

## Procedures for Text to Columns on ePrint Reports

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

**Who Performs:** TWAPMTS Users

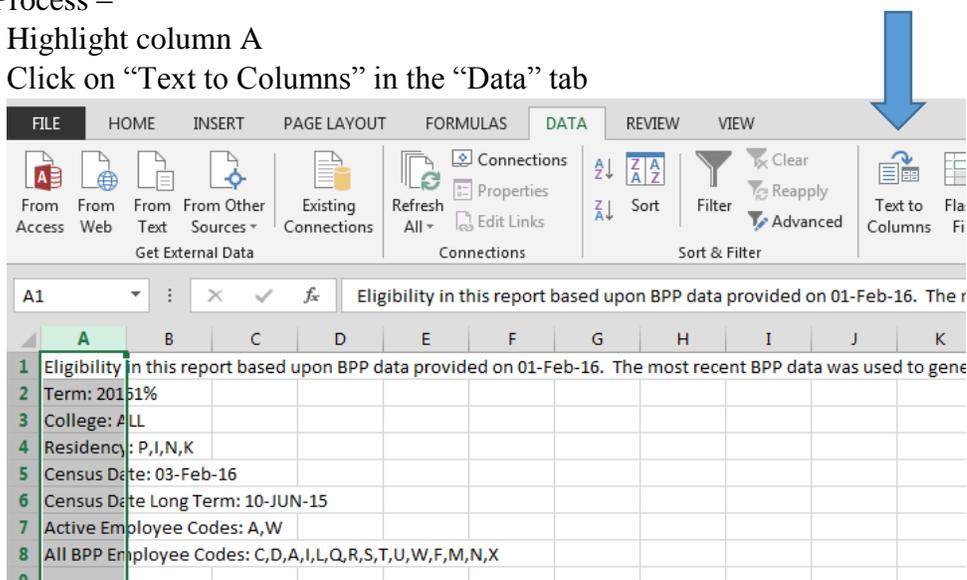
**When:** As needed

**Last Revised:** 2/1/2016, lip

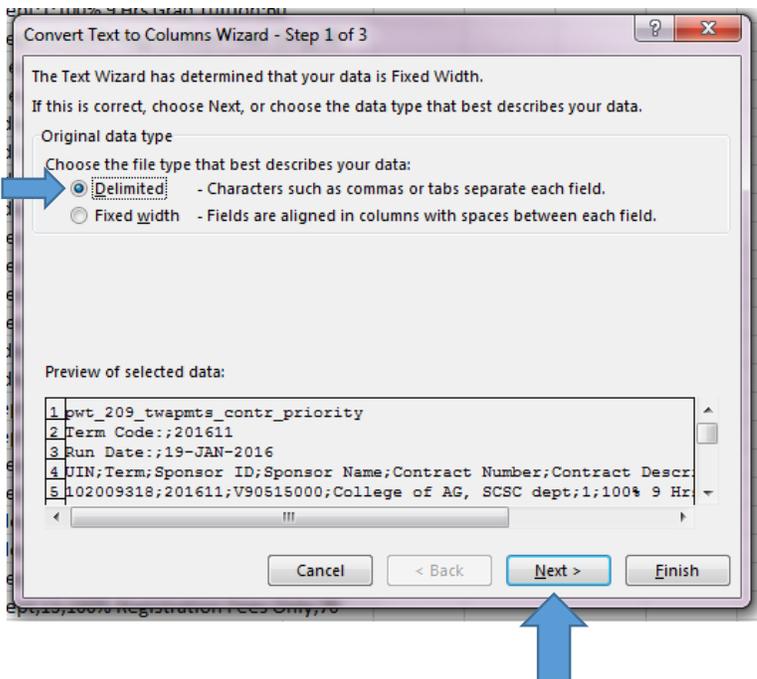
**Related Processes:**

### Process Description:

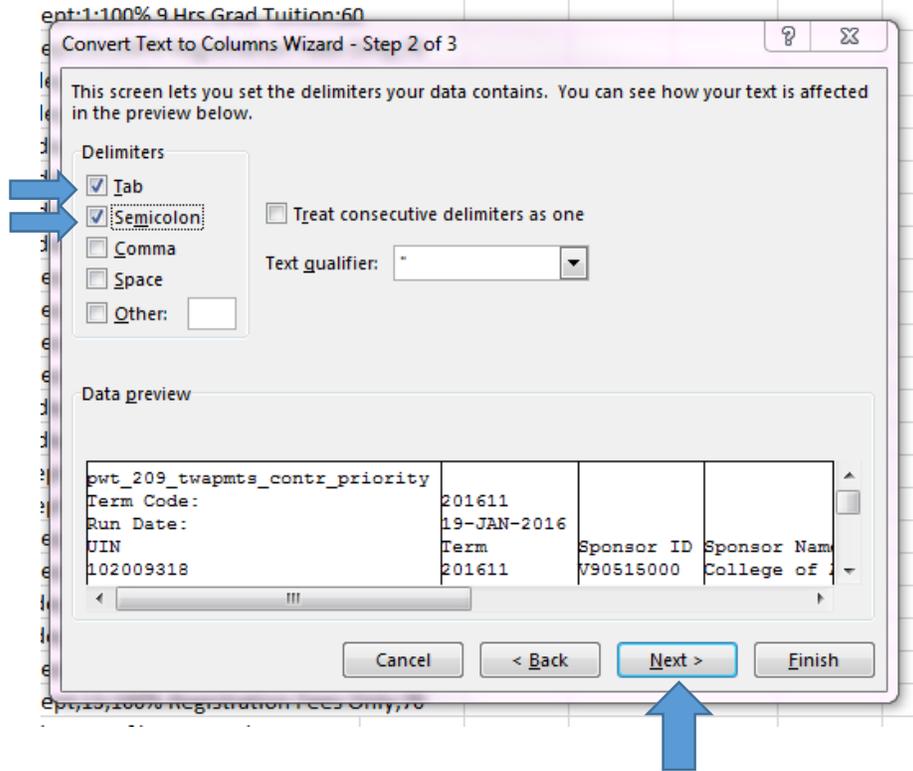
1. After pulling a report, you will need to perform the Text to Columns feature in Excel to accurately display and read the data from ePrint.
2. Excel Process –
  - a. Highlight column A
  - b. Click on “Text to Columns” in the “Data” tab



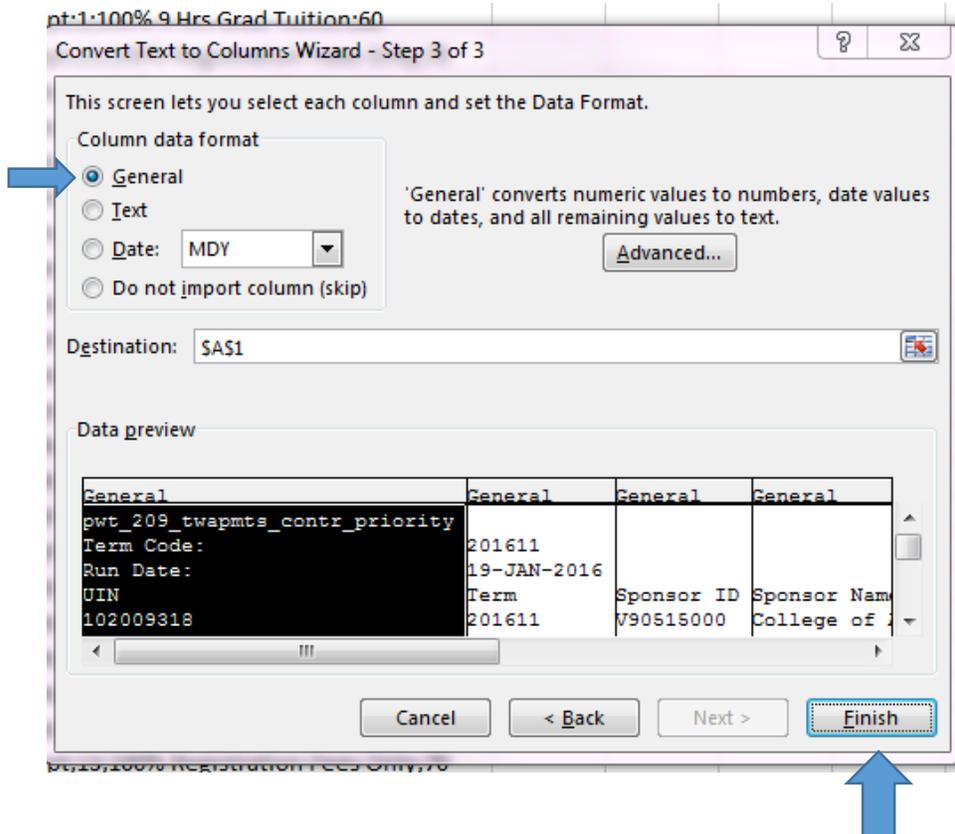
- c. A box will appear. Choose “Delimited” and click “Next”



- 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.