



How to Export XML Search Results and Open in Microsoft Excel:

What we can do from within PaperVision is to search the name of the person you are looking for. Once the search results have come up you can do the following to export them all into an Excel readable file.

1. Hit the "Select All" button on the right corner of the PaperVision page to select all of the search results.

The screenshot shows the top right corner of the PaperVision interface. It includes a "Logout" button and a "Help" button. Below these is a section titled "Documents Displayed". At the top right of this section are three buttons: "Previous", "Next", and "Select All". A blue arrow points to the "Select All" button. Below the buttons is a table with the following data:

TimeCard Date	Pay Date	Earning Number	Earning Mnemonic	Hours
06/01/1996	06/07/1996	010	REGULAR	10.840
06/15/1996	06/21/1996	010	REGULAR	3.280
06/15/1996	06/21/1996	010	REGULAR	4.000

2. At the top of the screen 2nd button over hit the "Export Results" button to export and download the results to your downloads folder as an XML file.

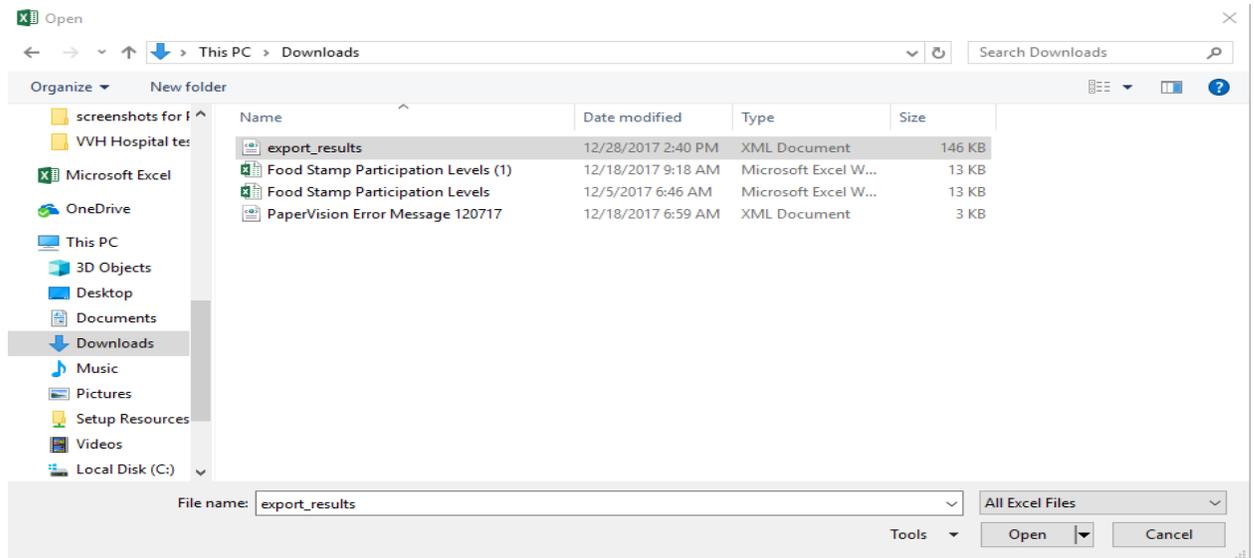
The screenshot shows the top of the PaperVision interface. A blue arrow points to the "Export Results" button in the top toolbar. Below the toolbar is a sidebar with a "Folders" section containing a list of projects: "Available Projects (51)", "OUTPATIENT REGISTERS", "PEDIATRIC PARTNERS MEDICAL", "PHARMACY AND THERAPEUTIC", and "PP PAYROLL". To the right of the sidebar is a "Search Criteria" table with the following data:

Name	Address	SS#	Hire Date
JIMINO, JOANNE	764 LINCOLN AVE. CARBONDALE, CO 81623	132-42-6590	02/15/1990
JIMINO, JOANNE	764 LINCOLN AVE. CARBONDALE, CO	132-42-6590	02/15/1990

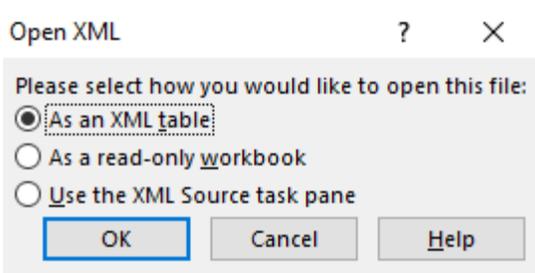
3. If there are more than 250 search results you will need to hit the “Next” button to open the next 250 results and go through steps 1 and 2 again to export those results.



4. Open Microsoft Excel and open the XML file it should save by default within your “Downloads” folder.



5. Select “As an XML table” when prompted “Please select how you would like to open this file” and hit the OK button.



6. Click "OK" for the next prompt box it will read, "The specified XML source does not refer to a schema. Excel will create a schema based on the XML source data."

