	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, lip
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

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c. A box will appear. Choose "Delimited" and click "Next"

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Convert Text to Columns Wizard - Step 1 of 3	x
The Text Wizard has determined that your data is Fixed Width.	
If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that hart describes your data	
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d. Select "Tab" and "Semicolon" and click "Next"

e Convert Text to Colum This screen lets you se in the preview below.	Ins Wizard - Step 2 of 3
Delimiters	Treat consecutive delimiters as one Text <u>q</u> ualifier:
e	Cancel < Back Next > Finish

e. Select "General" and click "Finish"

This screen lets you select eac	h column and set the	Data Format.		
Column data format				
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f. The report will now show the data from ePrint accurately.