

Importing a Delimited .CSV File

Step 1: Indicate the number of rows of header information on your file. _____
 These rows are labels only and not data to be imported.

Skip the first lines of the file.

Step 2: Select the Field Delimiter. _____

Tab Comma Space Semicolon Other:

Step 3: Select the String Qualifier. _____

None Quotes (") Single Quotes (') Other:

Step 4: Identify the order of the fields in your file. _____

*Your file must contain the fields listed in the table below.

Field Order - Enter sequential numbers in the field order column to indicate the order of the fields in your file.

Filler Fields - If your file contains fields in addition to those listed below, you can add a filler field to the list and indicate the location of that field in your file. These fields will be ignored when your file is processed.

Fields	Length	Field Order
SSN	9	<input type="text" value="1"/>
Last Name	20	<input type="text" value="2"/>
First Name	12	<input type="text" value="3"/>
Initial	1	<input type="text" value="4"/>
Wage Amount	9 digits total	<input type="text" value="5"/>
Add Filler		

Step 5: Select the format of decimal positions on the wage amount field.

Implied Decimal

The file contains a number without a decimal point, but the decimal positions are implied.

If your file contains 1000050 - **UI EASY** will read \$10,000.50.

If your file contains 10000 - **UI EASY** will read \$100.00

Decimal Not Implied

The file may or may not contain a decimal point.

If your file contains 10000.50 - **UI EASY** will read \$10,000.50.

If your file contains 1000050 - **UI EASY** will read \$1,000,050.00.

Step 6: Select the file you will import using the Browse button.