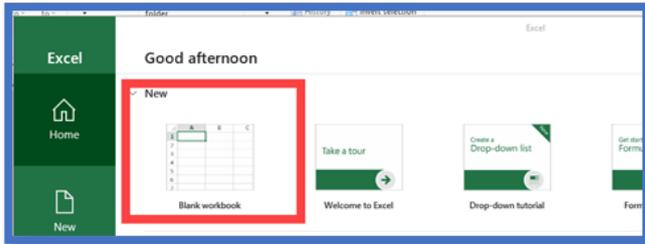


Import Text File to Excel

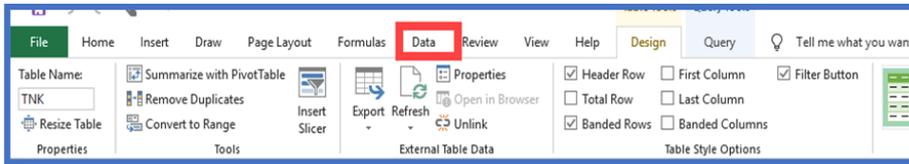
Last Modified on 03/18/2024 5:28 pm EDT

When the Data Export routines are utilized in Energy Force, the information exports to a text file located in the \\servername\ctls93\dd85\wp folder. This information is pipe (|) delimited and can be imported into an Excel spreadsheet.

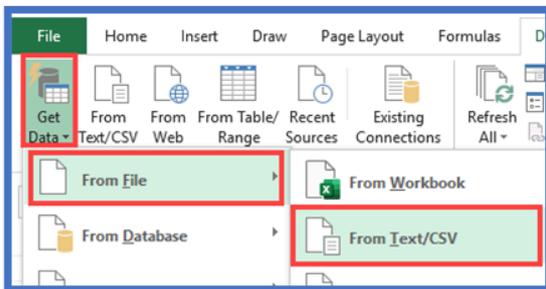
1. Process the data export routine for the desired file type (Tank, Customer, History, etc.).
2. Open Excel and select **Blank workbook**.



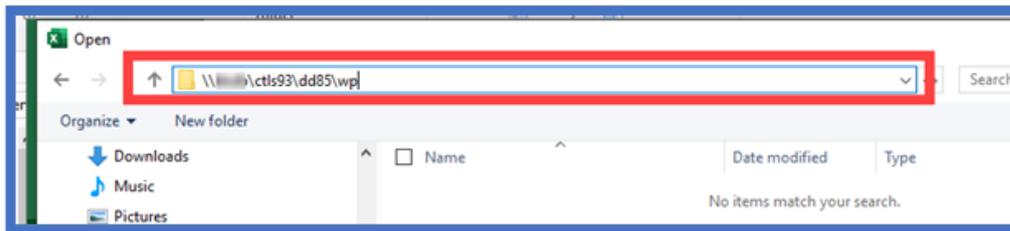
3. Select the *Data* tab from the ribbon.



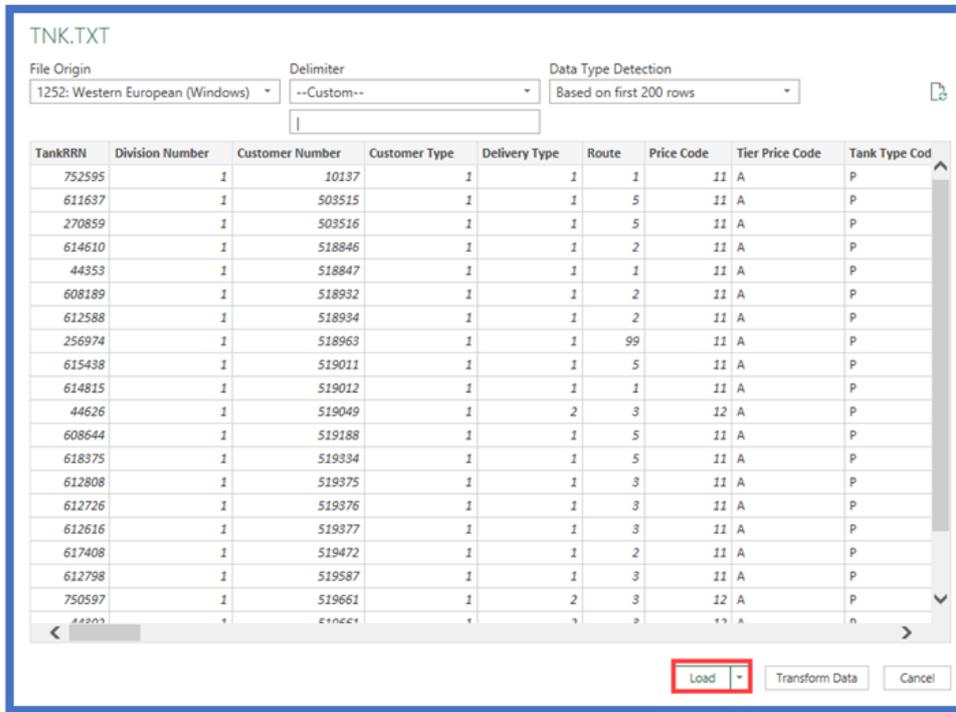
4. Go to *Get Data / From File / From Text/CSV*.



5. Enter the WP folder path in the *Search Path* and press **Enter**.



6. Select the text file and choose **Import**.
7. Select **Load**.



8. The system will import the file. Select *File / Save As* to save it to the local computer.

