

ERM Create a Pipe Delimited Text File Using Windows 7 and Vista QRG - Employer

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).
2. On the *Control Panel*, select **Clock, Language, and Region** (Figure 2). The *Clock, Language, and Region* window displays (Figure 3).
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

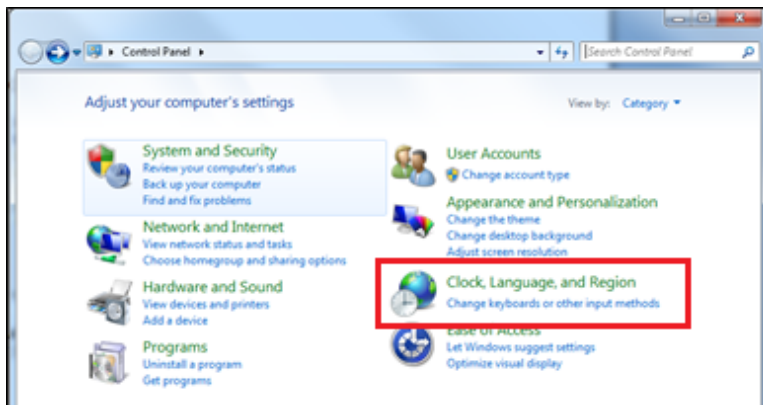
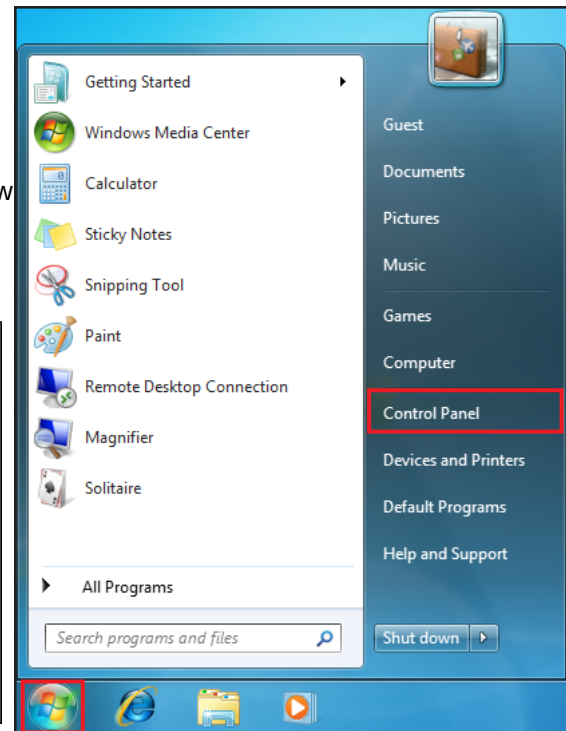
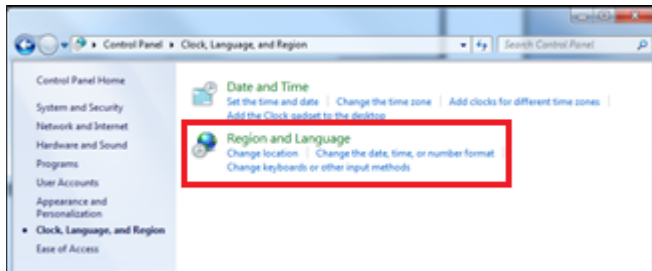


Figure 3: Control Panel, Clock, Language, and Region



4. 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**.

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Figure 4: Regional and Language, Format Tab

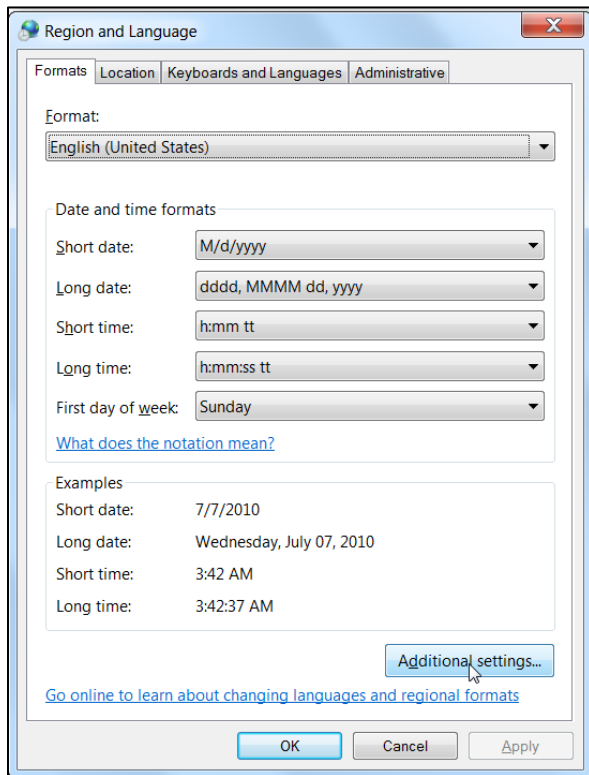
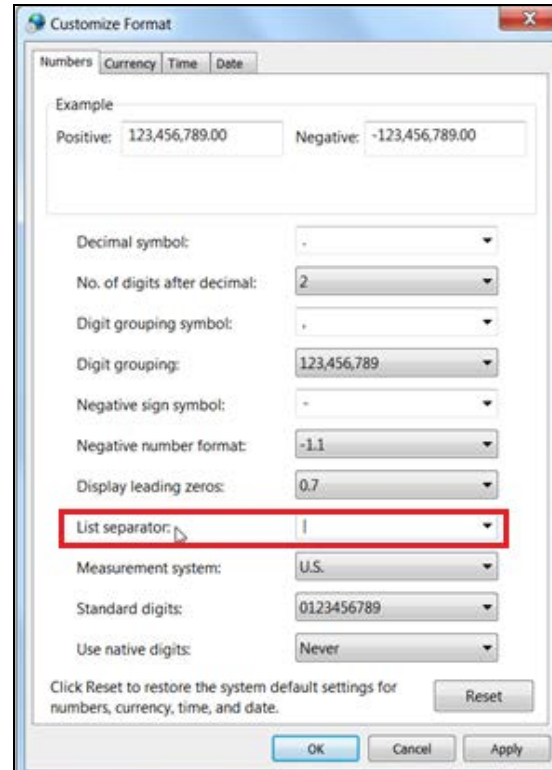


Figure 5: Regional and Language, Numbers Tab



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	10312008	5																										
2	80	9000000	PERF	000000000		Smith	1300.00	39.00	81.90																			
3	80	9000000	PERF	111111111		Warren	1300.00	39.00	81.90																			
4	80	9000000	PERF	222222222		Spark	1300.00	39.00	81.90																			
5	80	9000000	PERF	333333333		Taylor	1300.00	39.00	81.90																			
6	80	9000000	PERF	444444444		Baker	1300.00	39.00	81.90																			

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Figure 7: Save As Options

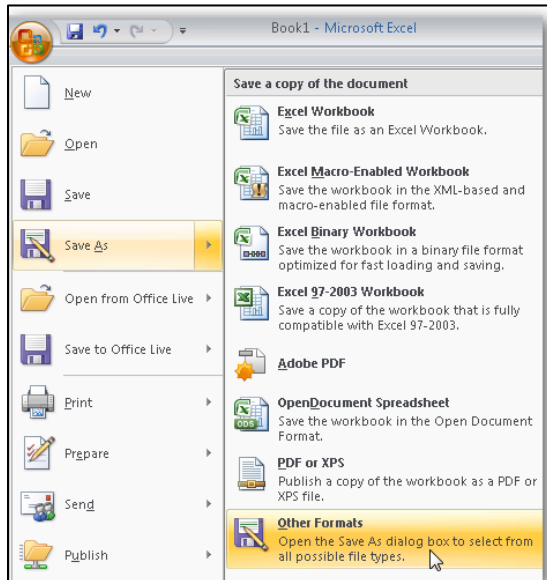
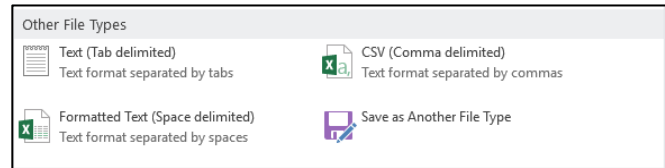
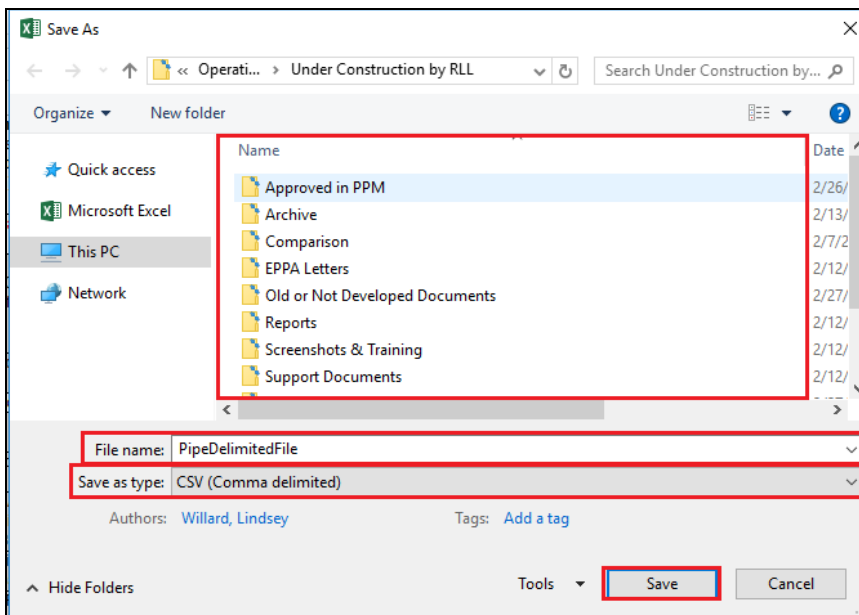


Figure 8: Other File Types



1. 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**.

Figure 9: Save As screen



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).

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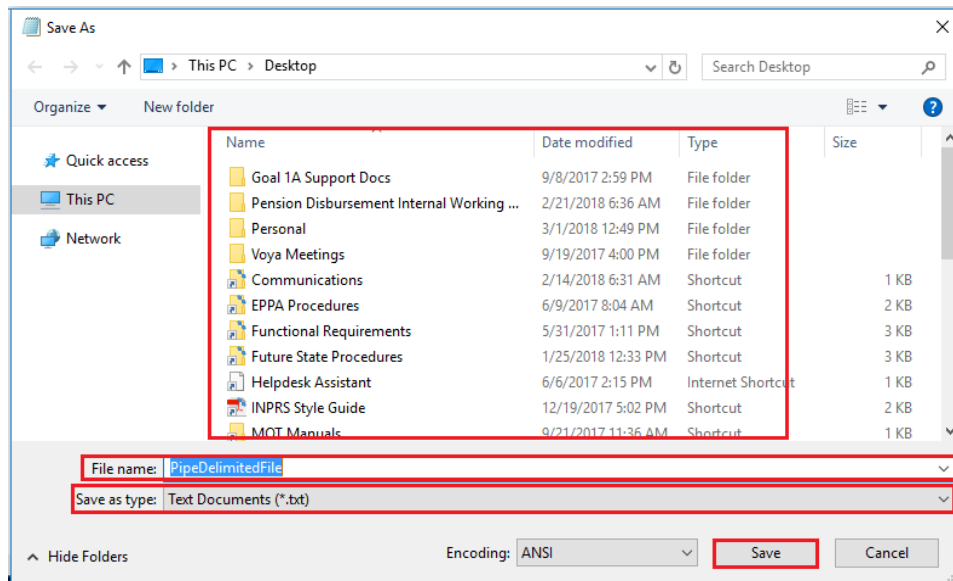
Notice the pipe delimiters (|) between the fields and at the end of each record. There are also pipe delimiters beyond the data. In order to remedy this, do the following:

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

```
10312008|5|
80|9000000|PERF|000000000|SMITH|1300.00|39.00|81.90|10012008|10312008|R|
80|9000000|PERF|111111111|WARREN|1300.00|39.00|81.90|10012008|10312008|R|
80|9000000|PERF|222222222|SPARK|1300.00|39.00|81.90|10012008|10312008|R|
80|9000000|PERF|333333333|TAYLOR|1300.00|39.00|81.90|10012008|10312008|R|
80|9000000|PERF|444444444|BAKER|1300.00|39.00|81.90|10012008|10312008|R|
```

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.