

## EXPORTING TRANSACTION INFORMATION TO AN EXCEL SPREADSHEET...

Login to E-manager, and select the “Export Trans” tab.

Click on “Browse” next to the Comma Delimited format and choose where you will save it on your computer. Then click on Save.

Download Option:	Begin Date:	End Date:	Download Selected Files
By Date Range	10/22/2004	10/22/2004	Clear All

<input type="checkbox"/> TCH	File:	<input type="text"/>	Browse	Clear	US Dollars/Gallons
<input type="checkbox"/> Comdata	File:	<input type="text"/>	Browse	Clear	US Dollars/Gallons
<input checked="" type="checkbox"/> Comma Delimited	File:	\the file name.....	Browse	Clear	US Dollars/Gallons
<input type="checkbox"/> Extended Comma Delimited	File:	<input type="text"/>	Browse	Clear	US Dollars/Gallons
<input type="checkbox"/> NTS	File:	<input type="text"/>	Browse	Clear	US Dollars/Gallons

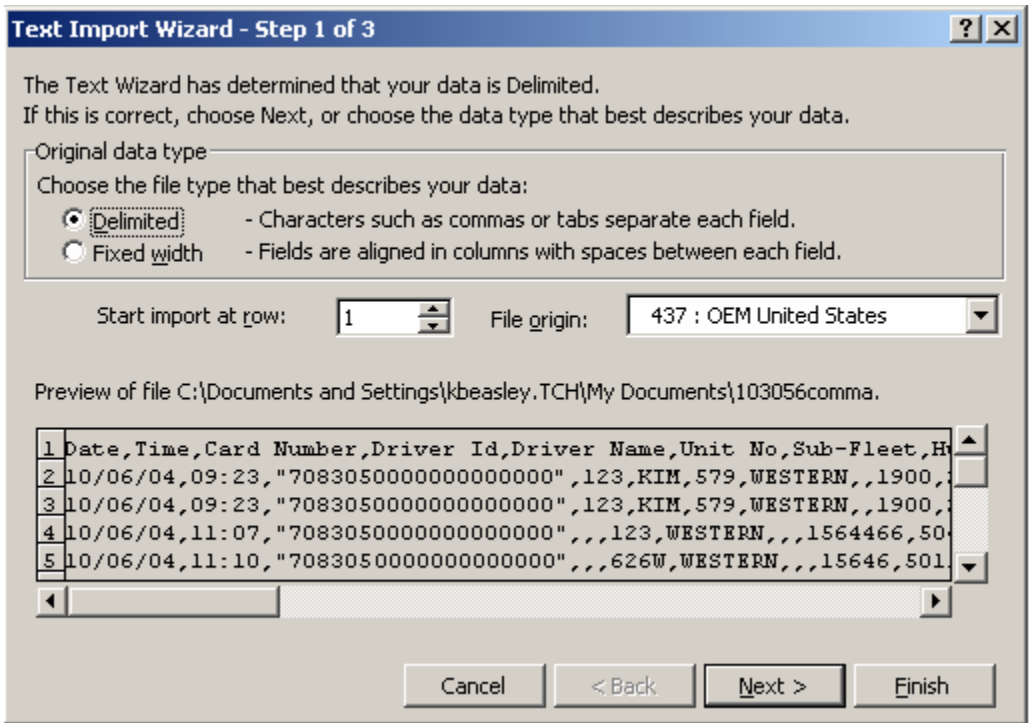
Now choose a date range that you would like to pull and click on Download Selected Files.

When the download is done it should say, “Download completed for Comma Delimited.”

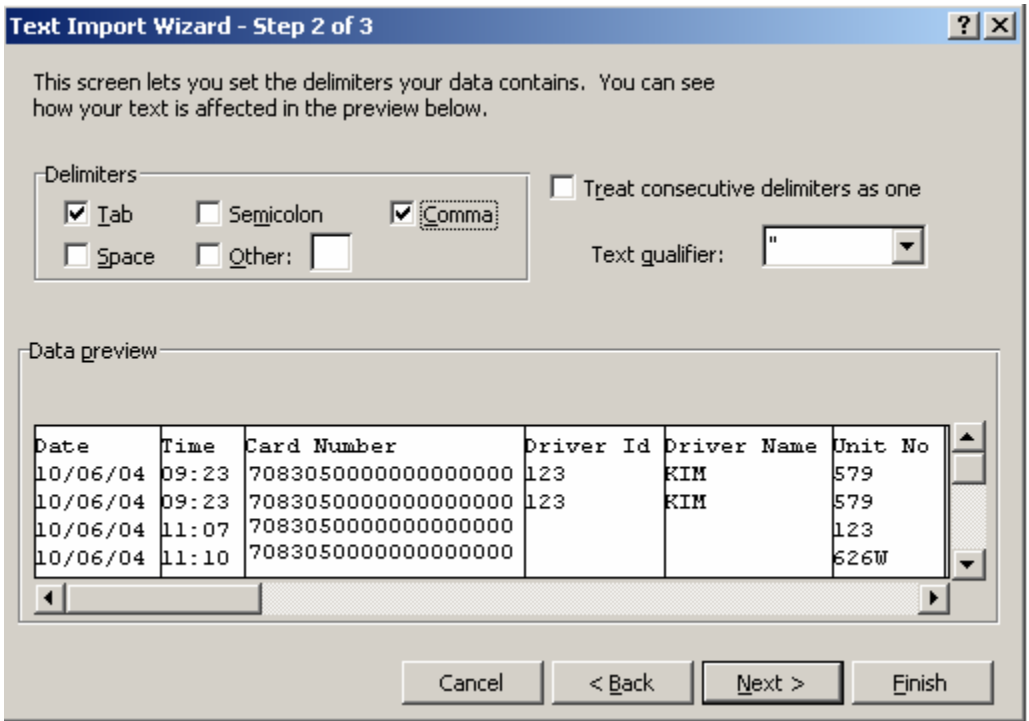
Now bring up EXCEL and click on Open. Then go to where you saved the file in your computer. To be able to see the file, you will probably need to go to “Files of type” and click on “All Files.” Now you should be able to open that file.

File name:	<input type="text"/>
Files of type:	All Files

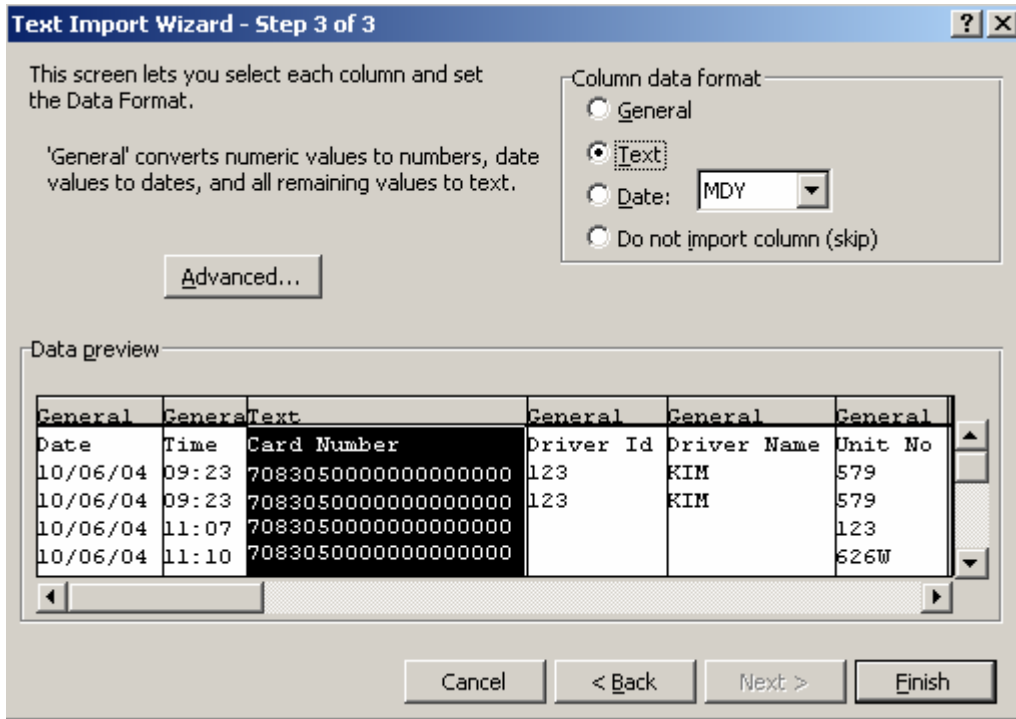
When that file comes up in EXCEL a “Text import Wizard” will pop up. In step 1 of 3 make sure the “Delimited” option is check marked... Then click next...



On Step 2 of 3 put a check mark in the comma option and it will divide your information into columns.



On step 3 of 3, we recommend that you click on the 3<sup>rd</sup> column where the card number is located and choose the text option under the “Column data format.” Then click finish and you should see all of your information in the spreadsheet...



Here is a small sample of what it will look like. (The sample does not include all of the information that is placed into the spreadsheet.)

	A	B	C	D	E	F	G	H	I	J
1	Date	Time	Card Number	Driver Id	Driver Name	Unit No	Sub-Fleet	Hub Miles	Trip No	Invoice
2	10/6/2004	9:23	70830500000000000000	123	KIM	579	WESTERN		1900	23105465
3	10/6/2004	9:23	70830500000000000000	123	KIM	579	WESTERN		1900	23105465
4	10/6/2004	11:07	70830500000000000000			123	WESTERN			1564466
5	10/6/2004	11:10	70830500000000000000			626W	WESTERN			15646
6	10/6/2004	11:14	70830500000000000000			590W	WESTERN			15646
7	10/6/2004	11:15	70830500000000000000			590W	WESTERN			45646