XML Import Guide

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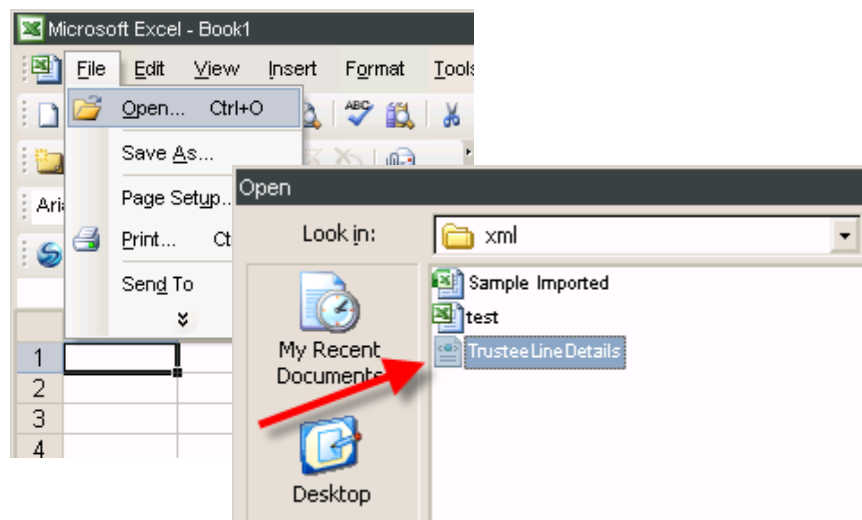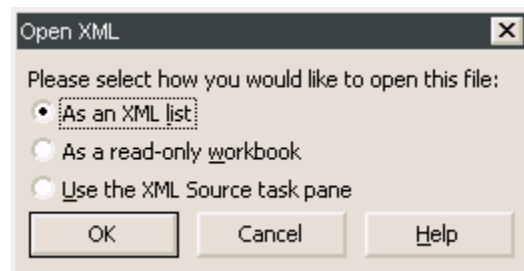
Import Exported Team Reports XML File

Team Reports allows you to export an XML file. This file can be opened in Excel giving you the ability to search items that you may not find as easily within Team Reports. Outlined here are the steps to import that file into Excel.

Excel 2003

1. Launch Excel from your programs group on the start menu.
2. Click "File", "Open" from the menu bar of Excel.
3. From the Open dialog window, browse to your saved Team Reports XML export. Select the file and click "Open".
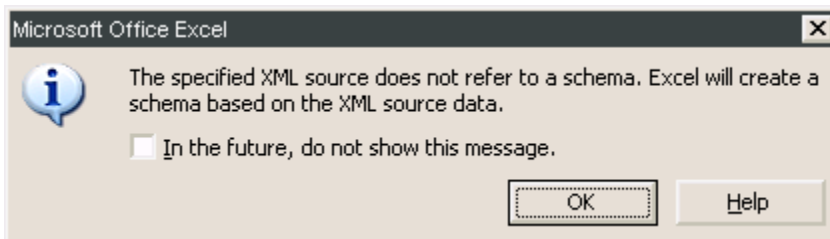

4. Upon opening the XML export you will see an Open XML window. Excel would like to know how you would like to open the selected file. Select the option "As an XML list" and click "OK".
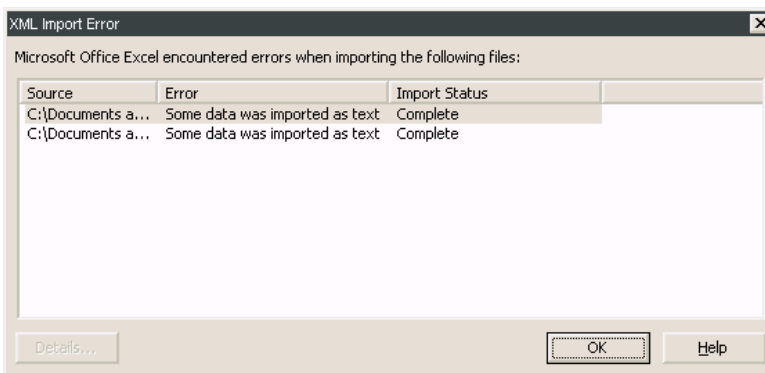
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5. Next, Excel notifies you that a schema cannot be found for the XML file you are attempting to open. An XML schema is a file that defines the structure and data rules for a particular XML file. This is not a critical message. Just click "OK" and Excel will create the schema for you. You will continue to see this message every time you open an XML file without a schema if you do not check the "In the future, do not show this message." box. Checking that box is a personal preference for each user. By checking the box you will not see this window on subsequent XML files that you open when using Excel.

6. You may see an XML Import Error, which notifies you that some data was imported as text. For your purposes this message is perfectly acceptable. Click "OK".

7. Excel has successfully imported the Team Reports XML file. You may save, alter, and search the data as you normally would with any Excel file.
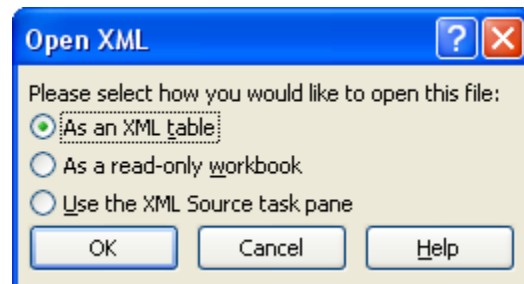
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Excel 2007

1. Launch Excel from your programs group on the start menu.
2. Click the Office button in the upper left corner of Excel and click "Open".
3. From the Open dialog window, browse to your saved Team Reports XML export. Select the file and click "Open".
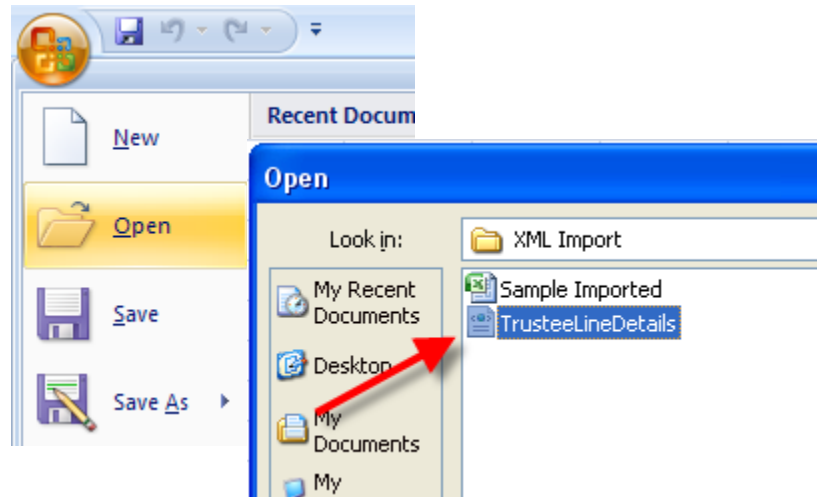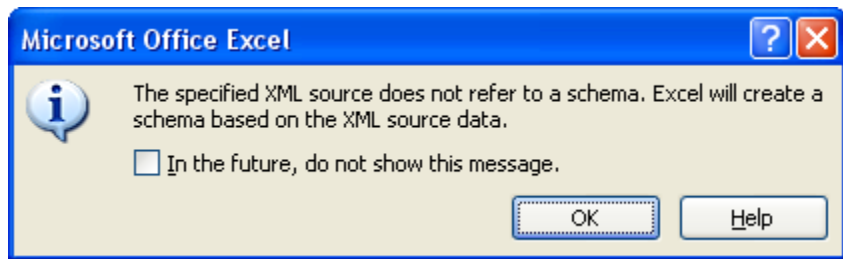

4. Upon opening the XML export you will see an Open XML window. Excel would like to know how you would like to open the selected file. Select the option "As an XML table" and click "OK".
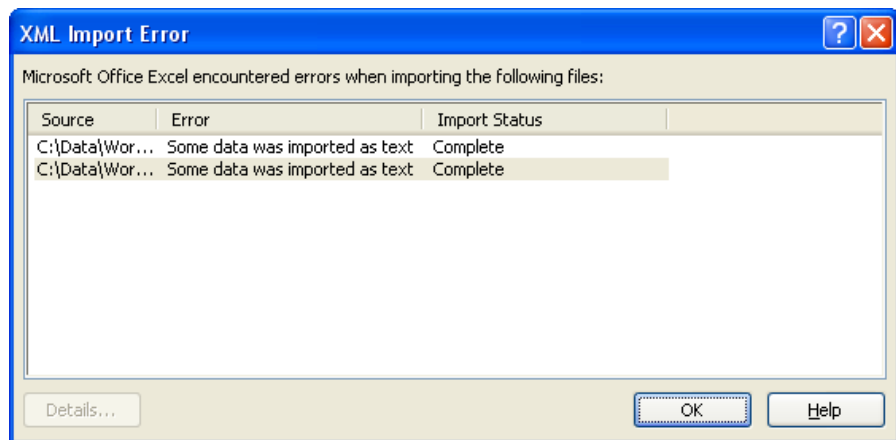
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