

Business Process	Navigation
1. This process can be used on any csv file that can be downloaded from the Process Monitor	1. Process Monitor

Process: Download File

This process is used to import a csv file to Excel.

1. Go to Process Monitor either under PeopleTools or from the run control page
2. Right Click on the csv file to down load
3. Choose Save Link as.
4. Select the folder you wish to place the file and remember the folder navigation or right click the folder name at top and choose copy address as text to paste it in later when opening the file in Excel.
5. Navigate to the folder where the file was saved and high light the file and click the Import Button.
6. Ensure that delimited is set to on then click Next.
7. On the next screen uncheck the default Tab box and check the comma box.
8. The file should now be broken into different columns based on the locations of the commas, click the Next button
9. On this screen high light the column and choose the format you wish to apply to that column. If you wish to see leading zero in a column then choose the Text radio button. Move to the next column you wish to format and apply the format you wish to see.
10. Once you have completed the formatting click finish and when the default placement of the data (=\$A\$1) comes up press OK.
11. The spreadsheet should now be open with the correct formatting applied to each column.

