Procedures for Text to Columns on ePrint Reports

Purpose: To accurately display the data from ePrint for TWAPMTS reports

Who Performs: TWAPMTS Users

When: As needed

Last Revised: 2/1/2016

Related Processes:

Process Description:

1. After pulling a report, you will need to perform the Text to Columns feature in Excel to accurately display and read the data from ePrint.

2. Excel Process –
   a. Highlight column A
   b. Click on “Text to Columns” in the “Data” tab
   c. A box will appear. Choose “Delimited” and click “Next”
d. Select “Tab” and “Semicolon” and click “Next”

e. Select “General” and click “Finish”

f. The report will now show the data from ePrint accurately.