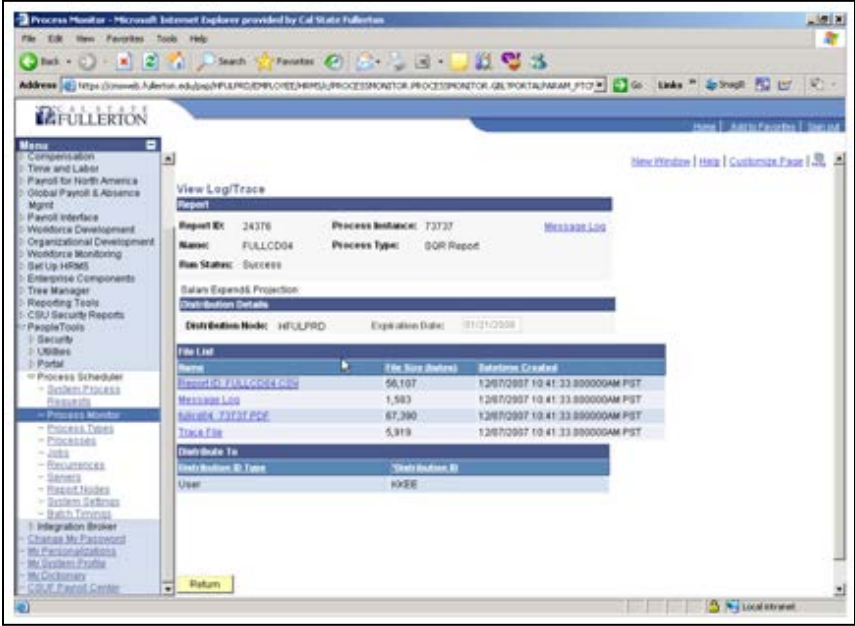
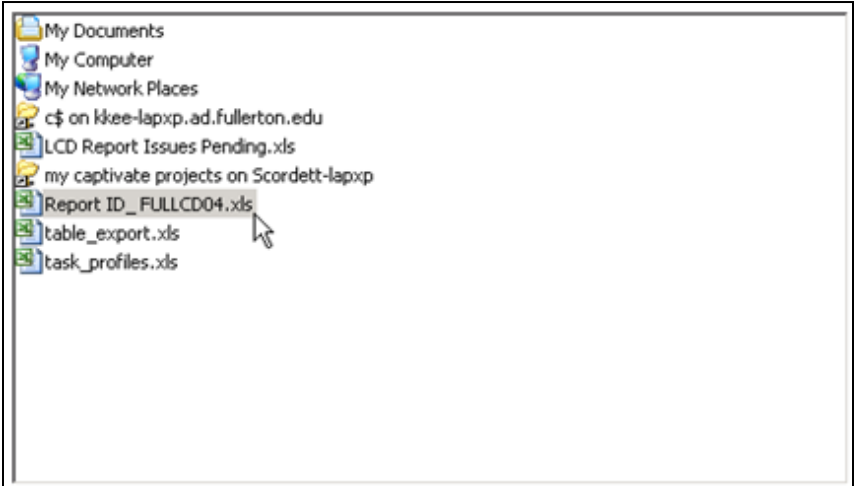
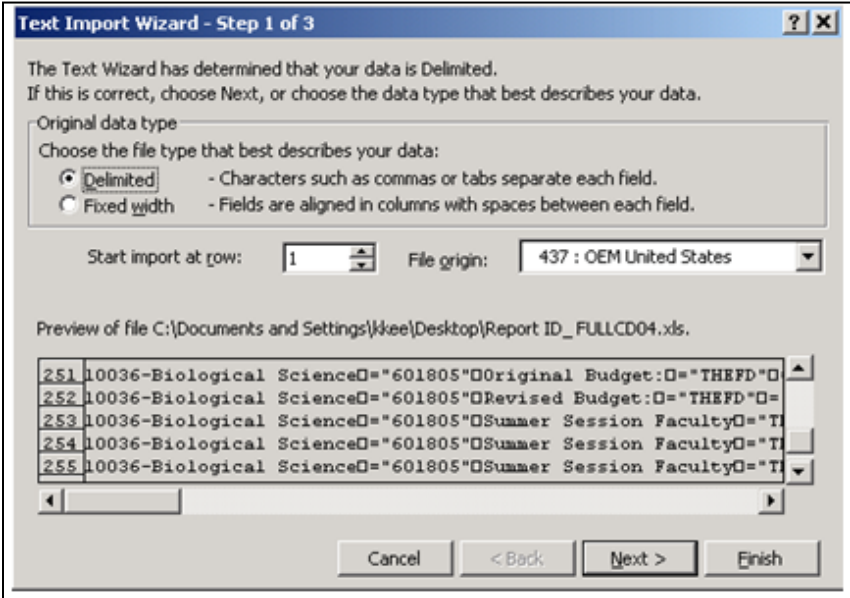
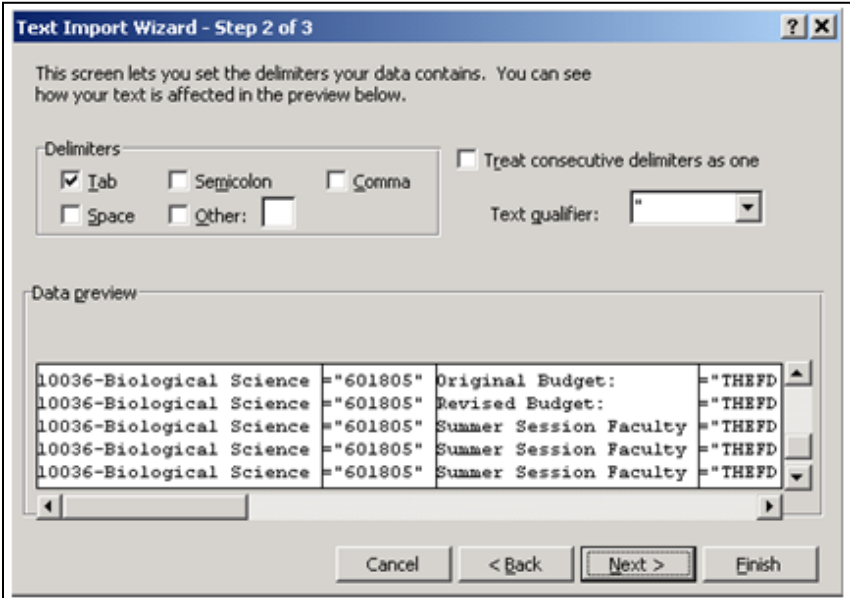
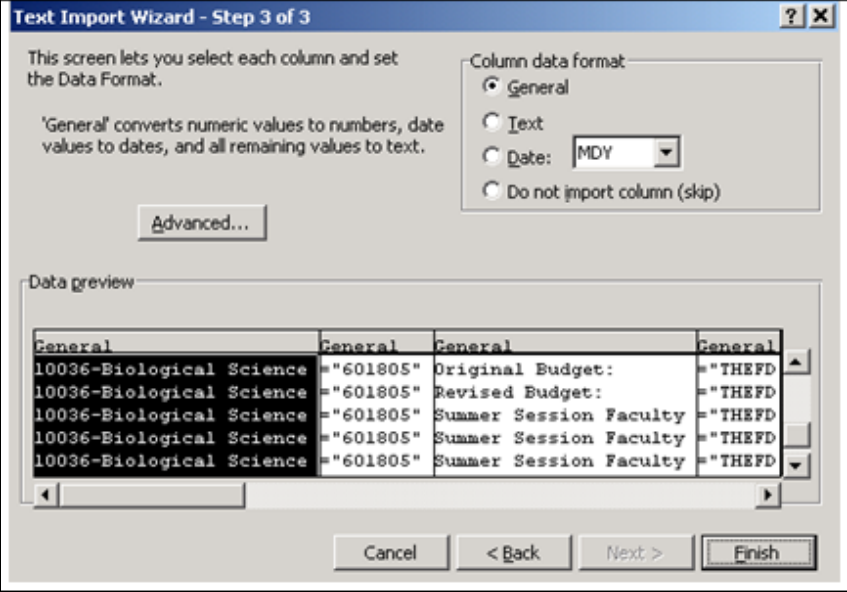
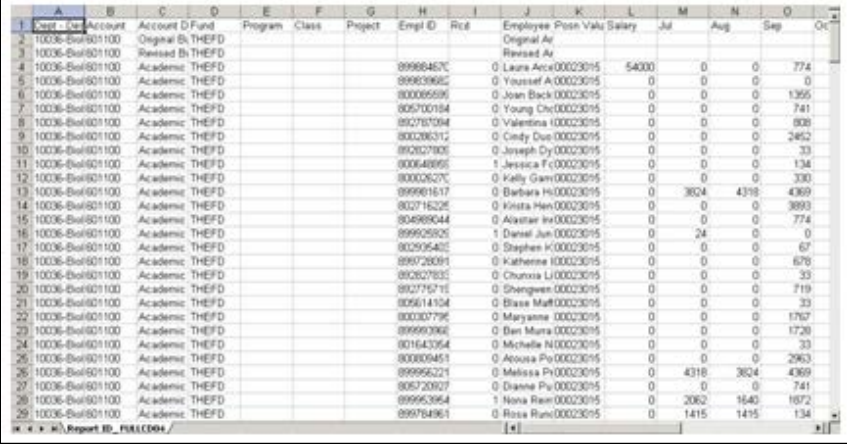
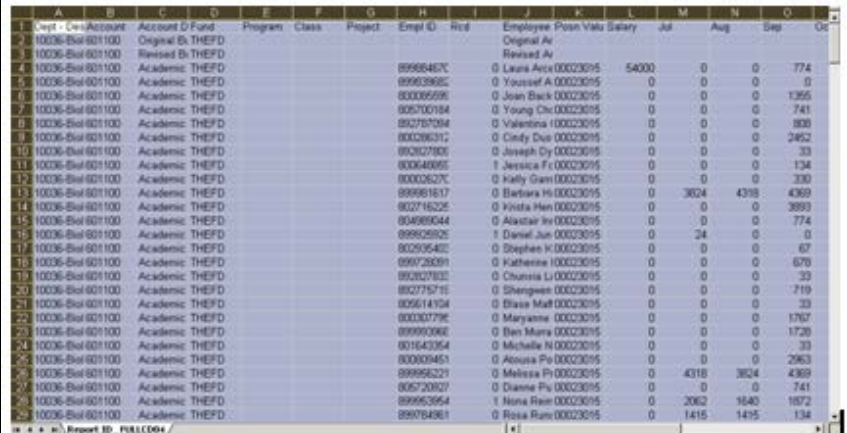
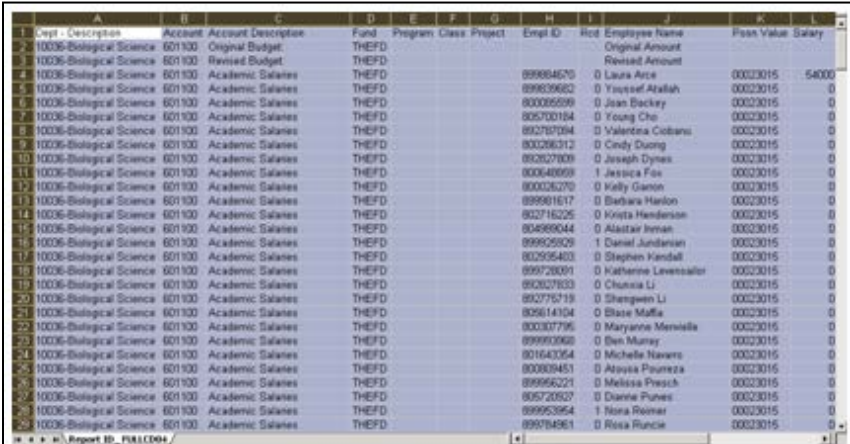
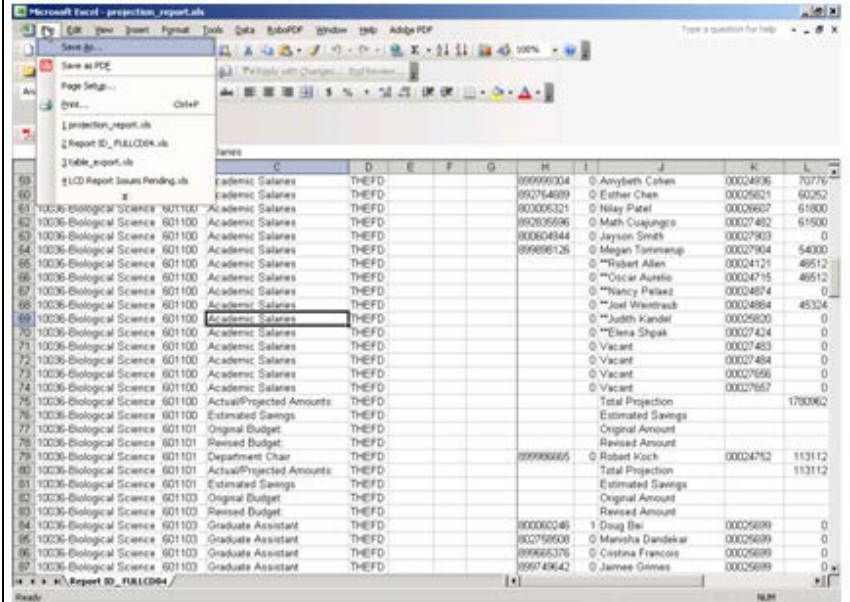


Processing Steps	Screen Shots															
<p>Step 1: Right click the CSV file.</p>	 <p>The screenshot shows the 'Process Monitor' web application. The main content area displays report information for 'FULLCD04'. Below this, there is a 'Distribution Details' section and a 'File List' table. The 'File List' table contains the following data:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>File Size (bytes)</th> <th>Report Created</th> </tr> </thead> <tbody> <tr> <td>ImportLog_FULLCD04.csv</td> <td>56,107</td> <td>12/6/2007 10:41:33 800000AM PST</td> </tr> <tr> <td>MessageLog</td> <td>1,583</td> <td>12/6/2007 10:41:33 800000AM PST</td> </tr> <tr> <td>Table_EXPORT.PDF</td> <td>87,390</td> <td>12/6/2007 10:41:33 800000AM PST</td> </tr> <tr> <td>Task File</td> <td>5,919</td> <td>12/6/2007 10:41:33 800000AM PST</td> </tr> </tbody> </table>	Item	File Size (bytes)	Report Created	ImportLog_FULLCD04.csv	56,107	12/6/2007 10:41:33 800000AM PST	MessageLog	1,583	12/6/2007 10:41:33 800000AM PST	Table_EXPORT.PDF	87,390	12/6/2007 10:41:33 800000AM PST	Task File	5,919	12/6/2007 10:41:33 800000AM PST
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<p>Step 2: Rename the file and save it in a folder on your computer.</p>	 <p>The screenshot shows a Windows file explorer window with the following files listed:</p> <ul style="list-style-type: none"> My Documents My Computer My Network Places c\$ on kkee-lapxp.ad.fullerton.edu LCD Report Issues Pending.xls my captivate projects on Scordett-lapxp Report ID_FULLCD04.xls table_export.xls task_profiles.xls 															

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<p>Step 3: Click Next.</p>	 <p>Text Import Wizard - Step 1 of 3</p> <p>The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.</p> <p>Original data type</p> <p>Choose the file type that best describes your data:</p> <p><input checked="" type="radio"/> Delimited - Characters such as commas or tabs separate each field.</p> <p><input type="radio"/> Fixed width - Fields are aligned in columns with spaces between each field.</p> <p>Start import at row: <input type="text" value="1"/> File origin: <input type="text" value="437 : OEM United States"/></p> <p>Preview of file C:\Documents and Settings\kkee\Desktop\Report ID_FULLCD04.xls</p> <table border="1"> <tr><td>251</td><td>10036-Biological Science</td><td>"601805"</td><td>Original Budget:</td><td>"THEFD"</td></tr> <tr><td>252</td><td>10036-Biological Science</td><td>"601805"</td><td>Revised Budget:</td><td>"THEFD"</td></tr> <tr><td>253</td><td>10036-Biological Science</td><td>"601805"</td><td>Summer Session Faculty</td><td>"T</td></tr> <tr><td>254</td><td>10036-Biological Science</td><td>"601805"</td><td>Summer Session Faculty</td><td>"T</td></tr> <tr><td>255</td><td>10036-Biological Science</td><td>"601805"</td><td>Summer Session Faculty</td><td>"T</td></tr> </table> <p>Buttons: Cancel, < Back, Next >, Finish</p>	251	10036-Biological Science	"601805"	Original Budget:	"THEFD"	252	10036-Biological Science	"601805"	Revised Budget:	"THEFD"	253	10036-Biological Science	"601805"	Summer Session Faculty	"T	254	10036-Biological Science	"601805"	Summer Session Faculty	"T	255	10036-Biological Science	"601805"	Summer Session Faculty	"T
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<p>Step 4: Click Next.</p>	 <p>Text Import Wizard - Step 2 of 3</p> <p>This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.</p> <p>Delimiters</p> <p><input checked="" type="checkbox"/> Tab <input type="checkbox"/> Semicolon <input type="checkbox"/> Comma</p> <p><input type="checkbox"/> Space <input type="checkbox"/> Other: <input type="text"/></p> <p><input type="checkbox"/> Treat consecutive delimiters as one</p> <p>Text qualifier: <input type="text" value=""/></p> <p>Data preview</p> <table border="1"> <tr><td>10036-Biological Science</td><td>"601805"</td><td>Original Budget:</td><td>"THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>"601805"</td><td>Revised Budget:</td><td>"THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>"601805"</td><td>Summer Session Faculty</td><td>"THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>"601805"</td><td>Summer Session Faculty</td><td>"THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>"601805"</td><td>Summer Session Faculty</td><td>"THEFD"</td></tr> </table> <p>Buttons: Cancel, < Back, Next >, Finish</p>	10036-Biological Science	"601805"	Original Budget:	"THEFD"	10036-Biological Science	"601805"	Revised Budget:	"THEFD"	10036-Biological Science	"601805"	Summer Session Faculty	"THEFD"	10036-Biological Science	"601805"	Summer Session Faculty	"THEFD"	10036-Biological Science	"601805"	Summer Session Faculty	"THEFD"					
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<p>Step 5: Click Finish.</p>	 <p>This screen lets you select each column and set the Data Format.</p> <p>'General' converts numeric values to numbers, date values to dates, and all remaining values to text.</p> <p>Column data format:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> General <input type="radio"/> Text <input type="radio"/> Date: MDY <input type="radio"/> Do not import column (skip) <p>Advanced...</p> <p>Data preview:</p> <table border="1"> <thead> <tr> <th>General</th> <th>General</th> <th>General</th> <th>General</th> </tr> </thead> <tbody> <tr> <td>10036-Biological Science</td> <td>"601805"</td> <td>Original Budget:</td> <td>"THEFD"</td> </tr> <tr> <td>10036-Biological Science</td> <td>"601805"</td> <td>Revised Budget:</td> <td>"THEFD"</td> </tr> <tr> <td>10036-Biological Science</td> <td>"601805"</td> <td>Summer Session Faculty</td> <td>"THEFD"</td> </tr> <tr> <td>10036-Biological Science</td> <td>"601805"</td> <td>Summer Session Faculty</td> <td>"THEFD"</td> </tr> <tr> <td>10036-Biological Science</td> <td>"601805"</td> <td>Summer Session Faculty</td> <td>"THEFD"</td> </tr> </tbody> </table> <p>Buttons: Cancel, < Back, Next >, Finish</p>	General	General	General	General	10036-Biological Science	"601805"	Original Budget:	"THEFD"	10036-Biological Science	"601805"	Revised Budget:	"THEFD"	10036-Biological Science	"601805"	Summer Session Faculty	"THEFD"	10036-Biological Science	"601805"	Summer Session Faculty	"THEFD"	10036-Biological Science	"601805"	Summer Session Faculty	"THEFD"																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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<td>22</td> <td>10036-Biol</td> <td>001100</td> <td>Academic</td> <td>THEFD</td> <td></td> <td></td> <td></td> <td></td> <td>900307796</td> <td>0</td> <td>Marysue</td> <td>00023015</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1767</td> <td></td> </tr> <tr> <td>23</td> <td>10036-Biol</td> <td>001100</td> <td>Academic</td> <td>THEFD</td> <td></td> <td></td> <td></td> <td></td> <td>999993966</td> <td>0</td> <td>Ben Maru</td> <td>00023015</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1720</td> <td></td> </tr> <tr> <td>24</td> <td>10036-Biol</td> <td>001100</td> <td>Academic</td> <td>THEFD</td> <td></td> <td></td> <td></td> <td></td> <td>901643354</td> <td>0</td> <td>Michelle N</td> <td>00023015</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>33</td> <td></td> </tr> <tr> <td>25</td> <td>10036-Biol</td> <td>001100</td> <td>Academic</td> <td>THEFD</td> <td></td> <td></td> <td></td> <td></td> <td>900809451</td> <td>0</td> <td>Aousa Po</td> <td>00023015</td> <td>0</td> 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<td>999764961</td> <td>0</td> <td>Rosa Ram</td> <td>00023015</td> <td>0</td> <td>1415</td> <td>1415</td> <td>134</td> <td></td> <td></td> </tr> </tbody> </table>	1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	1	Dept	Cnt	Account	Account D	Fund	Program	Class	Project	Empl ID	Rcd	Employee	Posn	Val	Salary	Jul	Aug	Sep	Oct	2	10036-Biol	001100	Original B	THEFD							Original Av								3	10036-Biol	001100	Revised B	THEFD							Revised Av								4	10036-Biol	001100	Academic	THEFD					9998467C	0	Luana Ara	00023015	54000	0	0	0	774		5	10036-Biol	001100	Academic	THEFD					9998396C	0	Youssef A	00023015	0	0	0	0	0		6	10036-Biol	001100	Academic	THEFD					8000559F	0	Joan Back	00023015	0	0	0	0	1365		7	10036-Biol	001100	Academic	THEFD					905700184	0	Young Ch	00023015	0	0	0	0	741		8	10036-Biol	001100	Academic	THEFD					902707094	0	Valentina	00023015	0	0	0	0	880		9	10036-Biol	001100	Academic	THEFD					800286312	0	Cindy Due	00023015	0	0	0	0	2462		10	10036-Biol	001100	Academic	THEFD					990267905	0	Joseph 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<p>Step 7: The spreadsheet is highlighted.</p> <p>To auto fit columns between any cell letter (A, B, C, etc) double click when you see a cross icon (+).</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								

Processing Steps	Screen Shots
<p>Step 8: The columns should auto format.</p>	
<p>Step 9: Save the file by going to File > Save As.</p>	

Processing Steps	Screen Shots
<p>Step 10: Name the file.</p> <p>Change the 'Save as type:' to Microsoft Office Excel Workbook (*.xls)</p> <p>Click Save.</p>	