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.

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



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

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

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611637	1		503515	1		1 5	11	A	P	
270859	1		503516	1		1 5	11	A	P	
614610	1		518846	1		1 2	11 A		P	
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608189	1		518932	1		1 2	11	A	P	
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8. The system will import the file. Select *File / Save As* to save it to the local computer.

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