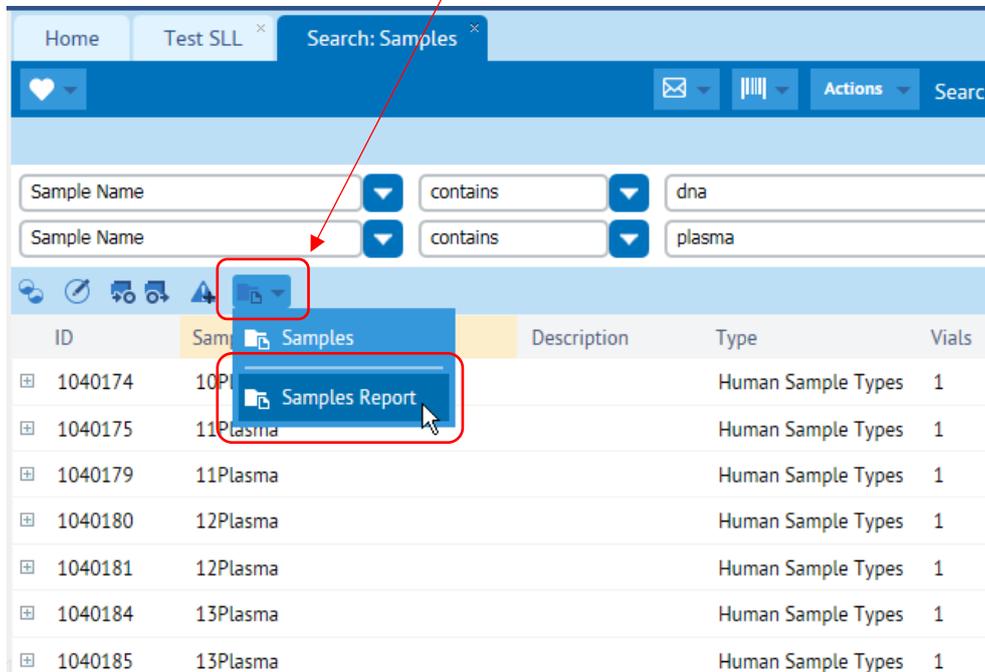


## Export to Excel

The reports you create in FreezerPro can be exported and can be opened in Excel.

To make an export, you need to create a report by clicking on the report icon and then selecting which report you want to create. If you choose Samples Report, you can choose which data that comes with, other reports are designed by Stockholm's medical biobank if needed.

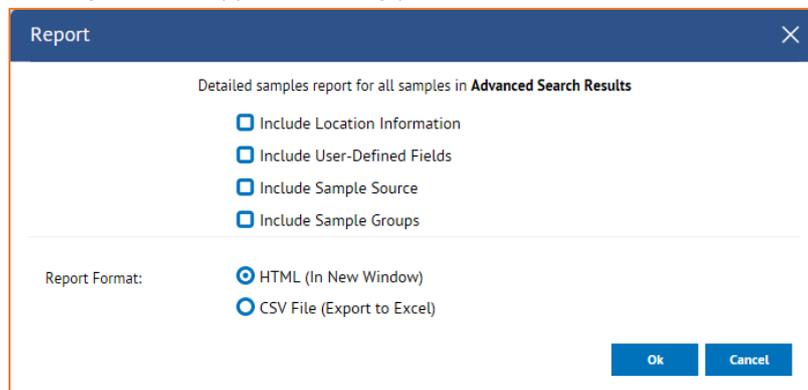
In this example, we use the Samples Report.



The screenshot shows the FreezerPro interface with a search for 'Samples'. The search results table is as follows:

ID	Sample Name	Description	Type	Vials
1040174	10Plasma		Human Sample Types	1
1040175	11Plasma		Human Sample Types	1
1040179	11Plasma		Human Sample Types	1
1040180	12Plasma		Human Sample Types	1
1040181	12Plasma		Human Sample Types	1
1040184	13Plasma		Human Sample Types	1
1040185	13Plasma		Human Sample Types	1

A dialog will now appear showing you which data will be included in the report.



The 'Report' dialog box contains the following options:

- Include Location Information
- Include User-Defined Fields
- Include Sample Source
- Include Sample Groups

Report Format:

- HTML (In New Window)
- CSV File (Export to Excel)

Buttons: Ok, Cancel

**Include Location Information:** Check whether the report should show the freezing area and position in the box

**Include User-Defined Fields:** Check if the report should show all data fields

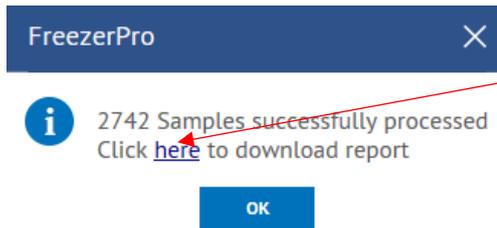
**Include Sample Source:** Check if the report should show the sample source

**Include Sample Groups:** Not used, so leave without check mark

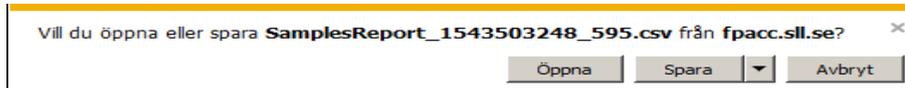
**Report Format HTML:** The report opens as a web page. Data cannot be processed.

**Report Format CSV File:** The report can be saved and opened in other programs, eg. Excel.

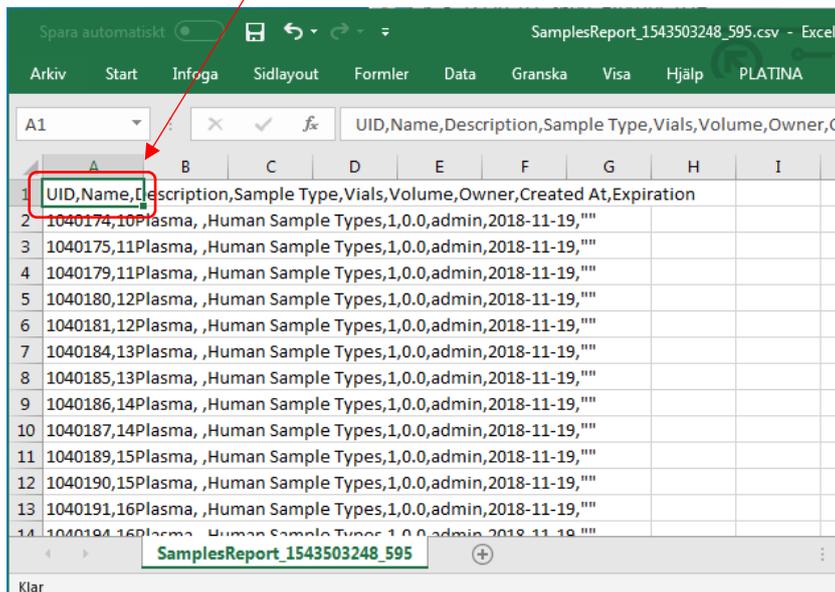
Enter CSV as the report format and then click **OK** to generate a file. When the system has finished, click **here** in the dialog that opens (NOTE! Do not click OK then close the report!).



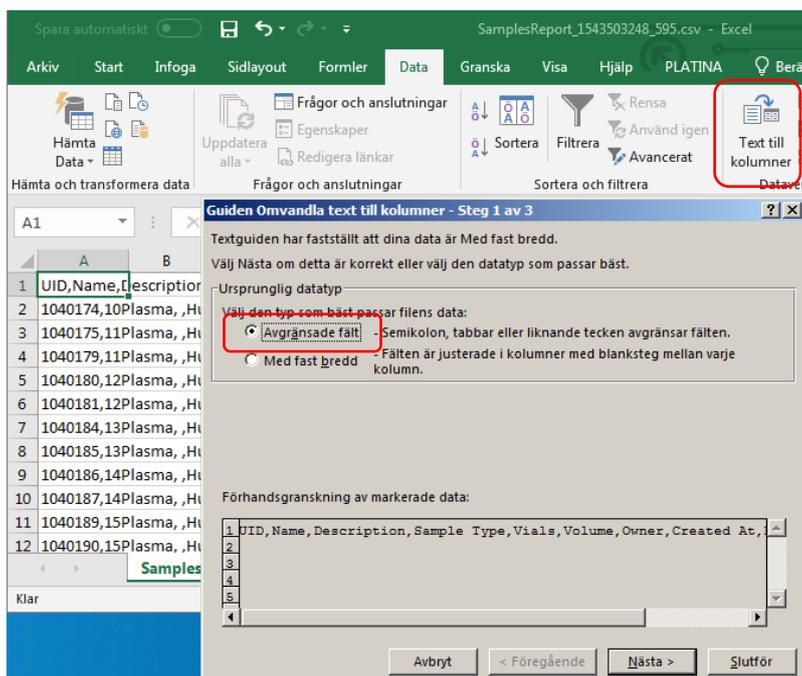
Choose to open the file directly or to save it first. You have to open it in Excel to convert it to the correct format.



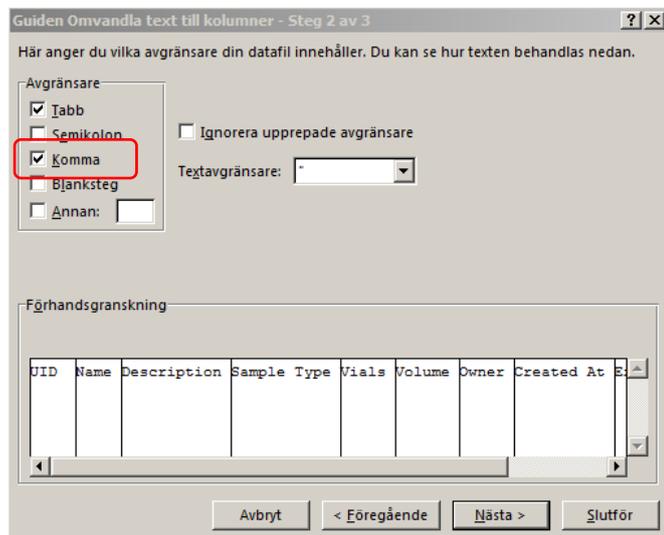
Once you have opened the file in Excel, all data will be in the first column (column A). Highlight this entire column by clicking on the letter A.



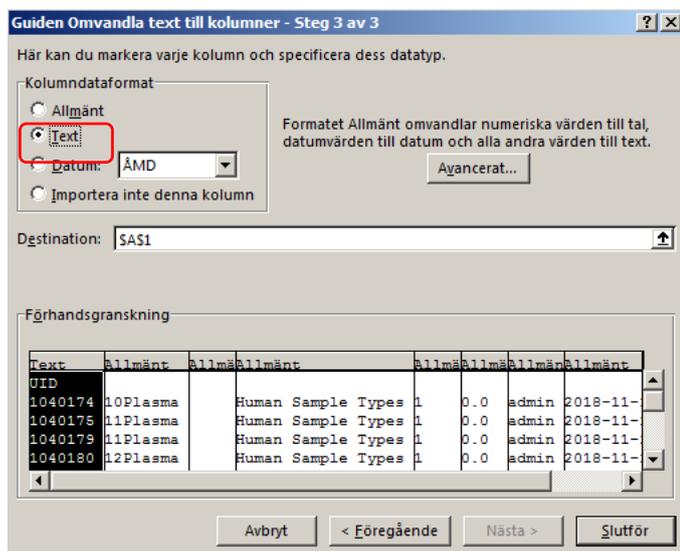
Then go to the DATA tab and select the Text to Columns function. Then a new dialog opens where you select the top radio button for fixed delimiters. Then click Next.



Select the comma as a delimiter and click Next.



Specify that the data format should be text. Then click Finish.



	A	B	C	D	E	F	G	H	I
1	UID	Name	Sample Type	Vials	Volume	Owner	Created At	Expiration	
2	1040174	10Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
3	1040175	11Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
4	1040179	11Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
5	1040180	12Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
6	1040181	12Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
7	1040184	13Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
8	1040185	13Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
9	1040186	14Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
10	1040187	14Plasma	Human Sample Types	1	0.0	admin	2018-11-19		
11	1040189	15Plasma	Human Sample Types	1	0.0	admin	2018-11-19		

Remember that Excel divides data at each comma. This means that if you have entered a comment with a comma, the comment will be divided every time there is a comma, which means that the cell content will be shifted.