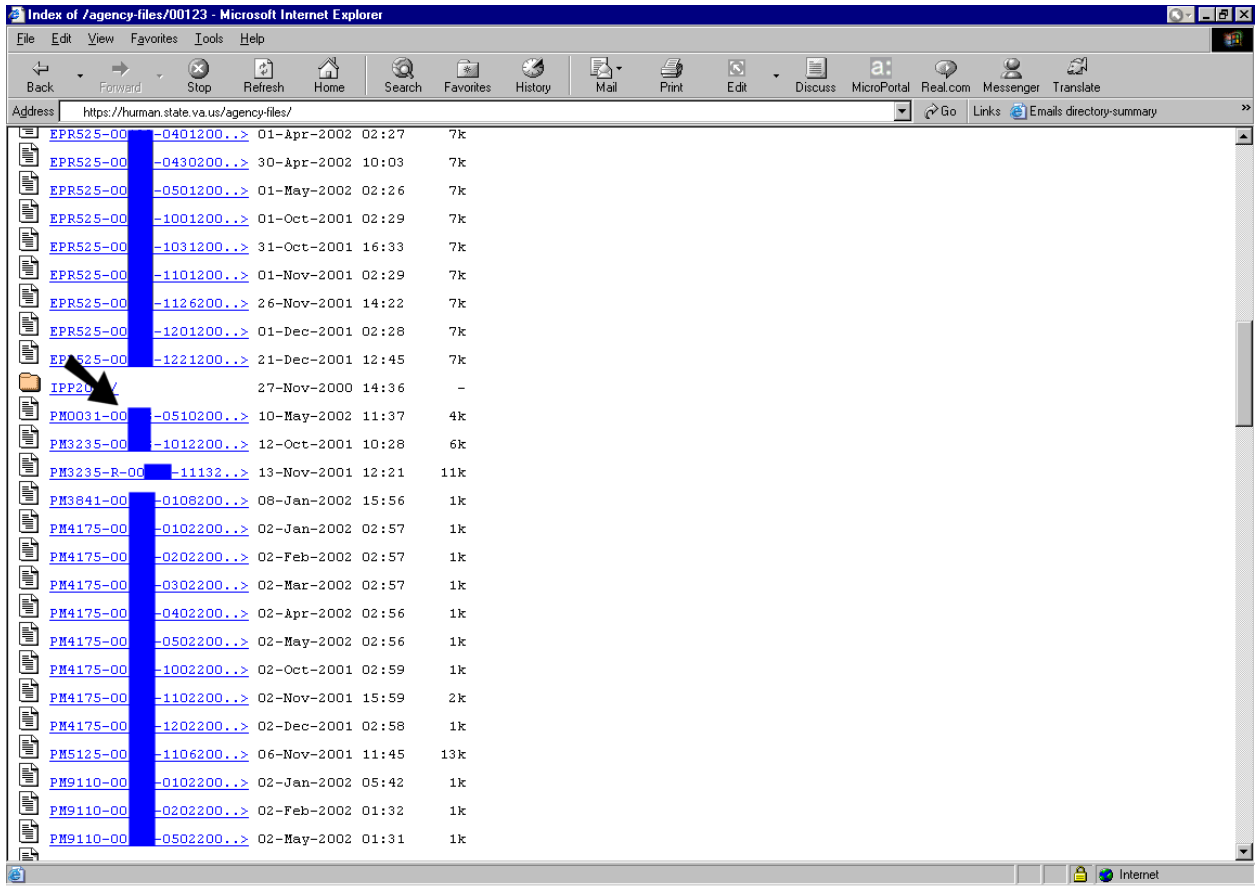


Instructions on how to access the transaction file PM0031-00nnn-ddmmyyyy.txt and Import it into an Excel Spreadsheet

You need to access your agency folder at HuRMan files. The easier way is using your web browser. Look for the file referenced above and click on it.



After you have clicked, the file will open like the following:

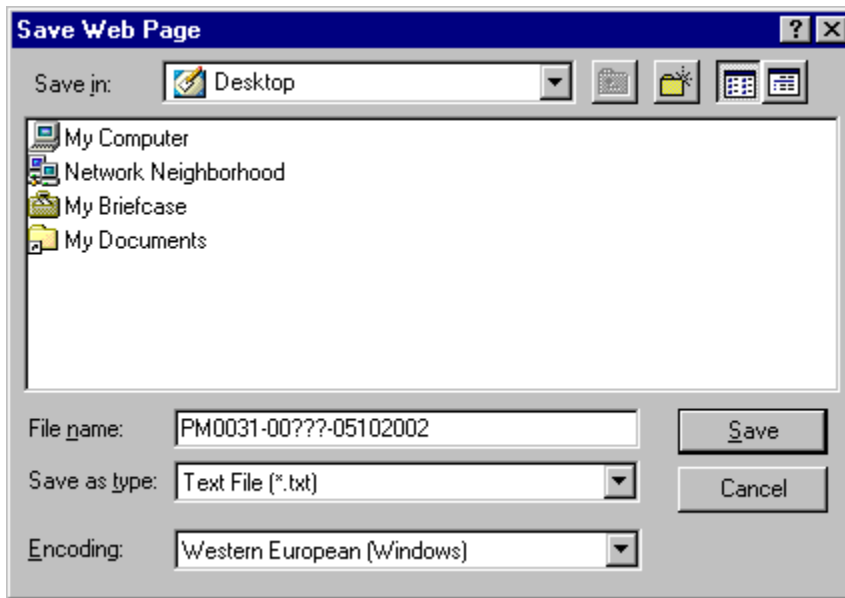
https://human.state.va.us/agency-files/00123/PM0031-00123-05102002.txt - Microsoft Internet Explorer

Address: https://human.state.va.us/agency-files/00123/PM0031-00123-05102002.txt

EXCLUDE	SOC SEC	EMPL ID	LAST NAME	FIRST NAME	AGENCY TRANS REVIEW LISTING	TRANS DESCRIPTION	REASON DESCRIPTION	EFFT
12	204405	WI	BR	R PSE065	Classified In-Band Adjustment	501	Temporary Salary Pay	02/2
12	205154	BE	IA	J PSE065	Classified In-Band Adjustment	501	Temporary Salary Pay	02/2
12	205157	HY	AUS	W PSE065	Classified In-Band Adjustment	502	Change of Duties Salary	02/2
12	260653	BA	RE	P PSE102	Resign: Better Job			02/2
12	264962	SH	JO	G PSE102	Resign: Better Job			03/0
12	298648	PA	RO	P PSE201	Non-Routine			01/1
12	299516	ST	CH	C PSE301	Original Appointment			02/1
12	299774	HI	LA	L PSE301	Original Appointment			02/2
12	299780	RI	AB	A PSE301	Original Appointment			02/2

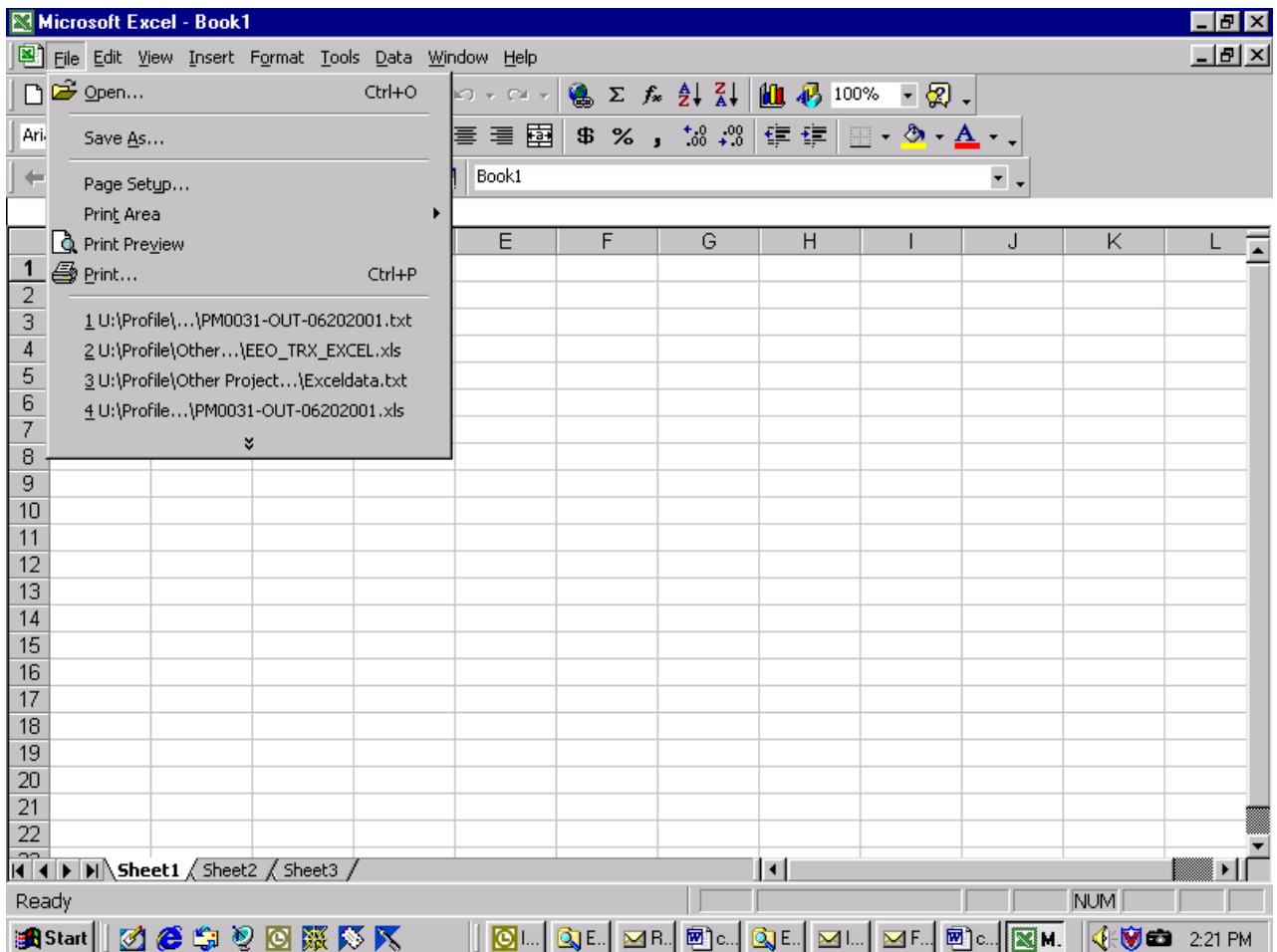
Now you need to save the file on your PC.
Go to File, and click on Save as.

You will get the following window:



Select the folder in your workstation and then click Save.

Assuming you have saved the file to be converted into your Desktop location per the above instructions and you use Excel as your spreadsheet tool, to import text file data, open Excel, go to File, Open.



The screenshot shows the 'Open' dialog box with the following details:

- Title Bar:** Open
- Look in:** Desktop
- File List:**
 - My Computer
 - Network Neighborhood
 - My Briefcase
 - Exceed
 - My Documents
 - PM0031-00xxx-05102002.txt (selected)
- Files of type:**
 - All Files (*.*)
 - All Microsoft Excel Files (*.xl*; *.xls; *.xlt; *.htm; *.html; ...)
 - Microsoft Excel Files (*.xl*; *.xls; *.xla; *.xlt; *.xlm; *.xlw; ...)
 - Web Pages (*.htm; *.html)
 - Text Files (*.prn; *.txt; *.csv) (selected)
 - Query Files (*.iqy; *.dqy; *.oqy; *.rqy)
 - Text Files (*.prn; *.txt; *.csv)
- File name:** (empty)
- Buttons:** Open, Cancel

In Step 1 of 3, select **Delimited**. The “Start import at row” is usually 1 (you can select which row you want to start the import file to begin) and File origin is usually Windows ANSI. Use both of these default selections. Then select Next.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☐ Delimited - Characters such as commas or tabs separate each field.

☒ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\WINNT\Profiles\belc...\PM0031-00xxx-05102002.txt.

	EXCLUDE	SOC SEC	EMPL ID	LAST NAME	FIRST NAME
1	A=00				
2	EXCLUDE	SOC SEC	EMPL ID	LAST NAME	FIRST NAME
3					
4		12	204405	W	B
5		12	205154	B	I

Cancel < Back Next > Finish

In Step 2 of 3, select the type of delimiter used by deselecting TAB, selecting Other, and filling in the pipe bar symbol (located above the Enter key, upper case) at the flashing cursor in the box. Then select Next.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☐ Comma

☐ Space ☒ Other: |

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

A=00 EXCLUDE	SOC SEC	EMPL ID	LAST NAME	FIRST NAME
26				
27				

Cancel < Back Next > Finish

In Step 3 of 3, slide the navigator bar to the last column in the file (Agency Note), hold down the <Shift> key and click on this column. Under "Column data format," select **Text**. Click Finish.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

☐ General

☒ Text

☐ Date: MDY

☐ Do not import column (skip)

Data preview

Text	Text	Text	Text	Text
W LISTING TION	RSN	REASON DESCRIPTION	EFFT DATE	TRANS DAT
Adjustment	501	Temporary Salary Pay	02/25/2002	02/26/2002
Adjustment	501	Temporary Salary Pay	02/25/2002	02/26/2002

Cancel < Back Next > Finish

The data is imported into the Excel spreadsheet.

Microsoft Excel - PM0031-00xxx-05102002.txt

File Edit View Insert Format Tools Data Window Help Acrobat

100%

Arial 10 B I U

Go C:\WINNT\Profiles\belchior\Desktop\PM0031-00xxx-05102002.txt

A	B	C	D	E	F	G	H	I	J	K	L
1	A=00nnn						AGENCY TRANS REVIEW LISTING				
2	EXCLUDE	SOC SEC	EMPL ID	LAST NAME	FIRST NAME	M TR CDE	TRANS DESCRIPTION	RSN	REASON DESCRIPTION	EFFT DATE	TRAN
3											
4						PSE065	Classified In-Band Adjustment	501	Temporary Salary Pay	02/25/2002	
5						PSE065	Classified In-Band Adjustment	501	Temporary Salary Pay	02/25/2002	
6						PSE065	Classified In-Band Adjustment	502	Change of Duties Salary	02/25/2002	
7						PSE102	Resign: Better Job			02/24/2002	
8						PSE102	Resign: Better Job			03/08/2002	
9						PSE201	Non-Routine			01/10/2002	
10						PSE301	Original Appointment			02/10/2002	
11						PSE301	Original Appointment			02/25/2002	
12						PSE301	Original Appointment			02/25/2002	
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PM0031-00xxx-05102002

Draw AutoShapes

Ready

After data is imported into the Excel document, to adjust the column size to fit the data, in the column header (i.e. A,B,C), double-click on the right side bar of each column.

Save the spreadsheet before exiting by going to File, Save As, and select where you want to save the document. Then in the “Save as type,” select Microsoft Excel Workbook. Click Save and this will save the document as using its original name as an Excel spreadsheet.

