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.

Pipe Delimited Text File Topics Covered

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

Setup Microsoft Control Panel

- 1. Left click on the **Start** button to open the *Windows Start Menu Figure 1: Access the Control Panel* and left click on the **Control Panel** (Figure 1).
- On the Control Panel, select Clock, Language, and Region (Figure 2). The Clock, Language, and Region window displays (Figure 3).
- On the Clock, Language, and Region window, select Region and Language (Figure 4). The Region and Language window displays (Figure 5). Formats is the default tab.

Figure 2: Control Panel





Figure 3: Control Panel, Clock, Language, and Region



- . On the *Region and Language* window, click the **Additional Settings** button (Figure 4). The *Customize Format* window displays (Figure 5). The **Numbers** tab is the default.
- 5. On the Numbers tab (Figure 5), go to the List separator field and click the ▼. Select the pipe delimiter (|) from the options.
 6. Click Apply then click OK
- 6. Click **Apply** then click **OK**.



ERM Create a Pipe Delimited Text File Using Windows 7 and Vista QRG - Employer Approved: 03/09/2018 Effective:01/01/2018 Version: 2.0

Figure 5: Regional and Language, Numbers Tab

Figure 4: Regional and Language, Format Tab

ormats Location I	Keyboards and Languages Administrative	Numbers Currency Time Date	
Eormat: English (United S	tates)	Example Positive: 123,456,789.00	Negative: -123,456,789.00
	3		
Date and time for	ormats	1. C.	
Short date:	M/d/yyyy	Decimal symbol:	· •
Long date:	dddd, MMMM dd, yyyy	No. of digits after decimal:	2
S <u>h</u> ort time:	h:mm tt	Digit grouping symbol:	. •
Long time:	h:mm:ss tt	Digit grouping:	123,456,789 🔻
First day of weel	k: Sunday 🔹	Negative sign symbol:	•
What does the n	iotation mean?	Negative number format:	-1.1 🔻
Examples		Display leading zeros:	0.7 🔹
Short date:	7/7/2010	List separator, s	1
Long date:	Wednesday, July 07, 2010		
Short time:	3:42 AM	Measurement system:	U.S. •
Long time:	3:42:37 AM	Standard digits:	0123456789 🔹
	Additional settings	Use native digits:	Never
<u>Go online to learr</u>	about changing languages and regional formats	Click Reset to restore the system numbers, currency, time, and dat	default settings for Reset

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 6 is the Excel file.
- 2. Save the file as a delimited file by clicking the Office button and selecting **Save As** and choosing **Other Formats** from the *Save a copy of the document* list (Figure 7). The *Other File Types* list displays. (Figure 8).
- 3. From the Other File Types list, select CSV (Comma delimited) from the list (Figure 8).

Figure 6: Excel File

	Α	В	С	D	Е	F	G	Η	1	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	1111111111		Warren	1300.00		39.00	81.90		10012008	10312008	R
4	80	9000000	PERF	2222222222		Spark	1300.00		39.00	81.90		10012008	10312008	R
5	80	9000000	PERF	333333333		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 7: Save As Options



Figure 9: Save As screen

X Save As		×
← → × ↑] ≪ 0	perati > Under Construction by RLL 🗸 🗸 Search Under Co	onstruction by 🔎
Organize 👻 New fold	der	EE • ?
 ✓ Quick access Microsoft Excel This PC Network 	Name Approved in PPM Archive Comparison EPPA Letters Old or Not Developed Documents Reports Screenshots & Training Support Documents	Date 2/26/ 2/13/ 2/7/2 2/12/ 2/12/ 2/12/ 2/12/ 2/12/
File name: Pipe	DelimitedFile	~
Save as type: CSV	(Comma delimited)	~
Authors: Will	ard, Lindsey Tags: Add a tag	
∧ Hide Folders	Tools 🔻 Save	Cancel

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).

Figure 8: Other File Types



- After selecting CSV (Comma delimited) from the Other File Types (Figure 8), the Save As screen displays (Figure 9).
- 2. On the *Save As* screen, select the directory where the file is to be saved.
- 3. Enter the File name.
- 4. Select **CSV (Comma delimited) (*csv)** from the *Save as type* drop down list if it has not already defaulted to that.
- 5. Click Save.



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

Save As					×
← → ~ ↑ ■ > Th	nis PC → Desktop	~ č	Search Desktop		p
Organize 🔻 New fold	er				?
	Name	Date modified	Туре	Size	^
🖈 Quick access	Goal 1A Support Docs	9/8/2017 2:59 PM	File folder		
💻 This PC	Pension Disbursement Internal Working	2/21/2018 6:36 AM	File folder		
A Network	Personal	3/1/2018 12:49 PM	File folder		
INCLWOIK	Voya Meetings	9/19/2017 4:00 PM	File folder		
	Communications	2/14/2018 6:31 AM	Shortcut	1 KB	
	EPPA Procedures	6/9/2017 8:04 AM	Shortcut	2 KB	
	Functional Requirements	5/31/2017 1:11 PM	Shortcut	3 KB	
	Future State Procedures	1/25/2018 12:33 PM	Shortcut	3 KB	
	📄 Helpdesk Assistant	6/6/2017 2:15 PM	Internet Shortcut	1 KB	
	🔝 INPRS Style Guide	12/19/2017 5:02 PM	Shortcut	2 KB	
	MOT Manuals	9/21/2017 11·36 AM	Shortcut	1 KB	~
File name: Pipel	DelimitedFile				~
Save as type: Text [Documents (*.txt)				~
∧ Hide Folders	Encoding: A	NSI	✓ Save	Cancel	

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.

