

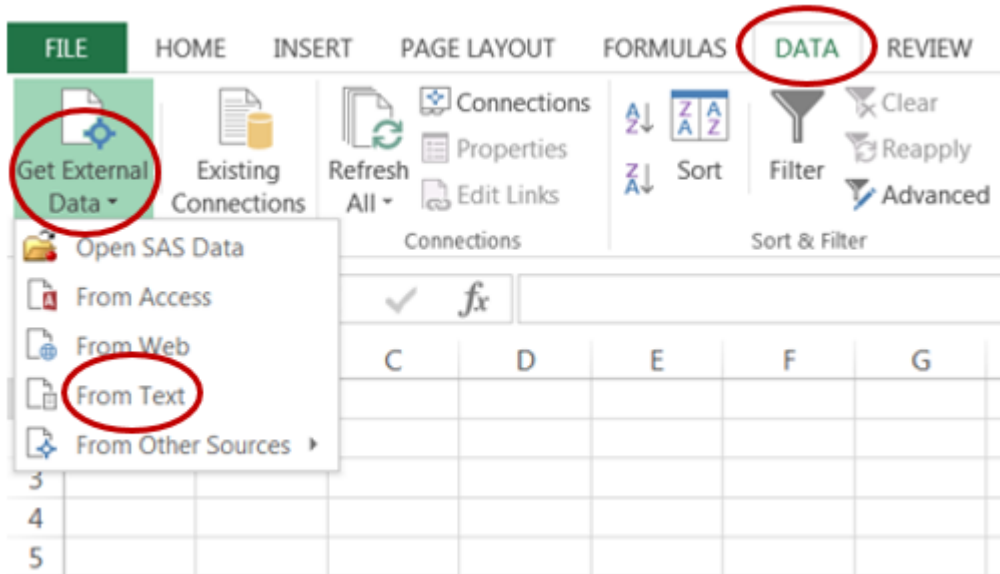
How To Find and Replace in Notepad

To find = in .csv version of FTE Detail Report

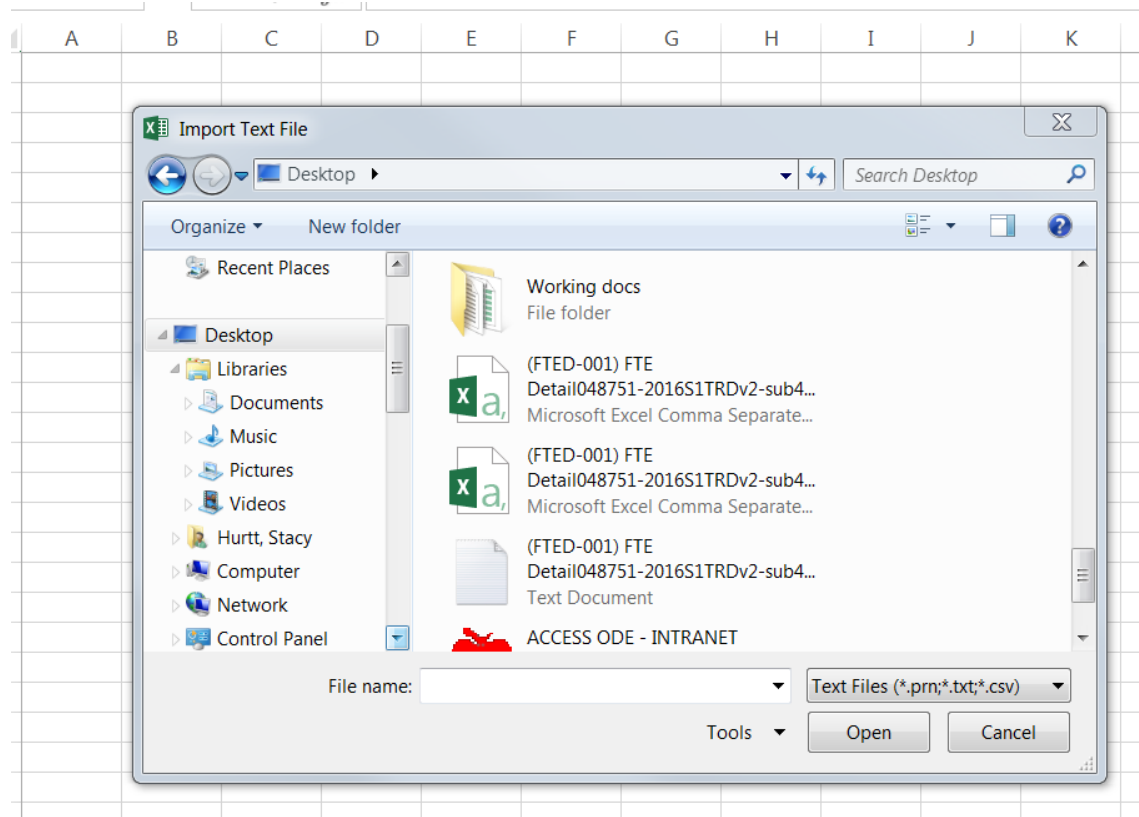
1. Drag FTE Detail report from zip file to your desktop in .csv format. Do not open first.
2. Hovering over .csv report desktop shortcut, right click and select Open With Notepad.
3. With the report open in Notepad, click **Edit**, and then click **Replace**.
4. In the **Find what** box, type the = symbol.
5. In the **Replace with** box, do not type any text or spaces. Leave blank.
6. To replace all instances of the = with blank, click **Replace All**.

How To Import Notepad Into Excel Using Text Import Wizard

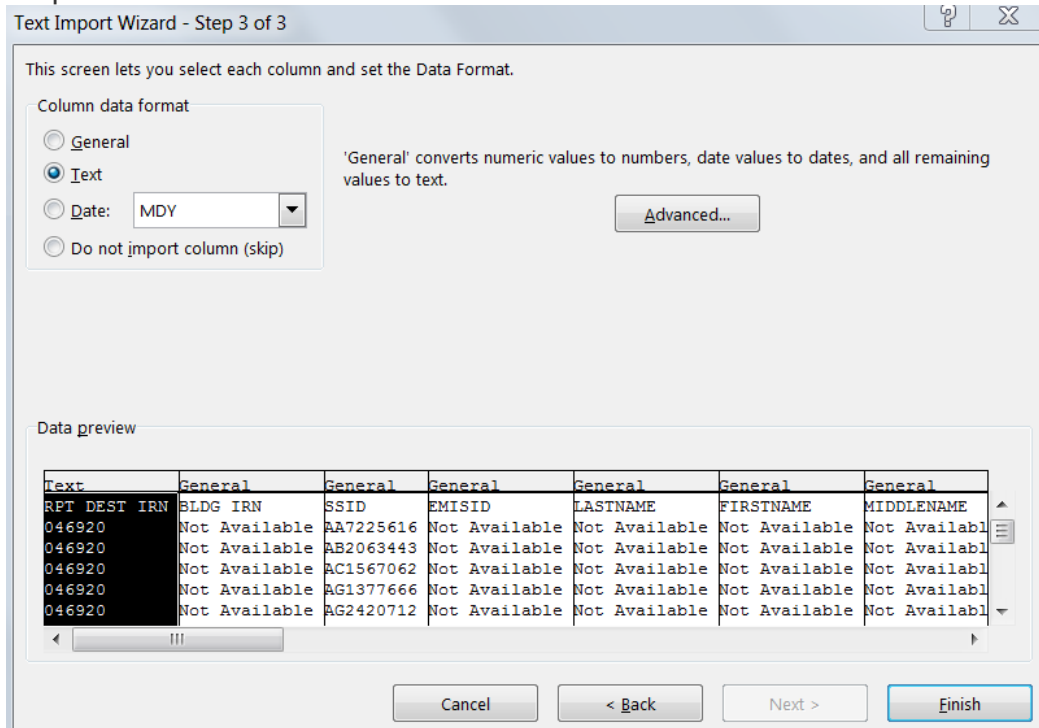
Open a blank Excel spreadsheet. From the Data tab under Get External Data, choose 'From Text'



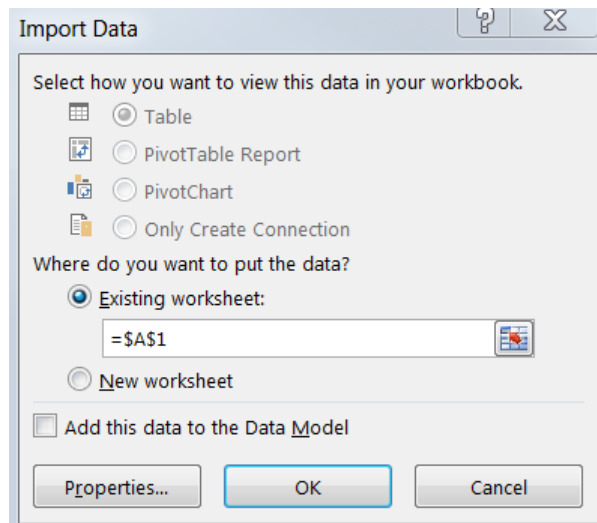
Find your FTE Detail report in Notepad and double click it. This will open the Text Import Wizard.



Step 3 – Set Column data format to Text and click Finish.



A final window will be displayed asking where you wish to put the data into the sheet. Leave everything as is and click OK



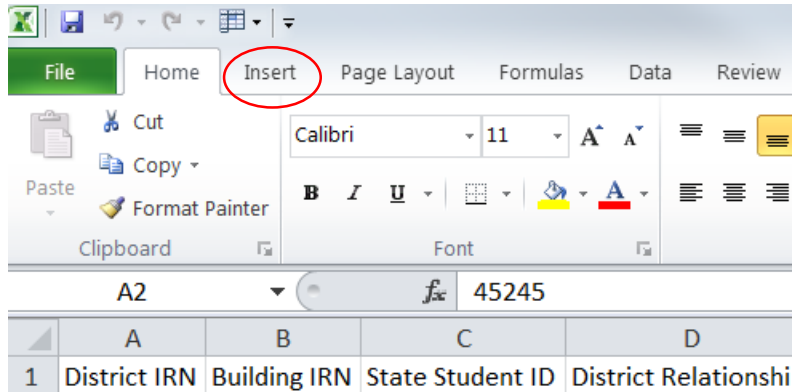
Your Text Data will now be input into the Excel sheet!

RPT_DEST_IRN	BLDG_IRN	SSID	EMISID	LASTNAME	FIRSTNAME	MIDDLENAME
048751	Not Available	AA5861608	Not Available	Not Available	Not Available	Not Available
048751	Not Available	AA8222444	Not Available	Not Available	Not Available	Not Available
048751	Not Available	AB6278617	Not Available	Not Available	Not Available	Not Available

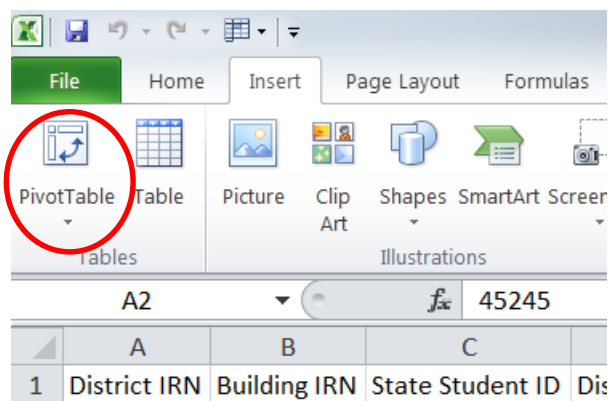
How To Create A Pivot Table

Open FTE Detail Report in excel format

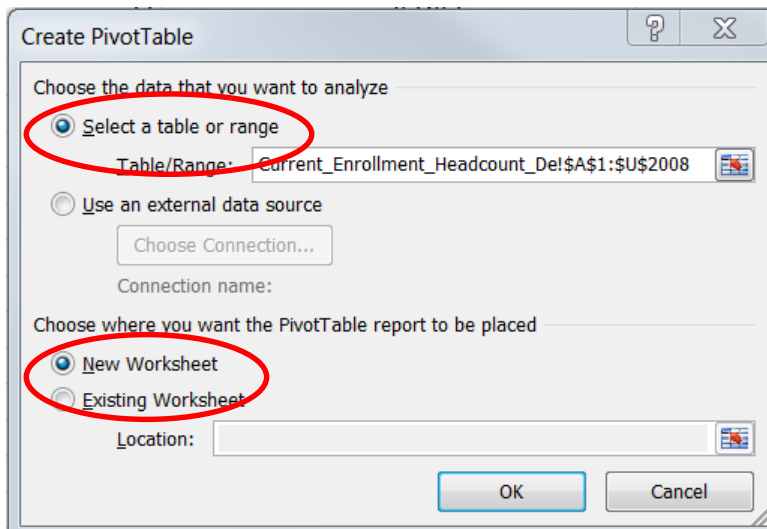
Click on "INSERT"



Click on "PIVOT TABLE"



"Create Pivot Table" box opens. Keep default settings and click "OK".



A new worksheet opens up for creating your Pivot Table

The screenshot shows a Microsoft Excel worksheet with a PivotTable2 placeholder. The placeholder text reads: "To build a report, choose fields from the PivotTable Field List". Below this text are two icons: a grid representing a data source and a PivotTable structure. A circular callout highlights a checkbox in the PivotTable structure, indicating the selection process.

The PivotTable Fields task pane on the right is titled "PivotTable Fields" and contains the following fields for selection:

- RPT DEST IRN
- BLDG IRN
- SSID
- EMISID
- LASTNAME
- FIRSTNAME
- MIDDLENAME
- LEA IRN
- LEVEL 2 REC TYPE CODE
- FTE START DATE
- RESULT CODE
- FTE FUND PTRN CODE
- LEGAL DIST OF RES IRN

Below the field list, the task pane is divided into four areas for field placement:

- FILTERS** (represented by a funnel icon)
- COLUMNS** (represented by a vertical bar icon)
- ROWS** (represented by a horizontal bar icon)
- VALUES** (represented by a sigma icon)

The worksheet tabs at the bottom show "Sheet3" and "(FTED-001) FTE Detail".

On the right side of your spreadsheet, drag “SSID” to the “VALUES” box at the bottom of the sheet. This becomes the field on which the “count” of “Calendar” will be based on.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is located in cells A3:B3. The PivotTable has one row with the label "Count of SSID" in cell A3 and the value "4658" in cell B3. The PivotTable Fields task pane is open on the right side of the spreadsheet. The task pane shows a list of fields to add to the report, including "COUNT", "ADJSTD FTE", "STATE EQUIV GRADE LEVEL CODE", "DISAB CNDTN CODE", "SPECED CAT CODE", "ECON DISADV FLAG", "LEP CODE", "FTE END DATE", "FTE INCL CODE", "CALENDAR", "LEA TYPE", and "SRC DATA". The "COUNT" field is selected. Below the list, there are four areas for drag-and-drop: FILTERS, COLUMNS, ROWS, and VALUES. The "VALUES" area contains the "Count of SSID" field. At the bottom of the task pane, there is a checkbox for "Defer Layout Update" and an "UPDATE" button.

	A	B	C
1			
2			
3	Count of SSID		
4		4658	
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			

Notice the change to your table on the left side of the page. The label for “Count of SSID” is inserted and below that is the total count of SSIDs.

Next, click on "CALENDAR" and drag it to the "Rows" box.

The screenshot displays an Excel spreadsheet with a PivotTable and the PivotTable Fields task pane. The PivotTable is located in the range A3:C4, with the following data:

	A	B	C
1			
2			
3	Count of SSID		
4	4658		

The PivotTable Fields task pane is open on the right side of the screen. It shows a list of fields to add to the report, including:

- ADJSTD FTE
- STATE EQUIV GRADE LEVEL CODE
- DISAB CNDTN CODE
- SPECED CAT CODE
- ECON DISADV FLAG
- LEP CODE
- FTE END DATE
- FTE INCL CODE
- CALENDAR** (checked and circled in red)
- LEA TYPE
- SRC DATA

The task pane also shows the following layout:

- ROWS:** CALENDAR
- VALUES:** Count of SSID

A red arrow points from the "CALENDAR" field in the list to the "ROWS" area. The task pane includes an "UPDATE" button and a "Defer Layout Update" checkbox.

You will see each of your calendars as a row with a count along the left edge of your pivot table.

A3		Row L	
	A	B	C
1			
2			
3	Row Labels	Count of SSID	
4	043760-006320-12-SR	1	
5	043802-035063-09-**	1	
6	044123-039396-**-**	1	
7	044123-135517-**-**	1	
8	044255-005348-**-**	1	
9	045013-011579-01-**	12	
10	045013-011579-02-**	17	
11	045013-011579-KG-**	1	
12	045013-011579-KG-K1	7	
13	045013-011579-KG-K2	3	
14	045013-011580-**-**	17	
15	045013-039628-**-**	68	
16	045013-039701-**-**	55	
17	045401-004176-**-**	1	
18	045401-014514-01-FE	2	
19	045401-014514-02-FE	5	
20	045401-014514-04-FE	2	
21	045401-014514-KG-K2	1	
22	045401-023424-**-**	7	
23	045401-023424-12-SR	3	
24	045401-098574-**-**	6	
25	046276-035196-09-**	1	
26	046391-099853-**-**	1	
27	046409-008995-**-**	9	
28	046409-008995-12-SR	1	
29	046409-033399-**-**	8	
30	046409-124867-**-**	3	
31	046920-002964-**-**	1230	
32	046920-002964-06-ED	1	
33	046920-002964-07-ED	1124	

Sheet1

(FTED-001) FTE Detail

From here you can double click on any count to open a new table showing a complete breakdown of that count within a new tab of the spreadsheet.

RPT DEST IRN												
	A	B	C	D	E	F	G	H	I	J	K	L
1	RPT DEST IRN	BLDG IRN	SSID	EMISID	LASTNAME	FIRSTNAME	MIDDLENAME	LEA IRN	LEVEL 2 REC TYPE CODE	FTE START DATE	RESULT CODE	FTE FUND PTRN CODE
2	12345	Not Availabl	ZD464338	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-10-26 00:00:0	FT0000	RGJV
3	12345	Not Availabl	YG559918	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-20 00:00:0	FT0000	RGJV
4	12345	Not Availabl	YG433258	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2016-01-07 00:00:0	FT0000	RGJV
5	12345	Not Availabl	AB206344	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2016-01-11 00:00:0	FT0000	RGJV
6	12345	Not Availabl	VU664628	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-24 00:00:0	FT0000	RGJV
7	12345	Not Availabl	VU123781	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-24 00:00:0	FT0000	RGJV
8	12345	Not Availabl	VT962836	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2016-01-11 00:00:0	FT0000	RGJV
9	12345	Not Availabl	VT959937	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-20 00:00:0	FT0000	RGJV
10	12345	Not Availabl	VM473751	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-08-24 00:00:0	FT0000	RGJV
11	12345	Not Availabl	VF711239	Not Availa	Not Available	Not Available	Not Available	051060	FTED-001	2015-10-26 00:00:0	FT0000	RGJV