Steps for opening the SFQ Report in MS Excel

To open the report in Excel, you have to:

1. Save the report in HTML format to your local computer.
   a. For Internet Explorer User
      i. Open the report that you want to save

ii. In the “File” menu, select “Save As…”
iii. Select the file format as “HTML only”, and then type in the filename that you want to save. Finally, press the “Save” button.

b. For Netscape User
i. Open the report that you want to save
ii. In the “File” menu, select “Save As…”

iii. Type in the filename that you want to save. Finally, press the “Save” button.
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2. Open the html format report in Excel.
   i. Open the MS Excel, In the “File” menu, select “Open…”

   ![Excel opening a file](image1.png)

   ii. Select the file type as “*.html”

   ![Select file type](image2.png)
iii. Select the HTML report that you’ve saved, and then press the “Open” button.

iv. After that, the report should be opened in the Excel.
3. Save the questionnaire.

In the online report, you can click on the question number to display the questionnaire. If you want to display the questionnaire when click on question number in the Excel. You have to save the questionnaire to the same folder of the reports in your local computer, here are the steps:

i. Open the report that you want to save
Steps for opening the SFQ Report in MS Excel

ii. Right any question number and select “Save Target As…” (in Internet Explorer) or “Save Link As…” (in Netscape)

iii. Select the folder that you stored the reports save the file with filename “Ques.htm”