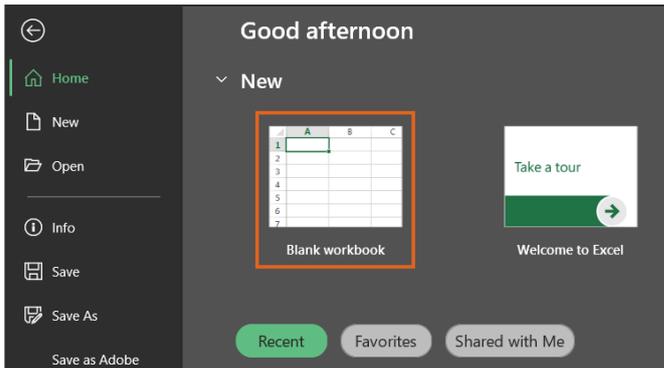


Import Text File to Excel

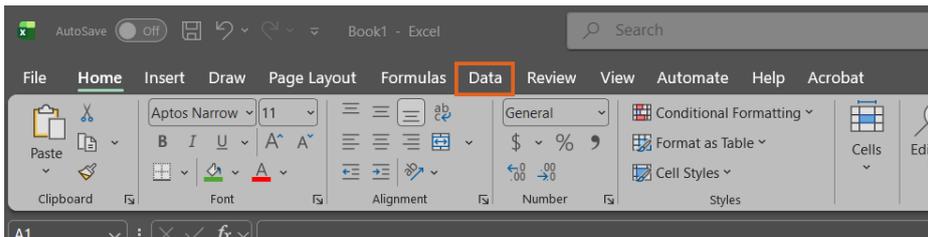
Last Modified on 03/04/2026 4:25 pm EST

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.

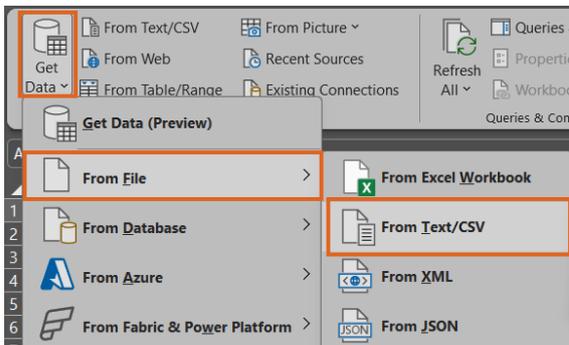
1. Process the data export routine for the desired file type (Tank, Customer, History, etc.).
2. Open Excel and select **Blank workbook**.



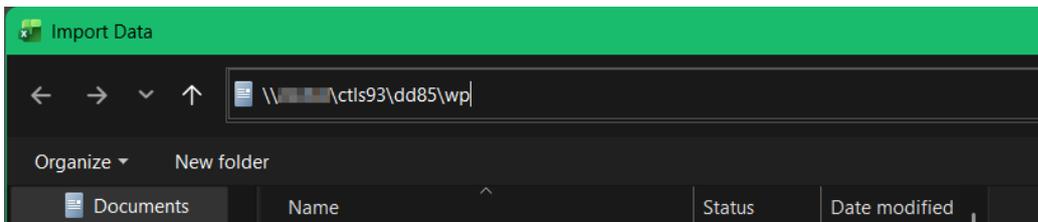
3. Select the *Data* tab from the ribbon.



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**.

TankInventoryStatus.csv

File Origin: 1252: Western European (Windows) | Delimiter: Comma | Data Type Detection: Based on first 200 rows

Division	TankSerialNbr	TankCapacity	Underground	InventoryStatus	Location	PurchaseDate	TankType	EstGallonsLeft	Man
1	9SF98700	1000	N	In	1	00/00/0000	P	50	
1	9SF7654	1000	N	Out	1	00/00/0000	P	0	
1	SG70000393	500	N	In	2	07/15/2020	P	0	
1	J112233	500	N	In	2	00/00/0000	P	0	
1	889JJ	500	N	Out	1	00/00/0000	P	0	
1	223366	500	N	Out	1	00/00/0000	P	0	
1	224455	500	N	Out	1	00/00/0000	P	0	
1	J2233	500	N	Out	2	00/00/0000	P	0	
1	DB#1	250	N	In	1	00/00/0000	P	0	
1	PP	250	N	In	2	00/00/0000	P	0	
1	DDLOO	250	N	Out	1	00/00/0000	P	0	
1	99887	250	Y	Out	2	00/00/0000	P	0	
1	908766	250	N	Out	2	00/00/0000	P	0	

Load Transform Data Cancel

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

Division	TankSerialNbr	TankCapacity	Underground	InventoryStatus	Location	PurchaseDate	TankType	EstGallonsLeft	Manufacturer#	Manufactured Name	Manufactured Date	Year Tank Painted
1	9SF98700	1000	N	In	1	00/00/0000	P	50	0		00/00/0000	1991
1	9SF7654	1000	N	Out	1	00/00/0000	P	0	0		00/00/0000	0
1	SG70000393	500	N	In	2	07/15/2020	P	0	3 QUALITY		00/00/0000	2020
1	J112233	500	N	In	2	00/00/0000	P	0	3 QUALITY		01/01/2019	2015
1	889JJ	500	N	Out	1	00/00/0000	P	0	0		00/00/0000	1973
1	223366	500	N	Out	1	00/00/0000	P	0	0		00/00/0000	1999
1	224455	500	N	Out	1	00/00/0000	P	0	0		00/00/0000	1999
1	J2233	500	N	Out	2	00/00/0000	P	0	3 QUALITY		01/01/2019	2015
1	DB#1	250	N	In	1	00/00/0000	P	0	0		00/00/0000	1973
1	PP	250	N	In	2	00/00/0000	P	0	3 QUALITY		01/01/2019	2015
1	DDLOO	250	N	Out	1	00/00/0000	P	0	3 QUALITY		01/01/2019	2015
1	99887	250	Y	Out	2	00/00/0000	P	0	3 QUALITY		01/01/2019	2015
1	908766	250	N	Out	2	00/00/0000	P	0	3 QUALITY		01/01/2019	2015