### How To Find and Replace in Notepad

### To find = in .csv version of FTE Detail Report

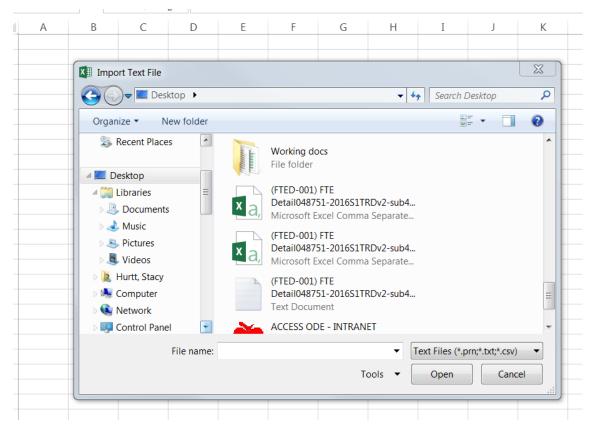
- 1. Drag FTE Detail report from zip file to your desktop in .csv format. Do not open first.
- 2. Hovering over .csv report desktop shortcut, right click and select Open With Notepad.
- 3. With the report open in Notepad, click **Edit**, and then click **Replace**.
- 4. In the **Find what** box, type the = symbol.
- 5. In the **Replace with** box, do not type any text or spaces. Leave blank.
- 6. To replace all instances of the = with blank, click **Replace All**.

# How To Import Notepad Into Excel Using Text Import Wizard

Open a blank Excel spreadsheet. From the Data tab under Get External Data, choose 'From Text'

FILE HOME INSE	RT PAGE	LAYOUT	FORMULAS	DATA	REVIEW
Get External Data • Connections	Refresh	Connections Properties Edit Links	2↓ ZAZ Z↓ Sort	Filter	Clear Reapply
🚔 Open SAS Data	Conn	ections		Sort & Fi	lter
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From Web	С	D	E	F	G
From Text					
From Other Sources 🕨					
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Find your FTE Detail report in Notepad and double click it. This will open the Text Import Wizard.



**Step 1** – Set data type to Delimited and click next.

Text Import Wizard - Step 1 of 3	9	$\mathbb{X}$
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 best describes your data:		
Delimited - Characters such as commas or tabs separate each field.		
Fixed width - Fields are aligned in columns with spaces between each field.		
Start import at row: 1 File origin: 437 : OEM United States		•
My data has headers.  Preview of file C:\Users\stacy\(FTED-001) FTE Detail046920-2016S1TRDv2-sub4-AllSeverities2016-02-04_16-05-24.0		1
<pre>1 RPT DEST IRN, BLDG IRN, SSID, EMISID, LASTNAME, FIRSTNAME, MIDDLENAME, LEA IRN, LEVEL 2 RE 2 "046920", "Not Available", "AA7225616", "Not Available", "Not Available", "Not Available", 3 "046920", "Not Available", "AE2063443", "Not Available", "Not Available", "Not Available", 4 "046920", "Not Available", "AC1567062", "Not Available", "Not Available", "Not Available", 5 "046920", "Not Available", "AC1377666", "Not Available", Not Availabl</pre>	.e", "Not .e", "Not .e", "Not .e", "Not	
6 "046920", "Not Available", "AG2420712", "Not Available", "Not Available"	e","Not	1
Cancel < Back <u>N</u> ext >	<u>F</u> inish	

**Step 2** – Set Delimiters to Comma and click Next.

t Import Wizard	- Step 2 01 5				
is screen lets you	set the delimiters your data contains. You can see l	how your text is affec	ted in the preview	below.	
Delimiters					
Jeimiters					
<u>T</u> ab					
Semicolon	Treat consecutive delimiters as one				
Comma					
	Text gualifier:				
Space					
Other:					
Data <u>p</u> review					
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t Import Wizard	I - Step 3 of 3					9 X
nis screen lets you	select each column	and set the D	ata Format.			
Column data form	at					
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_				ues to numbers, da	te values to dates,	and all remaining
		values to te	ext.			
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Do not import	t column (skip)					
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Data preview						
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Data preview			h1	6	6	h
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Text RPT DEST IRN 046920	BLDG IRN Not Available Not Available	SSID AA7225616 AB2063443	EMISID Not Available Not Available	LASTNAME Not Available	FIRSTNAME Not Available Not Available	MIDDLENAME Not Availabl
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Step 3 – Set Column data format to Text and click Finish.

A final window will be displayed asking where you wish to put the data into the sheet. Leave everything as is and click OK

1	Import Data										
	Select how you want to view this data in your workbook.										
	III 🔘 Table										
	😨 🔘 PivotTable Report										
	PivotChart										
	Only Create Connection										
	Where do you want to put the data?										
	Existing worksheet:										
	=\$A\$1										
	New worksheet										
	Add this data to the Data Model										
	Properties OK Cancel										

Your Text Data will now be input into the Excel sheet!

· · · ·	_	_	_	_		_
<b>RPT DEST IRN</b>	BLDG IRN	SSID	EMISID	LASTNAME	FIRSTNAME	MIDDLENAME
048751	Not Available	AA5861608	Not Available	Not Available	Not Available	Not Available
048751	Not Available	AA8222444	Not Available	Not Available	Not Available	Not Available
048751	Not Available	AB6278617	Not Available	Not Available	Not Available	Not Available
0.00754	••••••••••••••••••••••••••••••••••••	100000017	•• • • • • • •	•• • • • • • •		•••••

### How To Create A Pivot Table

Open FTE Detail Report in excel format

#### Click on "INSERT"



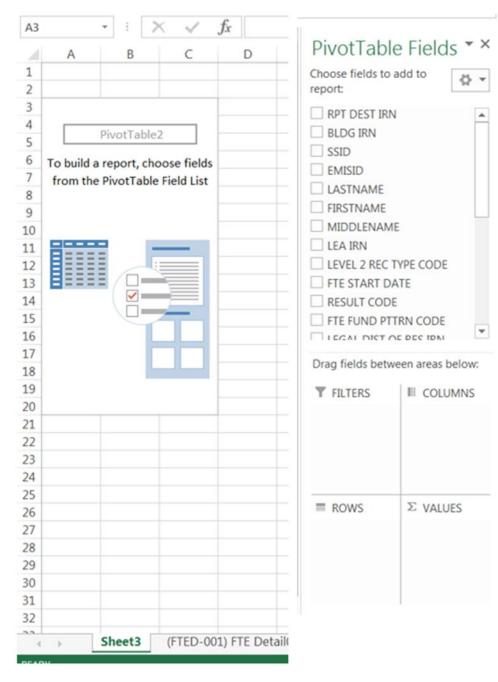
1 District IRN Building IRN State Student ID District Relationshi

#### Click on "PIVOT TABLE"

	<b>9</b> • (° •	<b>•</b> •				
F	ile Home	Insert	Pa	ige Layou	t Formu	las
I.	J 🏢	<u> </u>	<mark>) 2</mark>	P		
Pivot	Table Table ▼	Picture	Clip Art	Shapes *	SmartArt So	reer *
	Tables			Illustrati	ons	
	A2	• (	•	$f_{x}$	45245	
	А	В			С	
1	District IRN	Building	IRN	State St	tudent ID	Dis

"Create Pivot Table" box opens. Keep default settings and click "OK".

Create PivotTable	9	X
Choose the data that you want to analyze		
Select a table or range		
Table/Range: Corrent_Enrollment_Headcount_De!\$A\$1:\$	U\$2008	
Use an external data source		
Choose Connection		
Connection name:		
Choose where you want the PivotTable report to be placed		
<u>N</u> ew Worksheet		
Existing Worksheet		
Location:		
ОК	Cance	el



#### A new worksheet opens up for creating your Pivot Table

On the right side of your spreadsheet, drag "SSID" to the "VALUES" box at the bottom of the sheet. This becomes the field on which the "count" of "Calendar" will be based on.

A3	*	: 🔀	$\sim$	fx.	Count			
	А		В	С		PivotTable Fi	elds	<b>▼</b> ×
1						Choose fields to add to	a report:	<u>ې</u>
2						choose helds to add to	o report.	ж
3	Count of SSID							
4	4658					ADJSTD FTE		
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6						DISAB CNDTN COL	DE	
7						SPECED CAT CODE		
8						ECON DISADV FLA	G	
9						LEP CODE		
10						FTE END DATE		
11						FTE INCL CODE		
12						CALENDAR		
13						LEA TYPE		
14						SRC DATA		
15								
16						MORE TABLES		-
17						Drag fields hetween e	rees below	
18						Drag fields between a	reas below:	
19					_	<b>T</b> FILTERS	COLUMNS	
20 21								
21								
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23					_			
24								
26							NALLEC.	
27						ROWS	$\Sigma$ VALUES	
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Notice the change to your table on the left side of the page. The label for "Count of SSID" is inserted and below that is the total count of SSIDs.

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2								
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28 29								
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## Next, click on "CALENDAR" and drag it to the "Rows" box.

You will see each of your calendars as a row with a count along the left edge of your pivot table.

A3	• E 🗙	√ $f_x$ Row L
	А	В
1		
2		
3	Row Labels	Count of SSID
4	043760-006320-12-SR	1
5	043802-035063-09-**	1
6	044123-039396-**-**	1
7	044123-135517-**-**	1
8	044255-005348-**-**	1
9	045013-011579-01-**	12
10	045013-011579-02-**	17
11	045013-011579-KG-**	1
12	045013-011579-KG-K1	7
13	045013-011579-KG-K2	3
14	045013-011580-**-**	17
15	045013-039628-**-**	68
16	045013-039701-**-**	55
17	045401-004176-**-**	1
18	045401-014514-01-FE	2
19	045401-014514-02-FE	5
20	045401-014514-04-FE	2
21	045401-014514-KG-K2	1
22	045401-023424-**-**	7
23	045401-023424-12-SR	3
24	045401-098574-**-**	6
25	046276-035196-09-**	1
26	046391-099853-**-**	1
27	046409-008995-**-**	9
28	046409-008995-12-SR	1
29	046409-033399-**-**	8
30	046409-124867-**-**	3
31	046920-002964-**-**	1230
32	046920-002964-06-ED	1
	Sheet1 (	FTED-001) FTE Detail

From here you can double click on any count to open a new table showing a complete breakdown of that count within a new tab of the spreadsheet.

A1	• E X 4	<i>f</i> x R	PT DEST IRN								
	A B	С	D	E	F	G	Н	Ι	J	К	L
1	RPT DEST IRN 💌 BLDG IRN	SSID	EMISID •		FIRSTNAME <b>*</b>	MIDDLENAME	LEA IRN 🔻	LEVEL 2 REC TYPE CODE	FTE START DATE 🔻	RESULT CODE	FTE FUND PTTRN CODE 💌
2	12345 Not Availa	ble ZD464338	S: Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-10-26 00:00:0	FT0000	RGJV
3	12345 Not Availa	ble YG559918	<sup>3</sup> Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-20 00:00:0	FT0000	RGJV
4	12345 Not Availa	ble YG433258	S Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2016-01-07 00:00:0	FT0000	RGJV
5	12345 Not Availa	ble AB206344	I: Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2016-01-11 00:00:0	FT0000	RGJV
6	12345 Not Availa	ble VU66462	8 Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-24 00:00:0	FT0000	RGJV
7	12345 Not Availa	ble VU12378	1 Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-24 00:00:0	FT0000	RGJV
8	12345 Not Availa	ble VT962836	i Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2016-01-11 00:00:0	FT0000	RGJV
9	12345 Not Availa	ble VT959937	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-20 00:00:0	FT0000	RGJV
10	12345 Not Availa	ble VM47375	1 Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-24 00:00:0	FT0000	RGJV
11	12345 Not Availa	ble VF711239	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-10-26 00:00:0	FT0000	RGJV