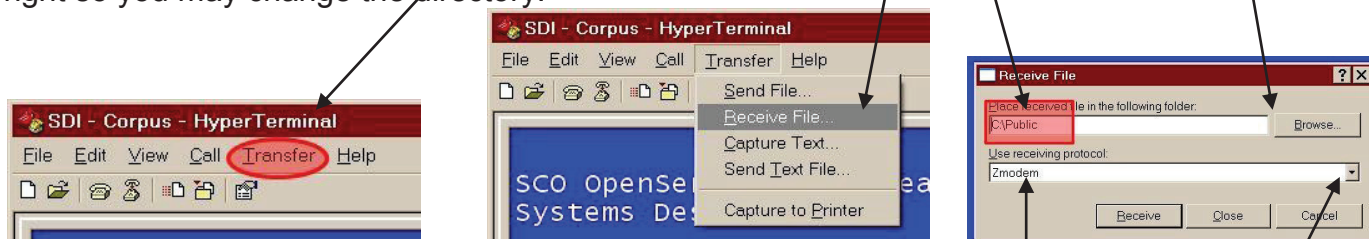


## PART 1 – Hyperterminal Private Edition Configuration

In order to be able extract data from your reports for importing into programs such as Excel you will need to be using Hyperterminal Private Edition (HTPE) or another program that supports Z-Modem file transfer. We will provide the instructions for how you will need to setup HTPE. If you use another program then you will need to have your Technology Support Staff configure it in a similar manner.

This is a one-time setup for HTPE. When you are logged into HTPE you may look at the top of your screen for the Transfer option and click on it. Next click on Receive File and the Receive File dialog box will show the directory where downloaded files will be kept. There is a button to the right so you may change the directory.



It is **VERY** important that the Use Receiving Protocol is set to “Zmodem” and NOT “Zmodem with Crash Recovery”. You may click on the down-arrow to the right to change it if necessary.

You may return to the above steps at anytime to change the location where the files will be placed on your Windows PC.

## PART 2 – Downloading the Report File

In order to prepare a file for downloading to your Windows PC you will run the print job you desire to be downloaded and specify that it be sent to Printer # 998. As soon as the program returns to the menu type SEND and the file will be sent to your Windows PC. While the file is being transferred a transfer status dialog box will appear. When the file is finished being transferred the dialog box will go away and the file will be in the directory you specified. The file have the same name as it shows in the spooler directory. It is usually something like p.17150.

To import the file into Excel you will need to use the import function. The file will be of fixed format. When you are placing the column separators, you will want to pay attention to the data and ignore the headings. Once you have imported the data, normally you will sort the data on the first column and then highlight the rows that contain “garbage data” such as Headings, Footings and delete them. At this point your data should be in a clean format for processing within Excel.