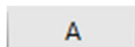


Steps to change the roster to Text to Columns in Excel

After you download the roster you selected, the roster will be in one column. The following steps will change the roster into multiple columns.

Step 1.

In the Excel spreadsheet click the A column' this will highlight the complete column of information that will be converted into multiple columns.



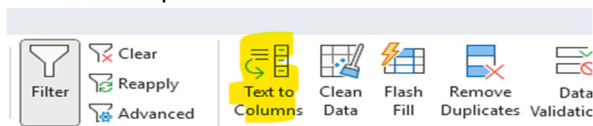
Step 2.

In Excel select the Data menu option.



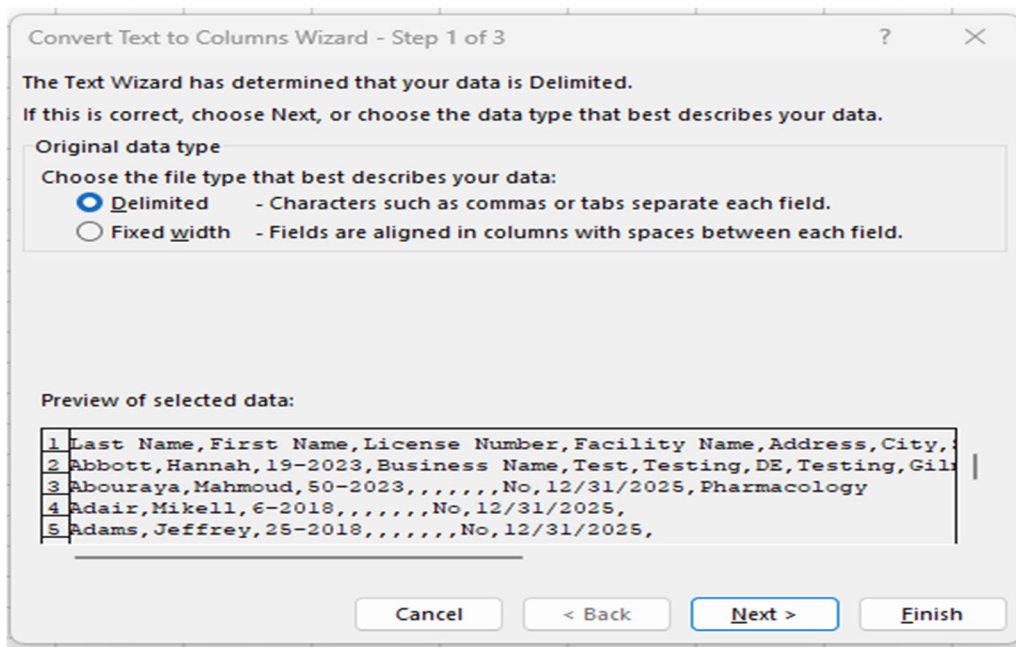
Step 3.

In the Data option select "Text to Column" menu option.



A box will appear that looks like the example below. Click the Delimited option and check in the "Preview of selected data:" window that is the information that was selected in column A selection.

Click the Next button



Step 4.

Check the option for Comma and click the Next button

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab
☐ Semicolon
☒ Comma
☐ Space
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

Last Name	First Name	License Number	Facility Name	Address	City
Abbott	Hannah	19-2023	Business Name	Test	Testing
Abouraya	Mahmoud	50-2023			
Adair	Mikell	6-2018			
Adams	Jeffrey	25-2018			

Cancel < Back Next > Finish

Step 5.

Click the License Number column and select the Text radio button. The other columns can be left as General format. This step will prevent Excel from setting the License Number as a date.

Click the Finish button. The information will now in columns.

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General
☒ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: SAS1

Data preview

General	General	Text	General	General	General
Last Name	First Name	License Number	Facility Name	Address	City
Abbott	Hannah	19-2023	Business Name	Test	Testing
Abouraya	Mahmoud	50-2023			
Adair	Mikell	6-2018			
Adams	Jeffrey	25-2018			

Cancel < Back Next > Finish