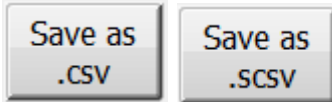


QuickScan DataLog: Saving and Opening in Excel



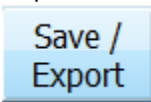
There are 2 options for saving data from the DataLog:



Save as .csv – will only save the entire DataLog.

Save as .scsv – can save selected rows, or the entire DataLog.

Please note: QuickScan V5.0.1 or higher: the “Save as .csv” button has been renamed “Save / Export”:



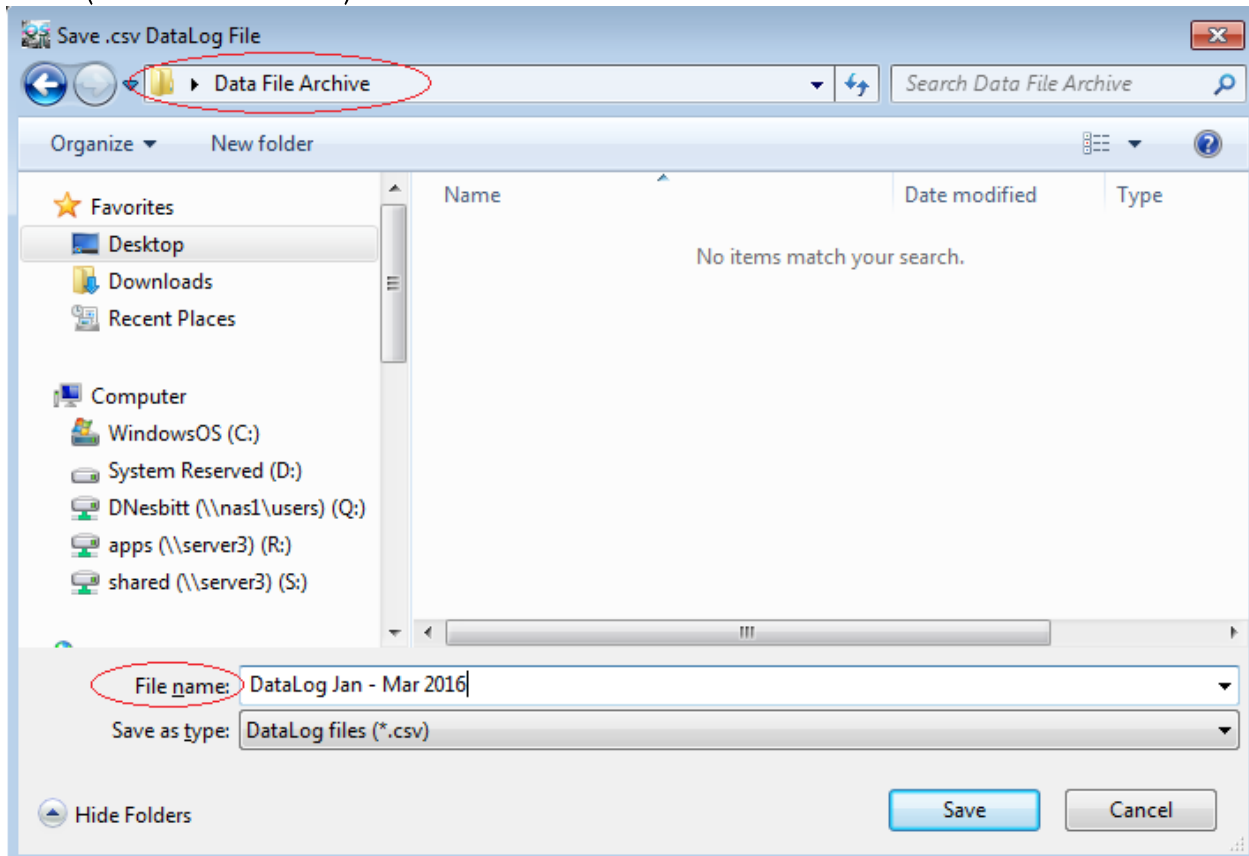
This button works the same as the “Save as .csv” button.

Save and Open with .csv

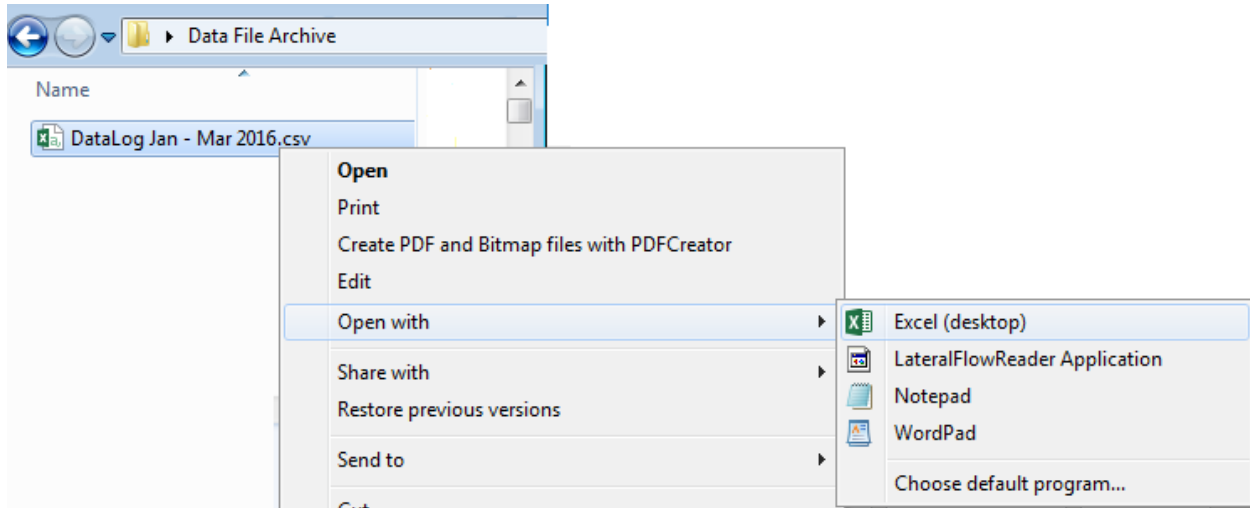
Click “DataLog” button on main screen.

Click “Save / Export” button in DataLog. “Save .csv DataLog File” window will appear.

Select a location to save the file (ex: a folder on the desktop, or on the network). Give the file a name (next to “File name:”). Then click the “Save” button:



To open, go to the file location (where you saved it). Right-click on the file – select “Open with” and select “Excel”:



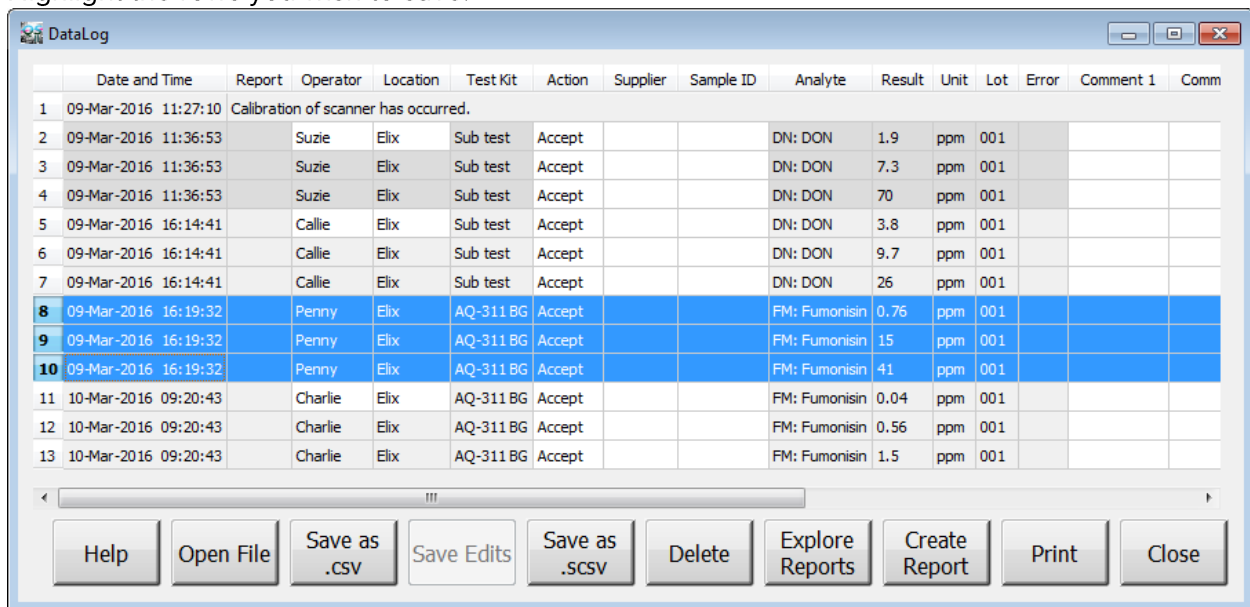
The document will open in Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Date and Time	Operator	Location	Test Kit	Action	Supplier	Sample ID	Analyte	Result	Unit	Lot	Error	Comment 1	Comment 2	Matrix	Matrix Group
2	3/9/2016 11:36	Suzie	Elix	Sub test	Accept			DN: DON	1.9	ppm	1					AF MG2: Corn germ - cottonseed (delinted) - DDGS - rice bran
3	3/9/2016 11:36	Suzie	Elix	Sub test	Accept			DN: DON	7.3	ppm	1					AF MG2: Corn germ - cottonseed (delinted) - DDGS - rice bran
4	3/9/2016 11:36	Suzie	Elix	Sub test	Accept			DN: DON	70	ppm	1					AF MG2: Corn germ - cottonseed (delinted) - DDGS - rice bran
5	3/9/2016 16:14	Callie	Elix	Sub test	Accept			DN: DON	3.8	ppm	1					AF MG2: Corn germ - cottonseed (delinted) - DDGS - rice bran
6	3/9/2016 16:14	Callie	Elix	Sub test	Accept			DN: DON	9.7	ppm	1					AF MG2: Corn germ - cottonseed (delinted) - DDGS - rice bran
7	3/9/2016 16:14	Callie	Elix	Sub test	Accept			DN: DON	26	ppm	1					AF MG2: Corn germ - cottonseed (delinted) - DDGS - rice bran

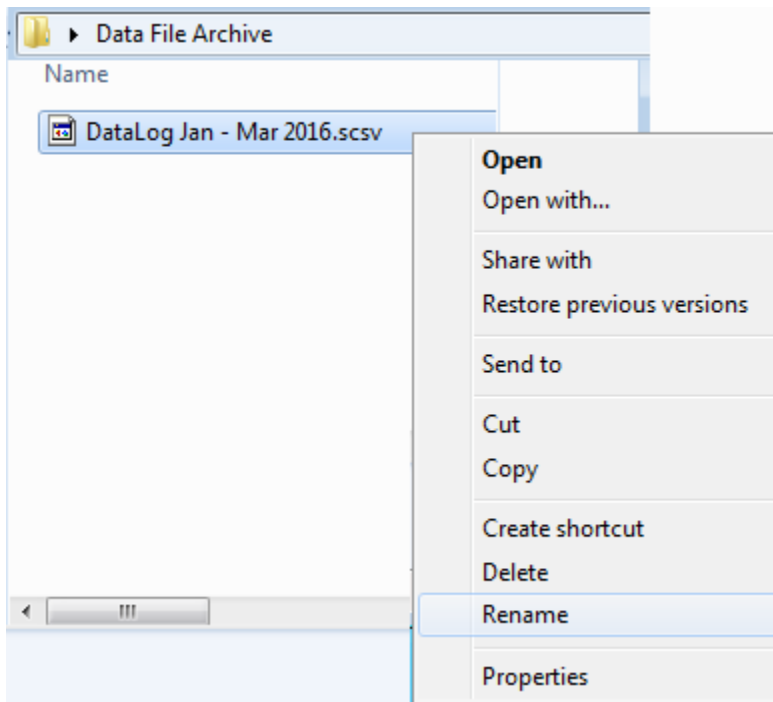
Save and open with .scsv (to save only selected rows):

Click “DataLog” button on main screen.

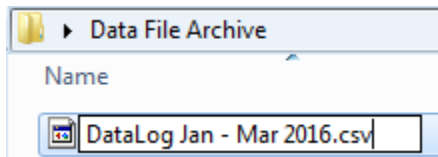
Highlight the rows you wish to save:



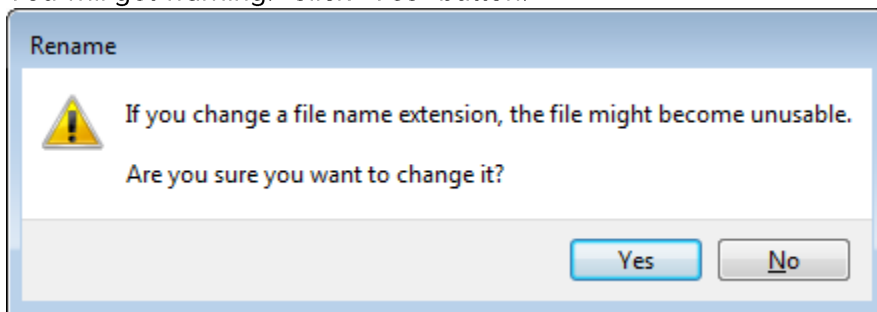
Click the “Save as .scsv” button. Save the file as described above for .csv files.
To open, go to your saved file, right-click the file, and select “Rename”:



Rename the extension from .scsv to .csv:



You will get warning: Click “Yes” button.



Open with Excel (as described above).