

ERM Create a Pipe Delimited Text File Using Windows XP 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

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

NOTE: Microsoft no longer supports Windows XP; however, the files you create for ERM upload, because their final format is a pipe delimited (|) file created either from Excel or Notepad, can continue to be used for ERM uploads.

1 Setup Microsoft XP Control Panel

- Left click on the **Start** button to open the **Windows Start Menu** and left click on the **Control Panel** (Figure 1).
- If the **Control Panel** screen looks like Figure 2, click **Switch to Classic View** (Figure 3).
- Select **Regional and Language Options** from the **Classic View** screen (Figure 3). The Regional and Language Options screen, Regional Options tab displays (Figure 4).

Figure 1: Access the Control Panel in XP

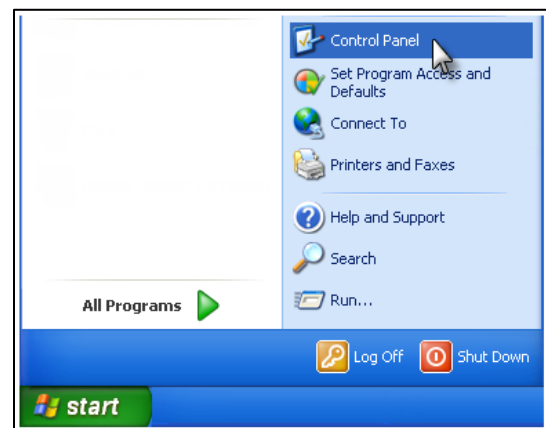


Figure 2: Control Panel, Category View

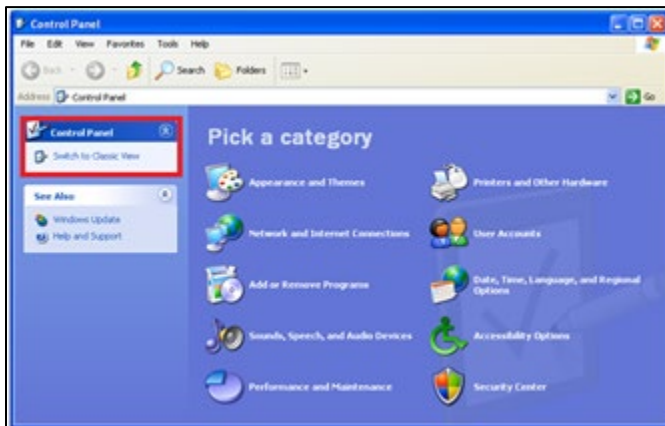
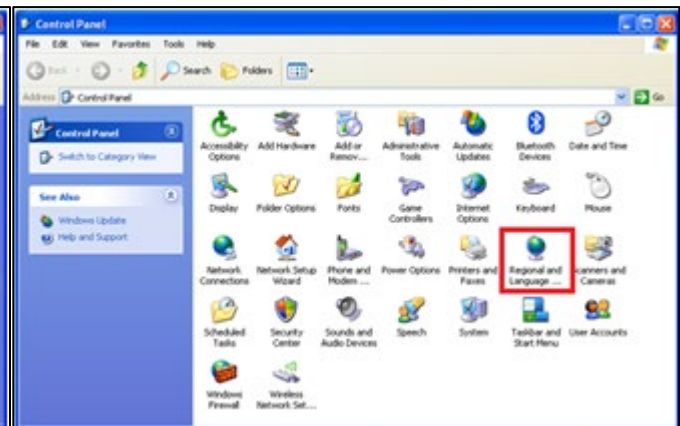


Figure 3: Control Panel, Classic View, Regional and Language Options



- On the **Regional and Language Options** screen, the default tab is the **Regional Options**. Click the **Customize** button (Figure 4).
- The **Customize Format** screen displays.
- Select the **Numbers** tab (Figure 5).
- In the **List separator** field, enter the pipe symbol (|). This sets up Windows to work with a pipe-delimited file.

ERM Create a Pipe Delimited Text File Using Windows XP QRG - Employer

- e. Click **Apply**, then click **OK**.

Figure 4: Regional and Language Options, Regional Options Tab

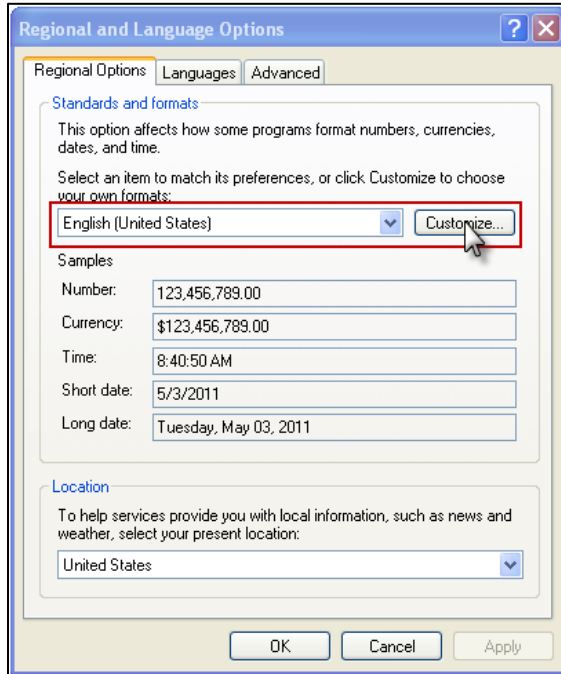
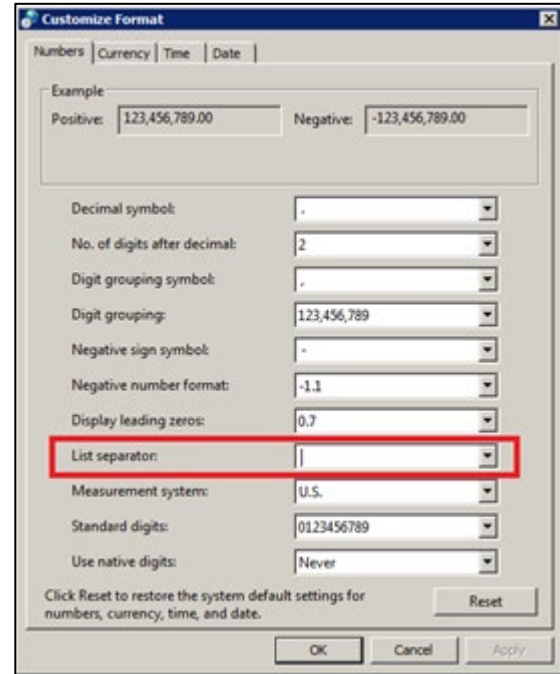


Figure 5: Regional and Language Options, Numbers Tab



NOTE: For other files that need to be comma delimited, return to the **List separator** field and change it back to show a comma (,).

2 Export from Excel

- a. Launch Excel. For the purposes of this exercise Figure 6 is the Excel file.
- b. 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).
- c. 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																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	333333333		Taylor	1300.00		39.00	81.90																10012008	10312008	R
6	80	9000000	PERF	444444444		Baker	1300.00		39.00	81.90																10012008	10312008	R

ERM Create a Pipe Delimited Text File Using Windows XP QRG - Employer

Figure 7: Save As Options

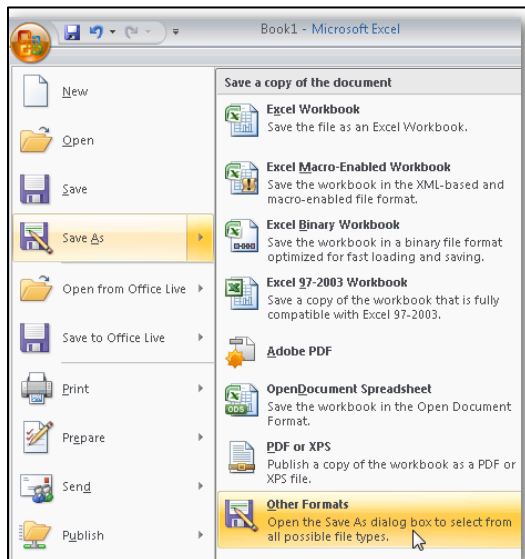
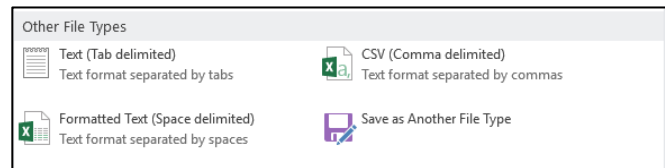
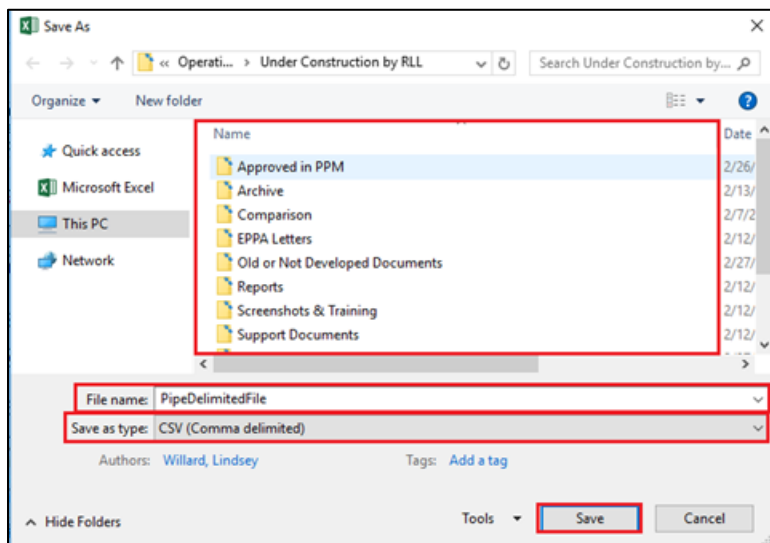


Figure 8: Other File Types



- After selecting **CSV (Comma delimited)** from the **Other File Types** (Figure 8), the **Save As** screen displays (Figure 9).
- On the **Save As** screen, select the directory where the file is to be saved.
- 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.
- Click **Save**.

Figure 9: Save As screen



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

3 Save as Text (*.txt) File from Notepad

This can be done two ways.

- Launch Notepad and choose **File > Open** and select the csv file that was saved.
- 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).

ERM Create a Pipe Delimited Text File Using Windows XP QRG - Employer

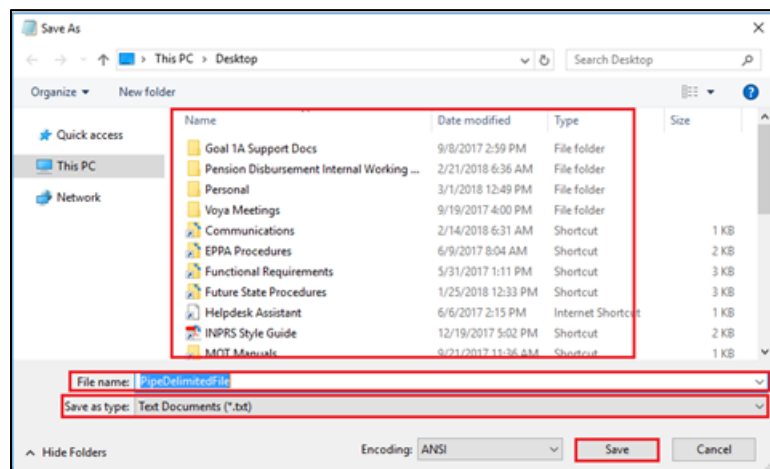
Notice the pipe delimiters (|) between the fields and at the end of each record. There are also pipe delimiters beyond the data. In order to remedy this, do the following:

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