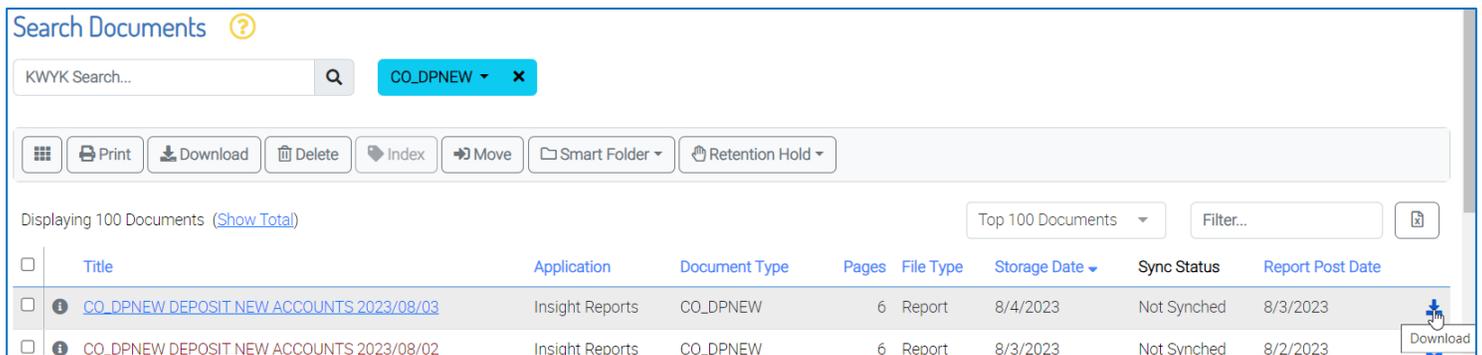


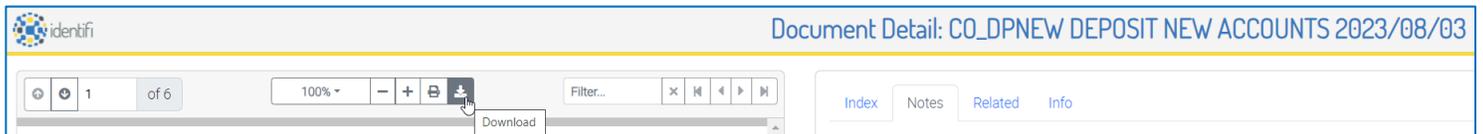
Converting Reports to Excel Using the Text Import Wizard

Download the Report from Identifi:

1. From Search Results, use the Download icon to download the report (pending permission):



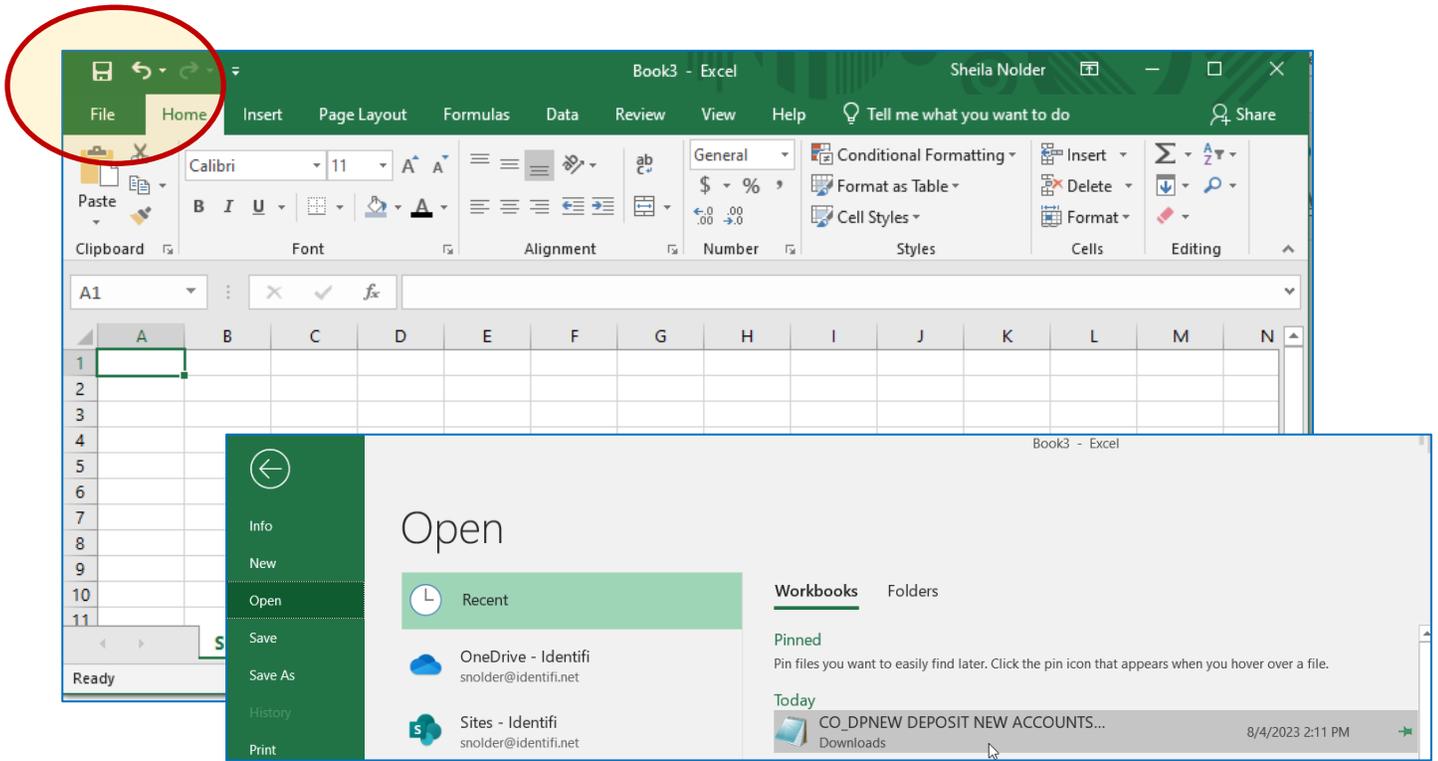
Alternately, use the Download icon within the Document Detail Viewer:



The file will download as a .txt or .prn file.

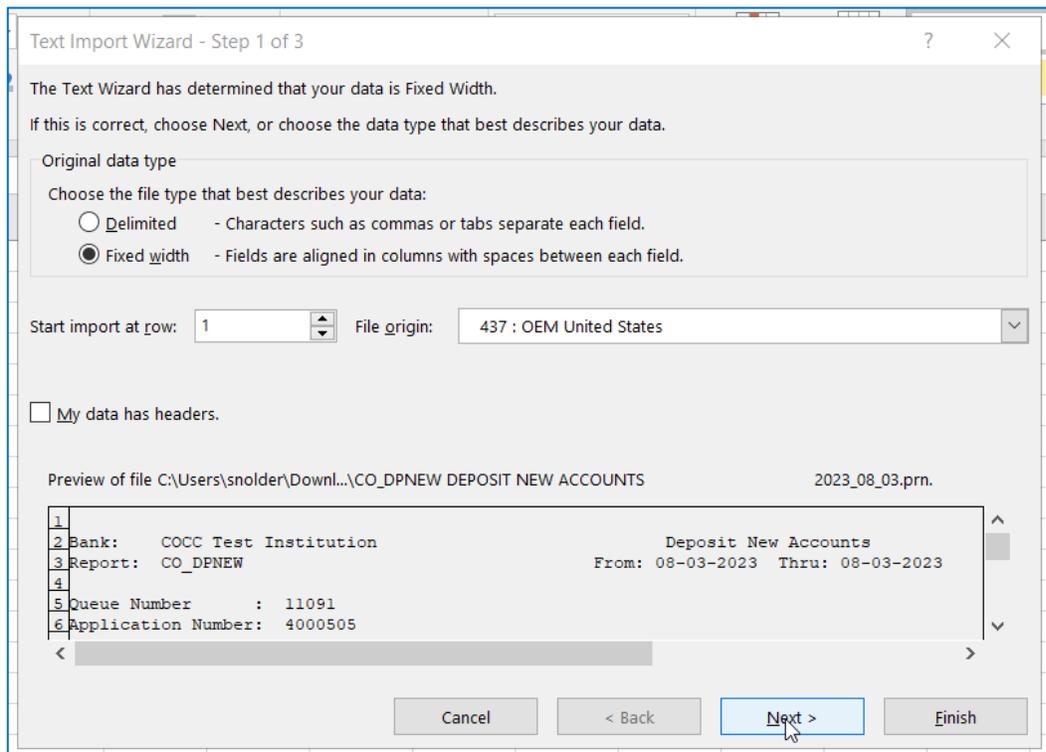
Name	Type
CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.txt	Text Document
CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn	

2. Open a blank document in Microsoft Excel. Select **File -> Open** and browse out to open the downloaded file.

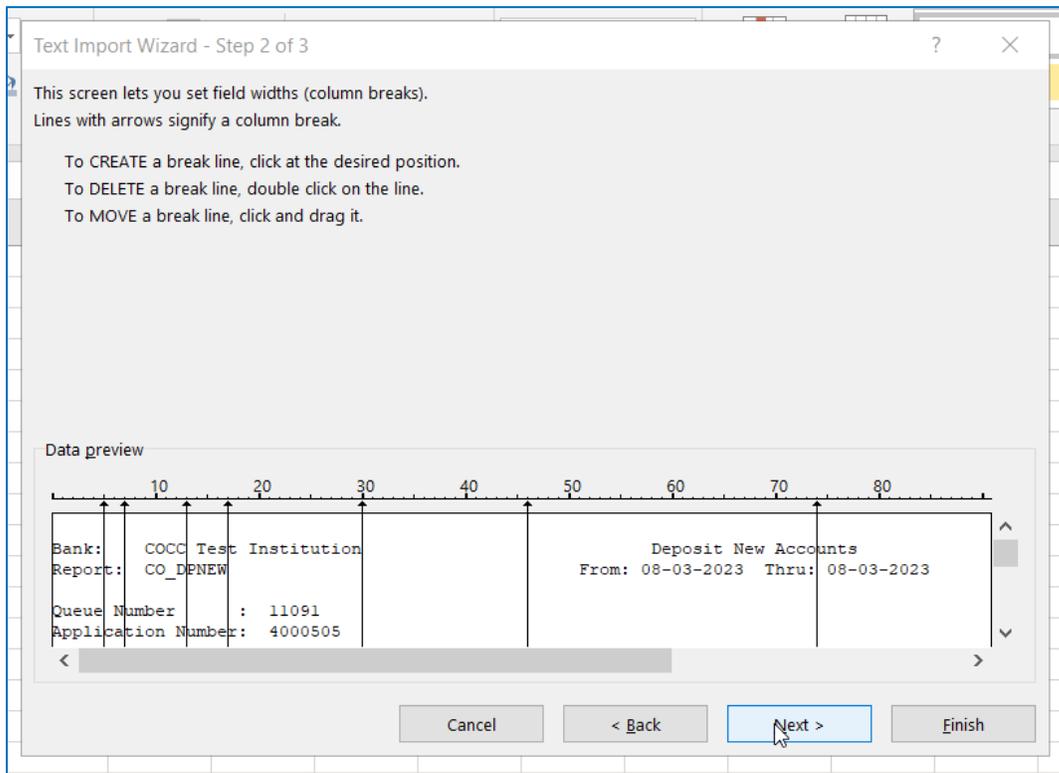


3. The **Text Import Wizard** will open:

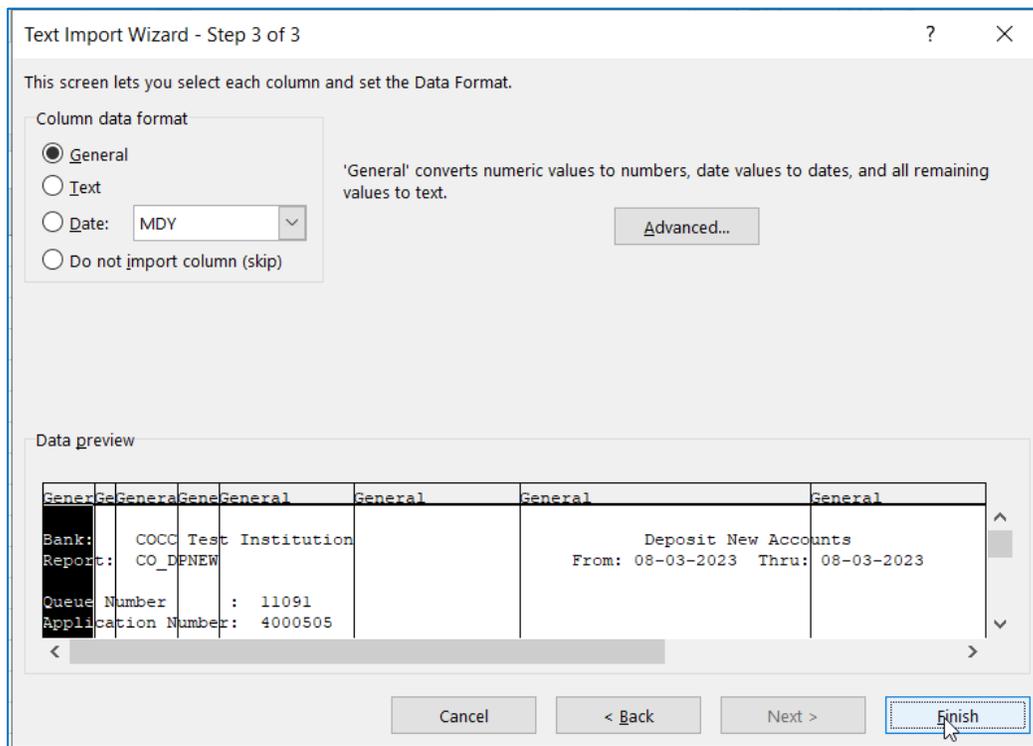
a. At Step 1, click **"Next."**



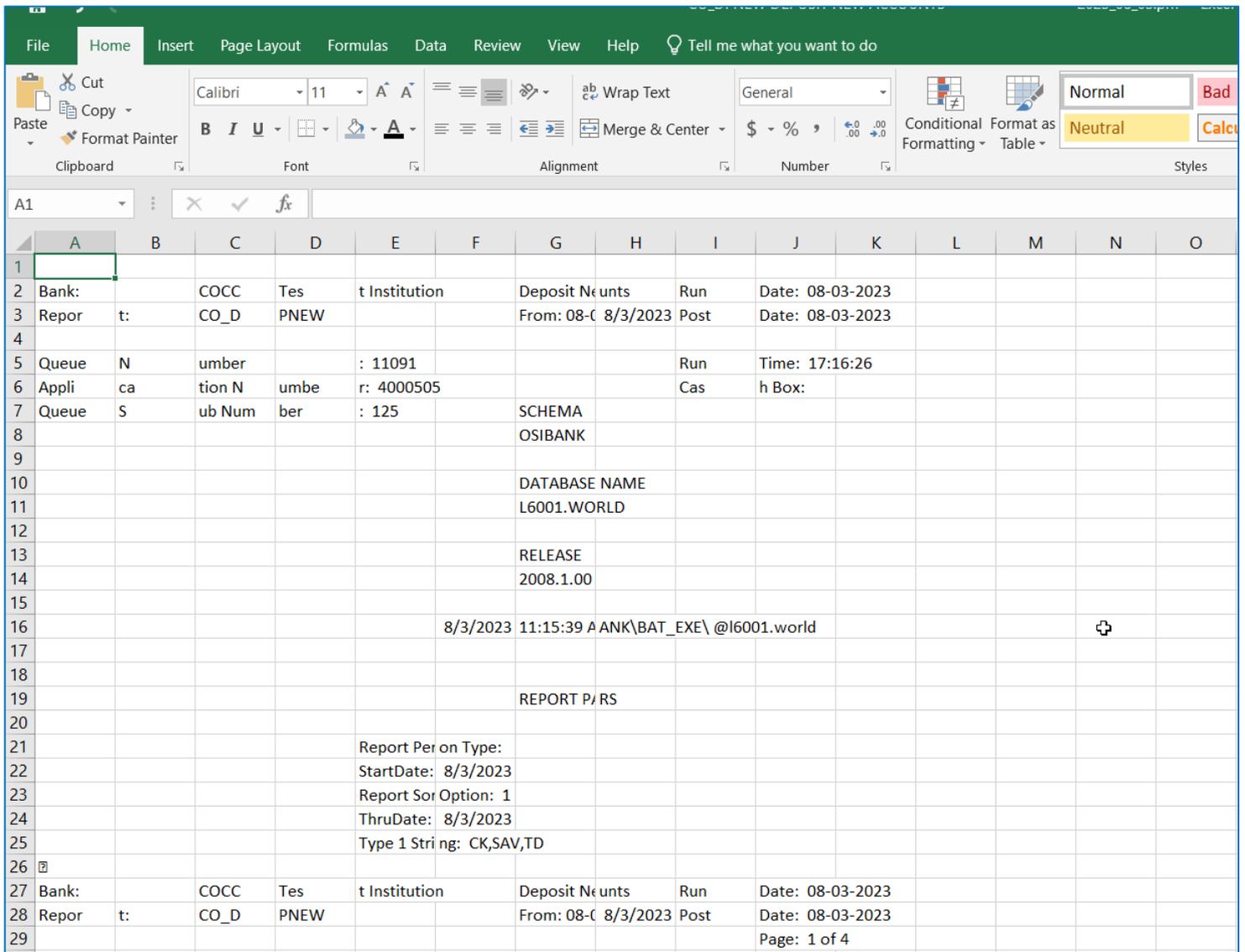
b. At Step 2, click “Next.” (Do not adjust the columns)



c. At Step 3, click “Finish.” (Do not adjust the columns)



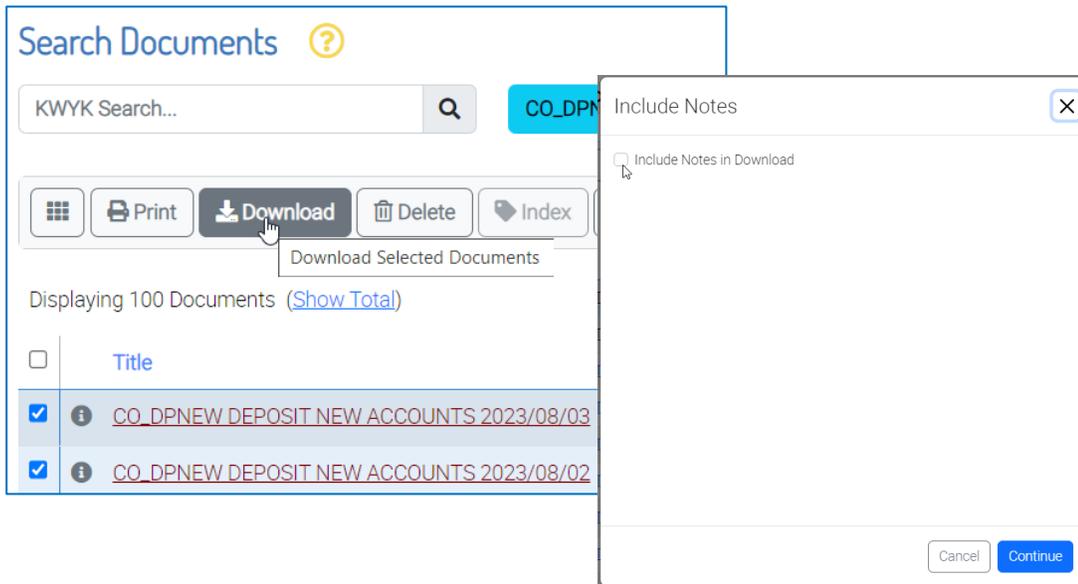
4. The document text will be converted into columns, and the document can be adjusted as needed.



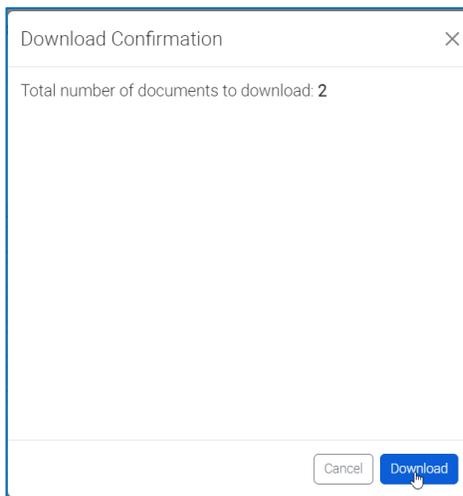
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2	Bank:		COCC	Tes	t Institution		Deposit Ne	unts	Run	Date: 08-03-2023					
3	Repor	t:	CO_D	PNEW			From: 08-0	8/3/2023	Post	Date: 08-03-2023					
4															
5	Queue	N	umber		: 11091				Run	Time: 17:16:26					
6	Appli	ca	tion N	umbe	r: 4000505				Cas	h Box:					
7	Queue	S	ub Num	ber	: 125		SCHEMA								
8							OSIBANK								
9															
10							DATABASE NAME								
11							L6001.WORLD								
12															
13							RELEASE								
14							2008.1.00								
15															
16							8/3/2023	11:15:39	A ANK\BAT_EXE\	@l6001.world					
17															
18															
19							REPORT P/RS								
20															
21							Report Per on Type:								
22							StartDate: 8/3/2023								
23							Report Sor Option: 1								
24							ThruDate: 8/3/2023								
25							Type 1 Stri ng: CK,SAV,TD								
26															
27	Bank:		COCC	Tes	t Institution		Deposit Ne	unts	Run	Date: 08-03-2023					
28	Repor	t:	CO_D	PNEW			From: 08-0	8/3/2023	Post	Date: 08-03-2023					
29										Page: 1 of 4					

Downloading Multiple Reports from Search Results:

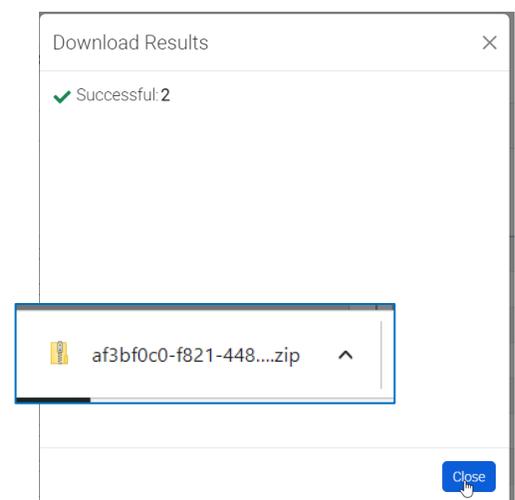
To select multiple reports and mass download selected files into a Zip folder, select the desired reports and use the Download button in the Menu Bar. A prompt will display with the option to include Notes.



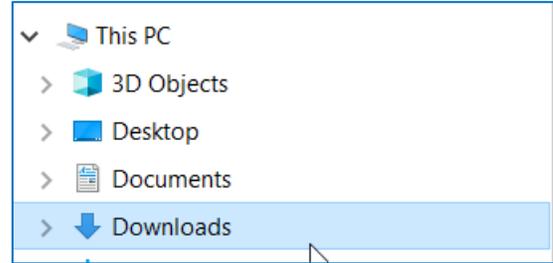
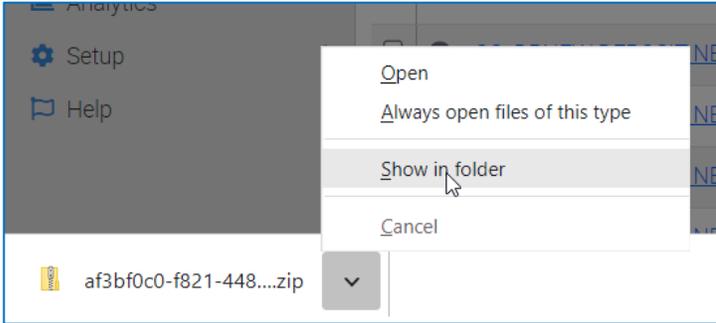
A Download Confirmation will be presented; click **“Download.”**



A Zip Folder will be presented at the bottom left of the screen, and a Download Results window will confirm the number of documents selected.



Use the arrow to select **“Show in Folder,”** or open the Downloads folder from Windows Explorer.



Open the Zip folder to display the selected reports:

Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
CO_DPNEW DEPOSIT NEW ACCOU...	Text Document	2 KB	No	10 KB	87%	8/4/2023 3:02 PM
CO_DPNEW DEPOSIT NEW ACCOU...	Text Document	2 KB	No	10 KB	87%	8/4/2023 3:02 PM

Follow instructions as above from Step 2, opening each document into a separate Excel Workbook or File.