

Upload to Excel Using a Flash Drive Instructions

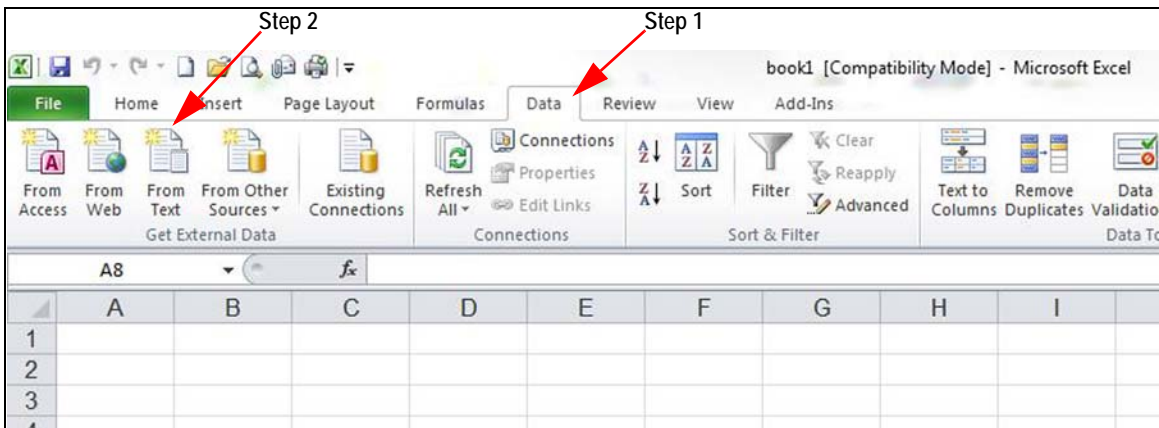


Figure 1. Import to Excel – Data Tab

Below are the instructions to upload data from the 920i Weighcenter to Microsoft Excel using a flash drive.

1. Open Excel and select the **Data** tab.
2. Select **From Text**. **Import Text File** box displays.

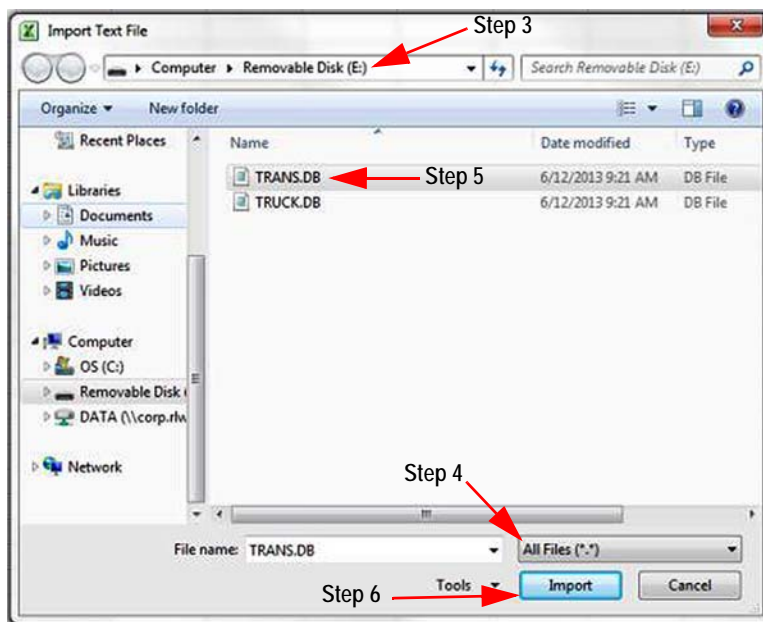


Figure 2. Import Text File

3. Select the flash drive needed.
4. Select **ALL FILES** from the file name pull down.
5. Highlight the **TRANS.DB**.
6. Press **Import**.

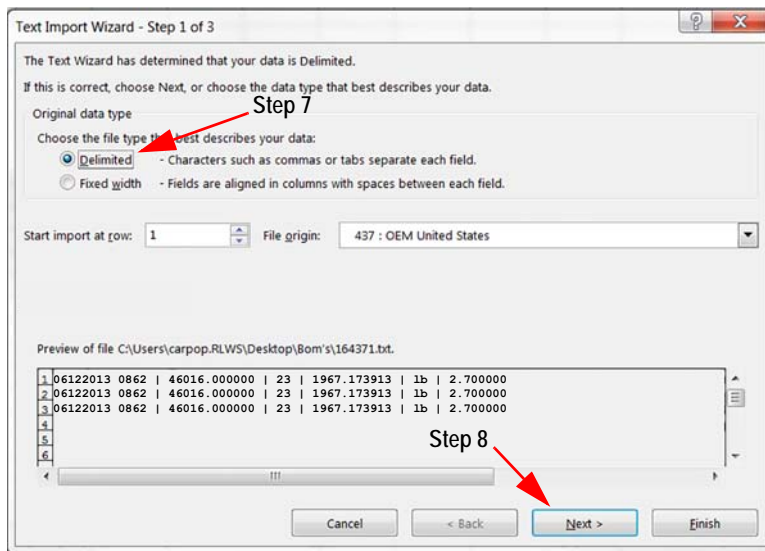


Figure 3. Text Import Wizard

7. Select *Delimited*.
8. Press Next.

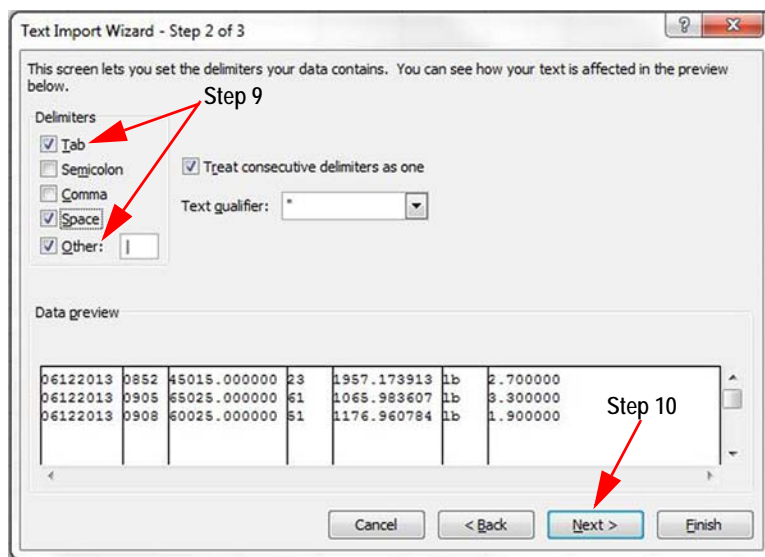


Figure 4. Text Import Wizard – Step 2

9. Check *Space* and *Other*, the numbers will be put into columns.
10. Press Next.

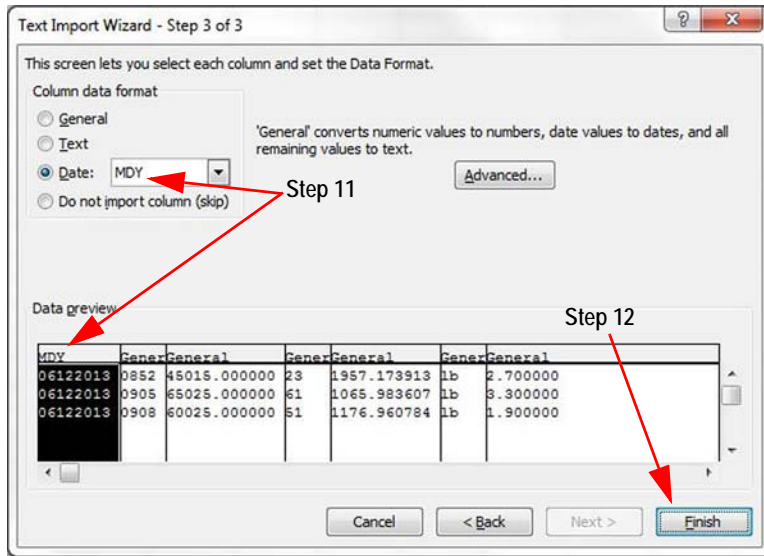


Figure 5. Text Import Wizard – Step 3

11. In *Column data format*, check *Date* and select *MDY*, the first column header reads *MDY*.
12. Press *Finish*. *Import Data* box displays.

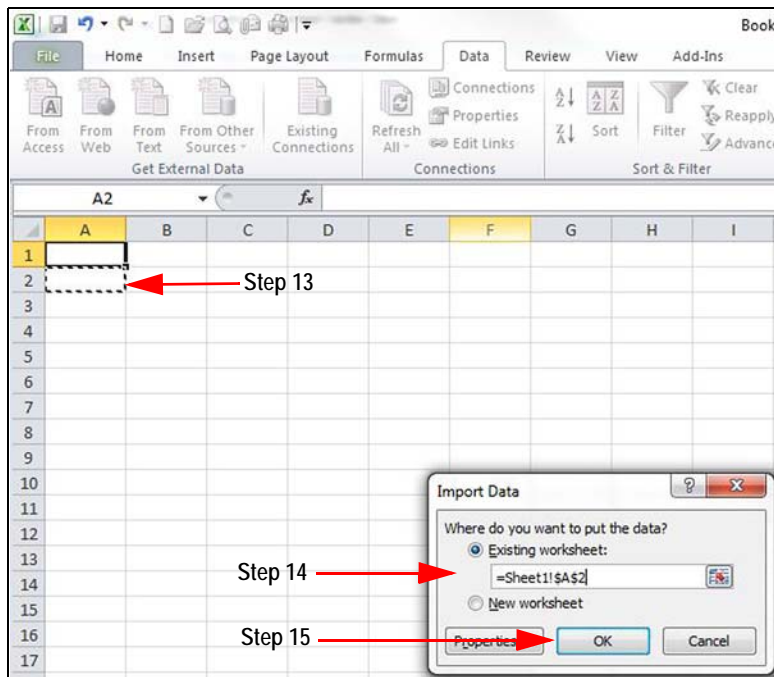


Figure 6. Import Data

13. Select cell **A2**.
14. Choose the worksheet to import the data into.
15. Press **OK**. All data from the flash drive is uploaded into excel.

Step 15 →

	A	B	C	D	E	F	G	H
1	Date	Time	Net	Head Count	Average	UOM	Shrink %	
2	6/12/2013	852	45015	23	1957.173913	lb	2.7	
3	6/12/2013	905	65025	61	1065.983607	lb	3.3	
4	6/12/2013	908	60025	51	1176.960784	lb	1.9	
5								
6								
7								

Figure 7. Add Header Row

16. Add a column header in row one to specify what each column references.



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