1. Click in the Search Windows field and type Region Figure 1: Search Windows, Region

Use this Quick Reference Guide (QRG) to create a pipe delimited text file (txt) from a comma separated values (csv) file to upload information into the Employer Reporting and Management (ERM) application.

These instructions are for working with an Excel workbook/spreadsheet.

### **Setup Microsoft Control Panel**

	<b>Enter</b> (Figure 1). The <i>Regic</i> Figure 2). The <b>Formats</b> tab i					©	Filters $\checkmark$
Customize	Additional settings button. Format window displays (F tab is the default.		ŵ	Bes	t match Regio		
ure 2: Reg	ion window, Formats tab			Set	tings		
Region		×		A <sup>字</sup>	Region a	& language settings	
nats Location Admi				₄字	Change	your country or <b>region</b>	
rmat: English (Unite 1atch Windows disp	ed States) lay language (recommended)	~		5	Change	the date and time form	at
nguage preferences Date and time forma							
Short date:	M/d/yyyy	$\sim$					
ong date:	dddd, MMMM d, уууу	$\sim$					
S <u>h</u> ort time:	h:mm tt	$\sim$					
. <u>o</u> ng time:	h:mm:ss tt	$\sim$					
First day of <u>w</u> eek:	Sunday	~					
Examples Short date:	3/9/2018						
Long date:	Friday, March 9, 2018						
Short time:	9:59 AM		ŝ				
Long time:	9:59:43 AM						
	A <u>d</u> ditional settings		2				
	OK Cancel	Apply		Reg	gion	<b>⊳</b>	

#### 2. Click the Additional settings button. The Customize Format window displays (Figure 3). T Numbers tab is the default.

#### Figure 2: Region window, Formats tab

🔊 Region		$\times$								
Formats Location Administrative										
Eormat: English (United States)										
Match Windows display language (recommended) $\qquad \qquad \lor$										
Language preferences										
Date and time format	is									
Short date:	M/d/yyyy ~									
Long date:	dddd, MMMM d, уууу $\sim$									
S <u>h</u> ort time:	h:mm tt 🛛 🗸									
L <u>o</u> ng time:	h:mm:ss tt —									
First day of week:	Sunday 🗸									
Examples Short date:	3/9/2018									
Long date:	Friday, March 9, 2018									
Short time:	9:59 AM									
Long time:	9:59:43 AM									
	A <u>d</u> ditional settings									
	OK Cancel Apply	,								



#### ERM Create a Pipe Delimited Text File Using Windows 10 QRG - Employer Approved: 03/09/2018 Effective:01/01/2018 Version: 2.0

### **Pipe Delimited Text File Topics Covered**

- Setup Microsoft Control Panel •
- Export from Excel •
- Save as Text File from Notepad

Numbers Currency Time Date		
Example		
Positive: 123,456,789.00	Negative: -123,456,789.00	
Decimal symbol:	· · ·	
No. of digits after decimal:	2 ~	
Digit grouping symbol:	, ~	
Digit grouping:	123,456,789 ~	
Negative sign symbol:	- ~	
Negative number format:	-1.1 ~	
Display leading zeros:	0.7 ~	
List separator:	I ~	
Measurement system:	U.S. ~	
Standard digits:	0123456789 ~	
Use native digits:	Never $\checkmark$	
Click Reset to restore the system default numbers, currency, time, and date.	settings for Reset	

Figure 3: Customize Format

- 4. Click **Apply** then click **OK**.
- 6. Click **Apply** then click **OK**.
  - **NOTE:** For other files that need to be comma delimited, return to the **List separator** field and change it back to show a comma (,).

### Export from Excel

- 1. Launch Excel. For the purposes of this exercise Figure 4 is the Excel file.
- 2. In the Excel file, go to the last populated cell in Row 1 and move to the cell that follows and use the Spacebar. This will insert a required pipe delimiter to separate records once the file is exported.
- Save the file as a delimited file by clicking File > Export > Change file type > CSV (Comma delimited). See Figure 5.
- 4. Click the Save As button (Figure 5) and the Save As window displays (Figure 6).

#### Figure 4: Excel File

	Α	В	С	D	E	F	G	Η	-	J	modene	Z	AA	AB .
1	10312008	5												
2	80	9000000	PERF	000000000		Smith	1300.00		39.00	81.90		10012008	10312008	R
3	80	9000000	PERF	111111111		Warren	1300.00		39.00	81.90		10012008	10312008	R
4	80	9000000	PERF	222222222		Spark	1300.00		39.00	81.90		10012008	10312008	R
5	80	9000000	PERF	3333333333		Taylor	1300.00		39.00	81.90		10012008	10312008	R
6	80	9000000	PERF	44444444		Baker	1300.00		39.00	81.90		10012008	10312008	R



### Figure 5: Export to CSV

Æ	Book1 - Excel
$\mathbf{C}$	Europeant.
Info	Export
New	Change File Type
Open	Create Adobe PDF Workbook File Types
Save	Create PDF/XPS Document Workbook Uses the Excel 97-2003 Workbook Uses the Excel 97-2003 Spreadsheet format
Save As	
Save as Adobe PDF	Change File Type OpenDocument Spreadsheet Uses the OpenDocument Spreadsheet Uses the OpenDocument Spreadsheet Starting point for new spreadsheets
Print	Macro-Enabled Workbook Binary Workbook Optimized for fast loading and saving
Share	Other File Types Text (Tab delimited) CSV (Comma delimited)
Export	Lext (lab delimited)       Lext (lab delimited)         Text format separated by tabs       Text format separated by commas
Close	Formatted Text (Space delimited)
	Text format separated by spaces
Account	
Options	
	Save As

#### Figure 6: Save As

X Save As			×
All Save As			^
← → * ↑ 🛄 « h	ome > Documents > Desktop v Č	Search Desktop	م
Organize 🔻 New fold	er		:: • ?
10:1	Name	Date modified	Туре
📌 Quick access	📑 Functional Requirements	/31/2017 1:11 PM	Shortcut
XII Microsoft Excel	📑 Goal 1A	/25/2017 7:04 AM	Shortcut
This PC	📑 Operations Library Documents In Progress	i/15/2017 6:52 AM	Shortcut
<u> </u>	📑 Operations Procedure and Form Update	/15/2017 9:00 AM	Shortcut
💣 Network	PipeDelimitedFile	/9/2018 8:38 AM	Microsoft Excel C
	PPM	/15/2017 9:18 AM	Internet Shortcut
	🕖 ServiceNow	/15/2017 7:51 AM	Internet Shortcut
	📑 Tier 2 procedures	/15/2017 9:08 AM	Shortcut 🗸
	<		>
File name: Pipe	DelimitedFile		~
Save as type: CSV	(Comma delimited)		~
Authors: Limi	ng, Rebecca Tags: Add a tag		
Additional Elitit	ng, nebecca Taga, Add a tag	,	
∧ Hide Folders	Tools	▼ Save	Cancel

- 5. On the *Save As* window, select the directory where the file is to be saved.
- 6. Enter the File name.
- Select CSV (Comma delimited) (\*csv) from the Save as type drop down list if it has not already defaulted to that.
- 8. Click Save.

## Save as Text (\*.txt) File from Notepad

This can be done two ways.

- 1. Launch Notepad and choose File > Open and select the csv file that was saved.
- 2. Highlight the csv file that was saved and right click. Select Open with > Notepad.

The results are the same, the csv file opens in Notepad (Figure 10).



Notice the pipe delimiters (|) between the fields and at the end of each record. There are also pipe delimiters beyond the data. In order to remedy this, do the following:

- 1. Highlight the populated lines in Notepad, stopping with the last delimiter at the end of the last populated field.
- 2. Use File > Copy or Ctrl + C to copy the selected data onto the clipboard.
- 3. Close Notepad choosing Do not save.
- 4. Open Notepad again.
- 5. In Notepad click Ctrl + V to paste the data into the file.
- 6. Click File > Save as. The Save As window displays.
- 7. Make sure the correct directory is selected.
- 8. Make sure the File name is correct.
- 9. Make sure that Save as type is Text Documents (\*.txt).
- 10. Click Save.

#### Figure 10: \*.csv File in Notepad

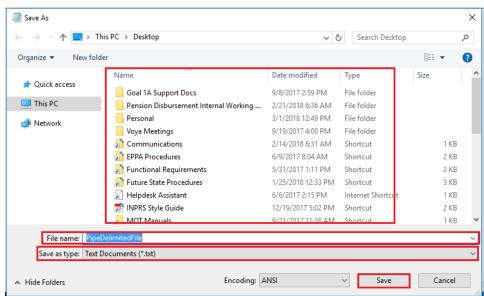


Figure 11: Save As, Text Documents (\*.txt)

Provided all the data fields are present in the export, this file is now in the format required to use in the ERM upload.

