

Workforce Integrated Performance System

NEWS + UPDATES + MORE



RESOURCES

April 2018

Featured Articles

1. How to Open a CSV File in Excel
2. What to Include When Reporting a WIPS Issue
3. Release Notes (Attached)

How to Open a CSV File in Excel

What is the correct procedure for opening a CSV file in Excel?

You may have noticed that if you double click on a comma-separated values (CSV) file that the file will open in Microsoft Excel. However, there are some fields, such as the Unique Individual Identifier (WIOA), that will that will be changed in Excel when opened this way.

So, here's the correct procedure for opening a CSV file in Excel using the Text Import Wizard.

1. Open Excel
2. Select the **Data** tab
3. Select **Get External Data From Text**
4. Select the CSV file from the file browser and click to **Import**
5. Make sure that **Delimited** is selected in *Original data type* on the Text Import Wizard – Step 1 of 3
6. Click **Next >** to continue
7. Select **Comma** in *Delimiters* on the Text Import Wizard – Step 2 of 3
8. Click **Next >** to continue
9. Text Import Wizard – Step 3 of 3 is the most important page. First use the horizontal scroll bar in the *Data Preview* section to scroll all of the way to the right
10. Then hold down the **Shift** key on your keyboard and click on the last column in *the Data Preview* section to select all of the columns
11. Now the most import step – select **Text** in the *Column data format* section
12. And now click **Finish**
13. The last step is to select where to import the CSV into the Excel worksheet. The default location is “=\$A\$1,” which is the first row of the first column of the blank Excel worksheet
14. Finally, click **OK**

Now you can make whatever changes are required to the imported CSV file. It may be helpful to also have the WIPS Schema open as well, which is available from WIPS

Documentation on the Home page or from the WIPS Resources site:
https://www.doleta.gov/performance/wips/docs/WIPS_File_Schema.xlsx.

How do I save my changes to the CSV file?

Here are the steps for saving the changes that you have made to the CSV file.

1. Select the **File** tab
2. Select **Save As**
3. Change the *Save as type* from **Excel Workbook (*.xlsx)** to **CSV (Comma delimited) (*.csv)**
4. Then select the folder where you want to save the CSV file
5. Enter the CSV *File name*
6. Finally click **Save**

Each time you want to open the CSV file in Excel for updates, you will have to follow the steps for using the Text Import Wizard. It seems like a lot of steps at first, but after you follow the procedure a few times, it gets easier.

What to Include When Reporting a WIPS Issue

Before contacting WIOA Feedback...

It's very important that you include specific information when reporting a WIPS issue. The more information that you include in your email to WIOA.Feedback@dol.gov, the easier and faster it will be for us to help you and resolve your issue.

Please include the following information in your email to WIOA.Feedback@dol.gov:

- **Description** – The first thing that we need is a clear and concise description of the problem. It is a good idea to include the name of the page in WIPS, when applicable, where you are having the issue, such as Upload Report or Edit Check Results Overview. For example, if you have a question regarding a specific Logical Rule, then the page to include in your description might be Edit Check Error Details.
- **File ID** – The file identifier number is available from the Edit Check Results tab and on the My Reports tab. This number will allow us to find your data easily. This number is assigned after you submit a file for upload.
- **Screen Shot** – Including an image of the screen may answer a lot of questions that the support team may have before the issue can be resolved. You can use the **PrtScn** button on your keyboard to generate screen shot (use **Alt/PrtScn** if you have multiple monitors). You can also use the Windows Snipping Tool, which allows you to define the area of the screen to copy and allows you to add markups to the image. Either method will allow you to paste the screenshot image into your email message by clicking the right mouse button and selecting Paste or using **Ctrl/C** from your keyboard.

Questions?

If there are any questions or concerns about the information provided, please contact the WIPS Help Desk at WIOA.Feedback@dol.gov



U.S. Department of Labor

Employment & Training Administration
Office of Information Systems & Technology