

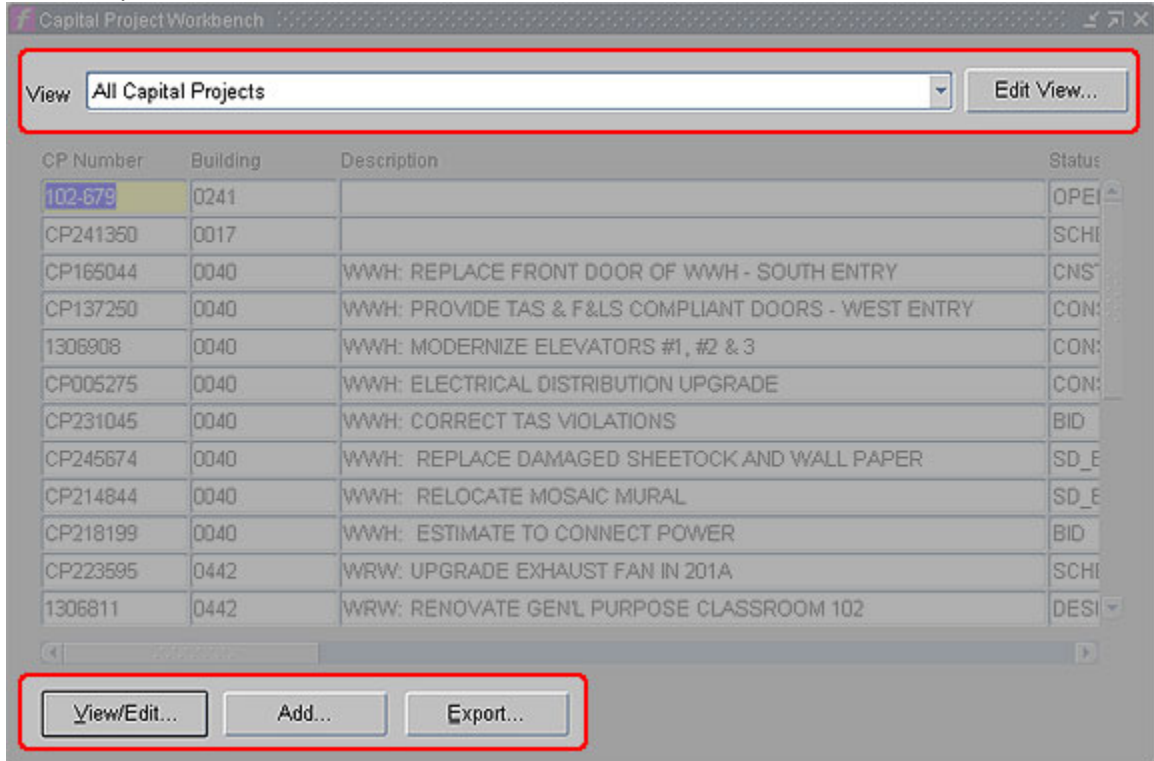
# Exporting Data

## What you need to know:

- a) This process is exporting data from FAMIS Workbench forms.

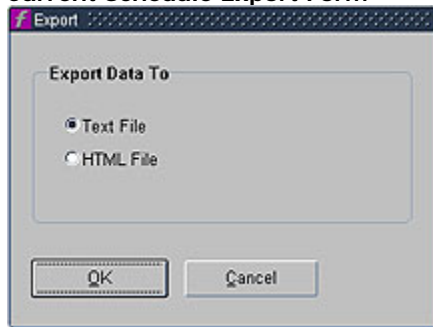
## PROCEDURE

- 1. Create export of FAMIS Data

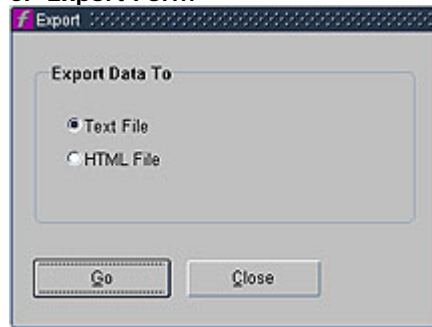


- a. Open either the Capital Projects Workbench or the (Work Order) Current Schedule form.
  - (1) Select the **View** containing the data you want to export (located at top of form).
  - (2) Click on the **Export** button (located at bottom of form) to launch the export form.

Current Schedule Export Form

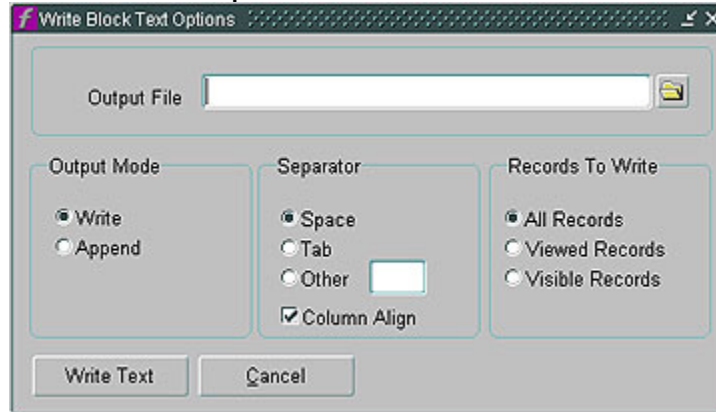


CP Export Form



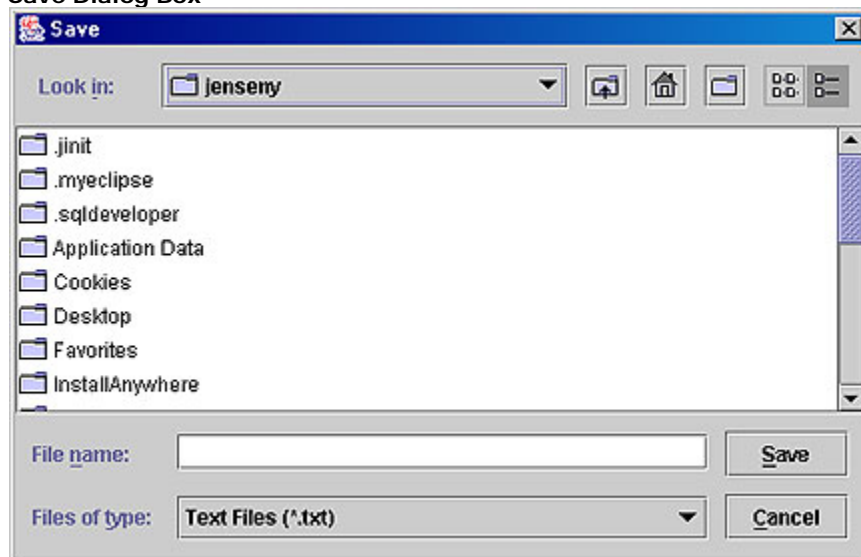
- b. On the Export form, complete the following:
  - (1) **Export Data To** – If not already selected, select Text File.
  - (2) Click on OK/Go button to open the Write Block Text Options form.

**Write Block Text Options**



- c. On the Write Block Text Options form, complete the following:
  - (1) **Output File** – (required) Type in the network path for the export file location **or** click on the folder icon to the right of this field to open the Save dialog box.

**Save Dialog Box**



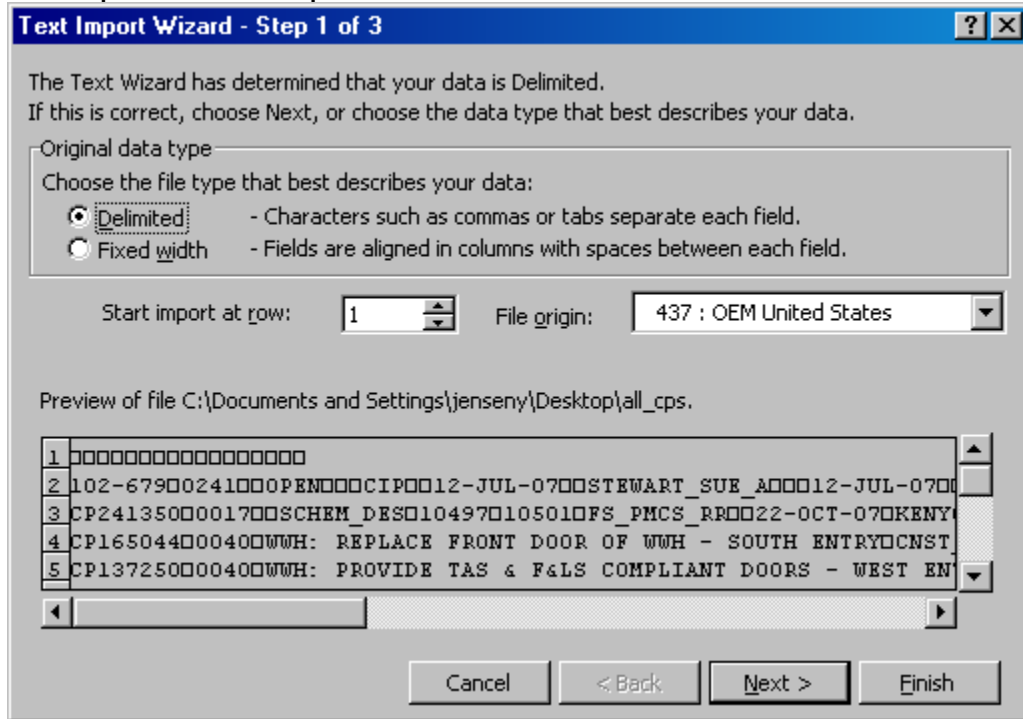
- (a) Navigate to the location in which you want to save the export. Note: make note of the path to your export document for use in step 2.b.

- (b) **Filename** – (required) Enter a file name without an extension.
- (c) **Files of Type** – Defaults to Text Files (\*.txt) – do not change
- (d) Press the Save button.
- (2) **Output mode** – (required) Select write, if not already selected.
- (3) **Separator** – (required) Change value to tab.
- (4) **Column Align** – (not used) Defaults to checked. Field becomes read-only once tab separator selected.
- (5) **Records to write** – Select the set of records you wish to export. Defaults to All Records.
- (6) Click the Write Text button to begin the export.
- (7) When the export is complete, you will receive a message similar to the following:  
**Write Complete Message**



- (8) Click the OK button on the Write Complete message.
  - (9) Click the Close/Cancel button on the Export form.
  - d. Close your workbench.
2. Create Excel spreadsheet from the export file
- a. Open Microsoft Excel.
  - b. Click File -> Open & then navigate to the folder that contains your export. (Location was determined in step 1.c.(a).)
  - c. In the field labeled Files of Type, click the drop-down arrow and select All Files.
  - d. Locate and select the file you wish to open and click the Open button to view the Text Import Wizard screen 1 of 3.

### Text Import Wizard – Step 1 of 3



- e. In the Text Import Wizard Step 1 of 3, complete the following:
  - (1) **Original Data type** – Select Delimited
  - (2) **Start import at row** – Defaults to 1.
  - (3) **File origin** – (Not used).

- (4) Click the Next button to view the Text Import Wizard screen 2 of 3.  
**Text Import Wizard – Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab     Semicolon     Comma  
 Space     Other:

Treat consecutive delimiters as one

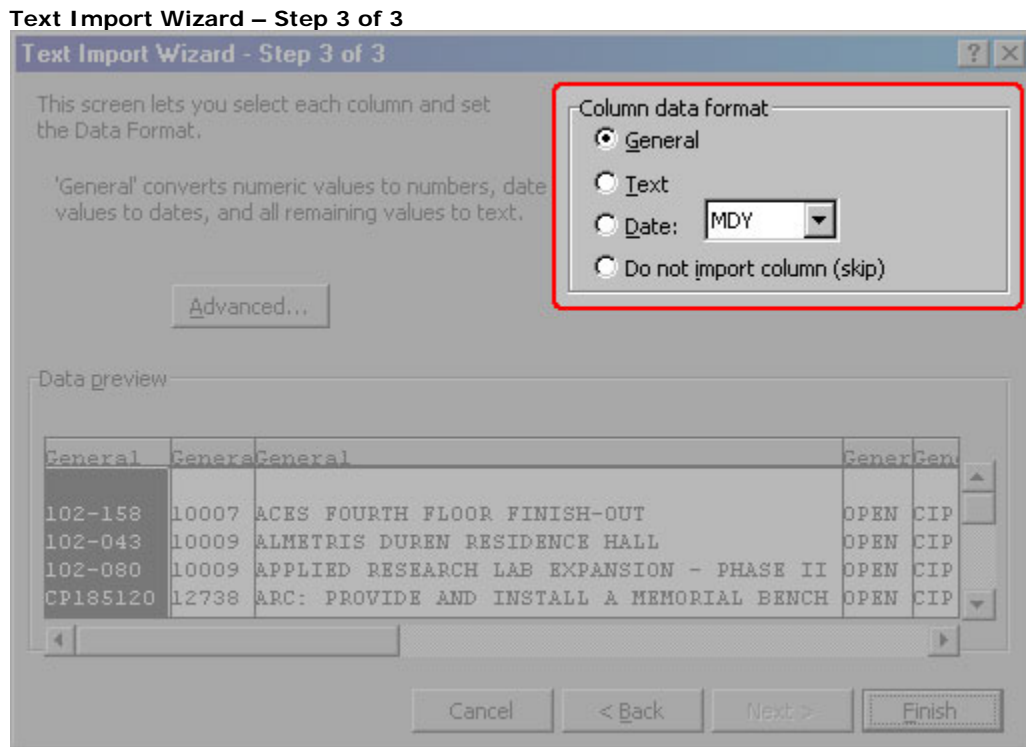
Text qualifier: "

Data preview

|          |      |   |
|----------|------|---|
| 102-679  | 0241 |   |
| CP241350 | 0017 |   |
| CP165044 | 0040 | WWH: REPLACE FRONT DOOR OF WWH - SOUTH ENTRY        |
| CP137250 | 0040 | WWH: PROVIDE T&S & F&LS COMPLIANT DOORS - WEST ENTR |

Cancel    < Back    Next >    Finish

- f. In the Text Import Wizard Step 2 of 3, complete the following:
- (1) **Delimiters** - Select Tab.
  - (2) **Treat consecutive delimiters as one** – (Not used.)
  - (3) **Text Qualifier** – (Not used.)
  - (4) Click the Next button to view the Text Import Wizard screen 3 of 3.



- g. In the Text Import Wizard Step 3 of 3, Column data format section complete the following:
- (1) Assign the Text Column data format for the following data. (Note: assigning a column data format is not limited to the below data columns, but these columns should.):
    - (a) Buildings
    - (b) Crews
    - (c) Assigned To
    - (d) Project Manager (if applicable)
  - (2) Click the finish button to display the exported data.