

## CONFIGURING CCS TO EXPORT TO EXCEL

Title	Configuring CCS to export to Excel
Category	IMPORT EXPORT
Document Number	TN0017
Software version	All versions
Application	SYSTEM
Create Date	15 July 2003
Revision Date	21 July 2003
Document Version	Final
Author	Dale Anderson
Support	support@ccssa.com

It is possible to export certain CCS documents to Microsoft Excel. This TechNote explains how to set up the CCS System to export to Excel.

## CONFIGURING CCS TO EXPORT TO EXCEL

In the CCS System, click on the Configure toolbar button. This is depicted by a hammer.

Click on the **Directories** tab.

Click on the **Locate** button. CCS should automatically insert the path for Excel in the space provided.