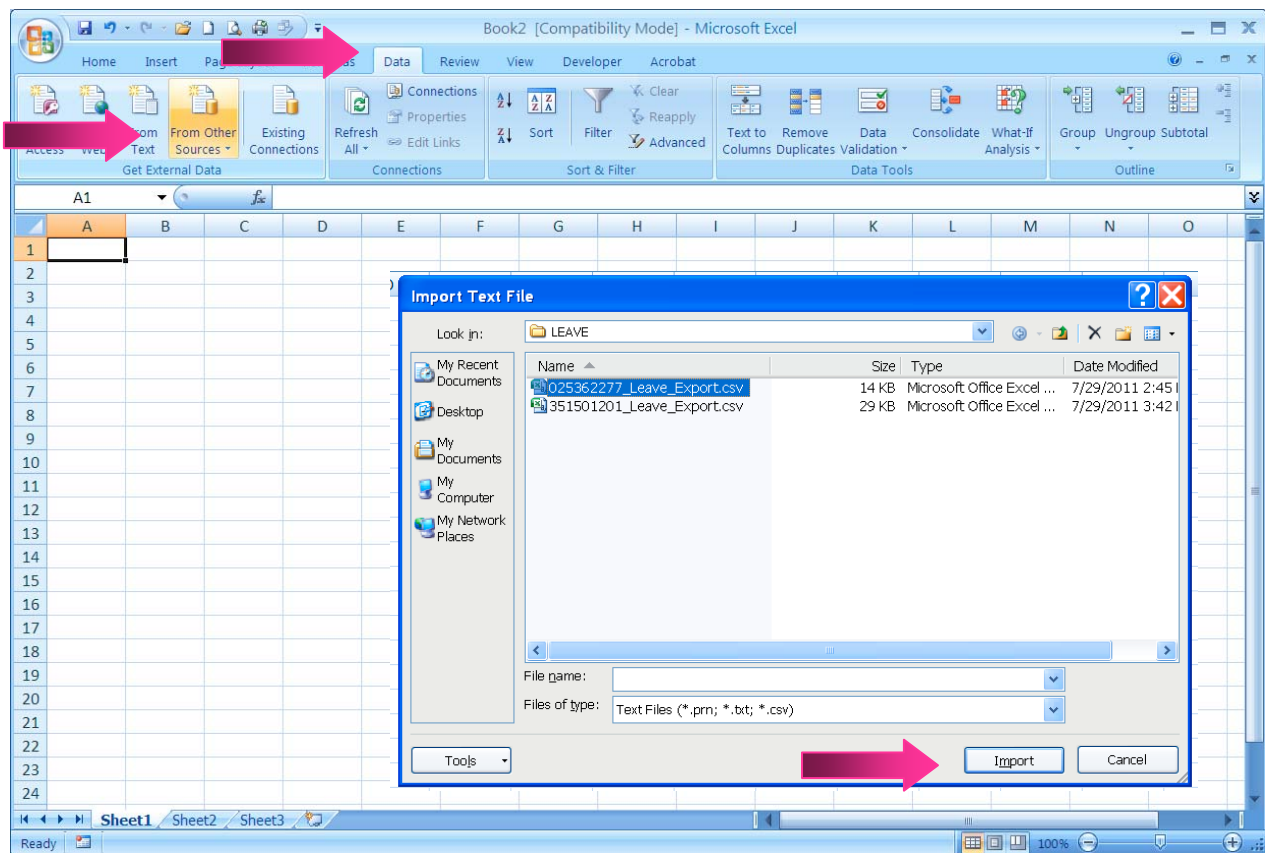


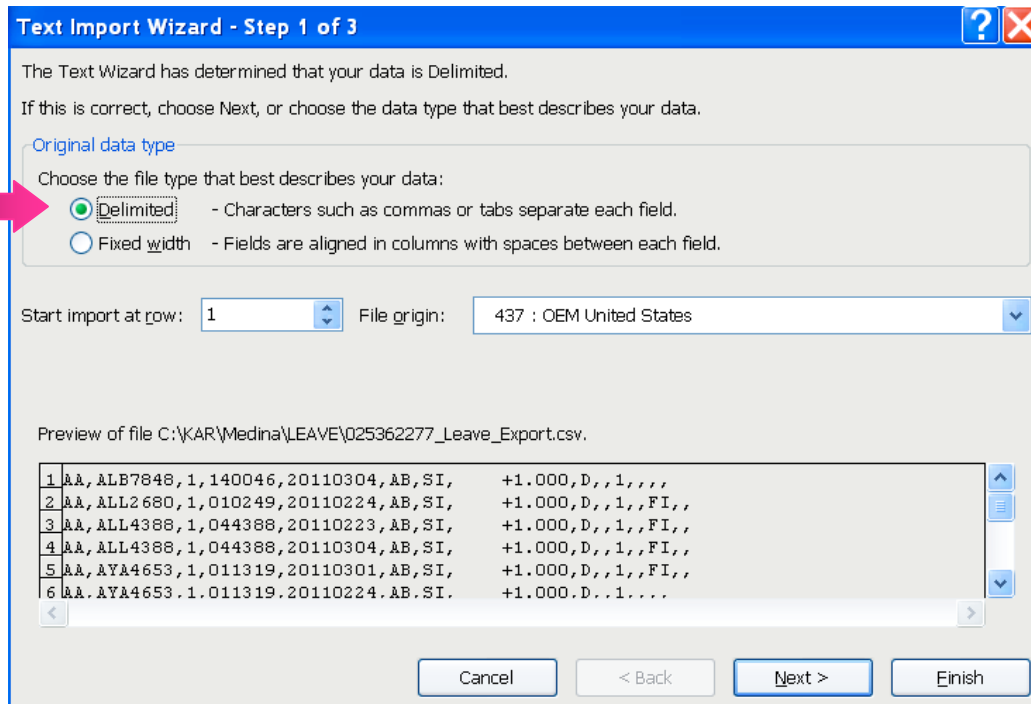
To view/open Leave files in Excel and prevent Excel from importing employee ID's as dates:

1. Open a new/blank Excel Document
2. Click on the "Data" Tab
3. Click on "From Text" Icon

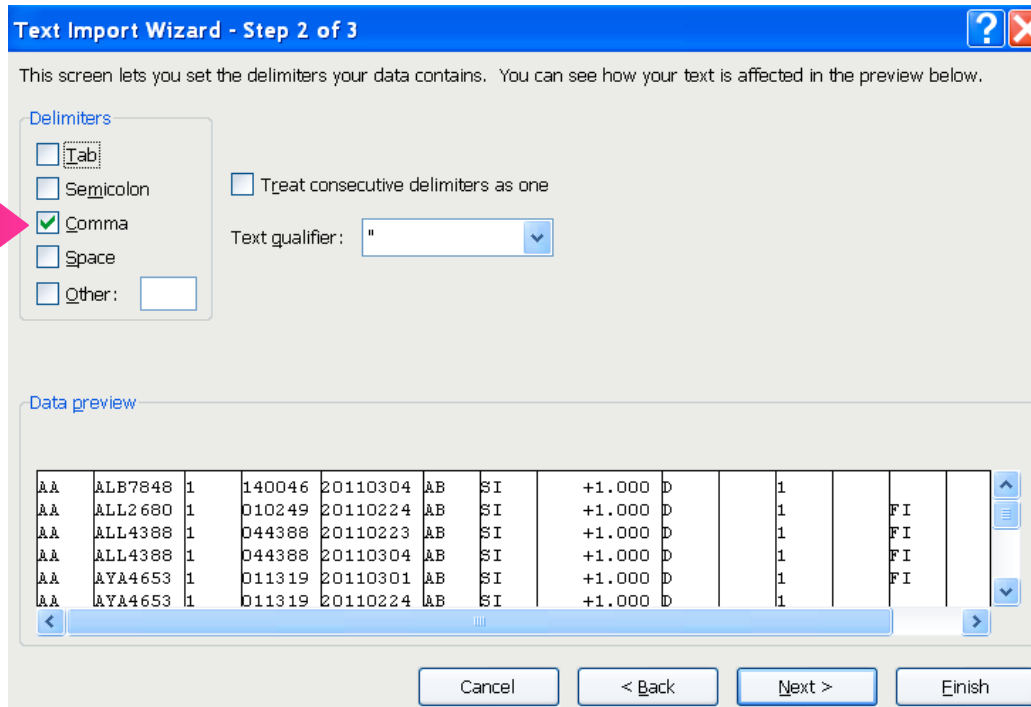


4. Locate the csv file that you want to open in Excel.
5. Click on "Import".
6. The File Import Wizard will open along with the first few rows of the file.

A. The first screen of the Import Wizard needs to be set to “Delimited”



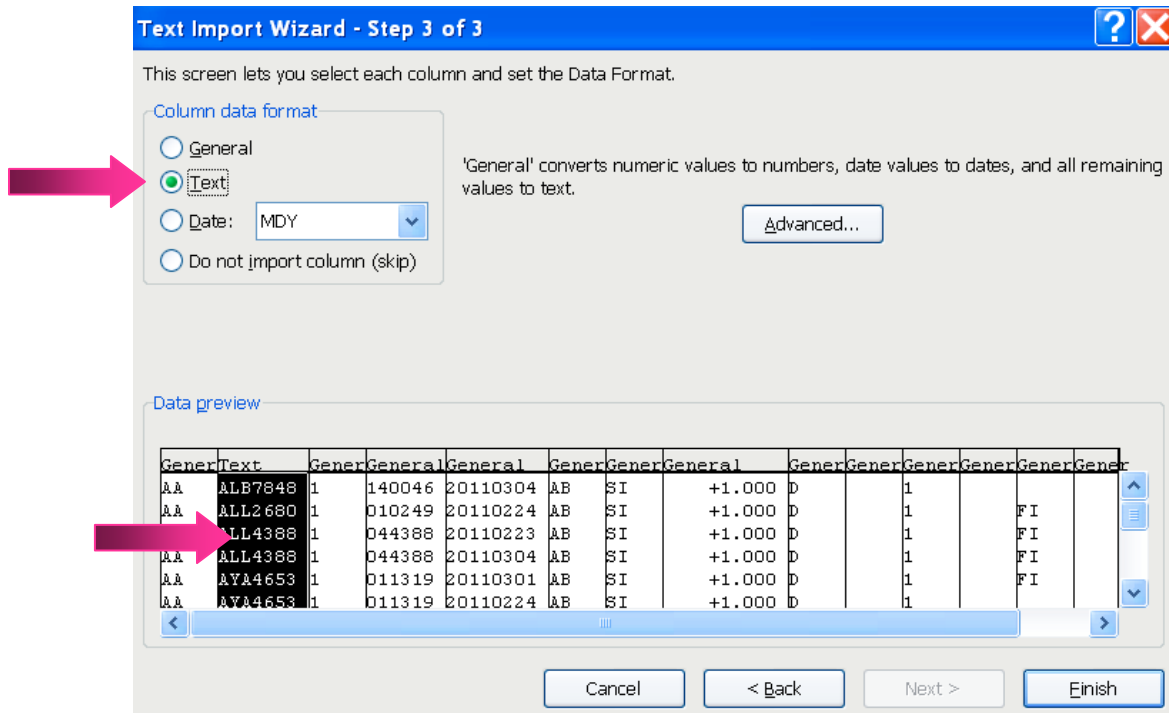
B. The second screen Wizard specifies what separators are used in the file. This needs to be set to “Comma” so Excel knows where the field breaks are. (Notice how the lines are now between each field.)



C. The third screen Wizard specifies what type of data is contained in the field. The fields default is “General” ... this means that Excel will try to determine what type of data is in the field.

The EMPID field needs to be changed to “Text”.

- Select the Column that contains the EMPID by clicking on the respective Column in the Data Preview Area.
- Click on the “Text” button in the Column Data Format Box.
- You will see the heading in the Data Preview Area change to reflect the data type will be text.
- Click on “Finish” to complete the import process.



7. Specify what cell you will the information to begin in as follows:

