

## DOWNLOADING A FILE

- Data can be extracted from the STARS Ad Hoc system, saved as a formatted report file or data file, downloaded to a personal computer (PC), and imported into PC based spreadsheet, database, or word processing software.
- Different file types can be specified depending on the PC software to be used. The two most common file types used are: format “Lotus” which can be used with spreadsheet and database software; and format “WP” (WordPerfect) which can be used with word processing software. If data is saved using the “Lotus” format, a comma delimited file will be created which includes only data. The file will not include totals (except those created by Sum Across) or headings that may have been added to the result. Report files created using the “WP” format will contain totals, headings, and page formatting.

When downloading a report file (WP format), you will likely need to adjust various page layout settings in your word processing software to get the report to print as desired. The report file is formatted for landscape printing, with up to 130 characters per line. For reports of this approximate width, selecting legal landscape paper format with left and right margins of 0.5 inches and a “line printer” font will generally format the document so it prints correctly.

- The following download procedures are based on using Vista TN3270 emulation software. Other TN3270 emulation software packages should also work if the software supports file transfers. There may be differences in the screens used to set up the file transfer and different steps may be used for downloading files. Contact your agency technical support staff for assistance with other TN3270 software packages.
- Several processes must be completed to extract data from STARS Ad Hoc, download the data to your PC, and import it into a PC application. These processes are as follows:
  - Create and save a STARS Ad Hoc data or report file on the mainframe computer.
  - Download the data or report file to your PC.
  - Import the file into your PC based application.

## CREATE AND SAVE AN AD HOC RESULT FILE

**Step 1:** Create the result (report or data file) using the STARS Ad Hoc system. If you are creating a data file, data formatting characteristics (such as headers, totals, and page breaks) will not be included with the data. Use Walkthrough 2 below to create a result.

## WALKTHROUGH 2

**Scenario** – You have just taken a new position in the Department of Administration. Your first assignment is to create a PC based spreadsheet or database to track and report on non-payroll expenditures. You’ve determined you want to be able to manipulate the data by document and by any of the primary funding fields used. You have decided to implement this process in phases, beginning with two funds, 2197 and 6105, for the most recently completed month.

- Analyze the Problem to be Resolved.
- Select the Appropriate Ad Hoc File and Identify Selection Criteria.
- Eliminate Unneeded Data by Using the Display Functions Menu – Select Columns, Select Range, or Select Values.
- Manipulate and Format Data by Using the Display Functions Menu – Sort, Subtotal, Sum Across, and Report Headings.

*(See page 49 for one solution to Walkthrough 2)*

**Step 2:** With the result displayed, save the result as a file on the mainframe. On the command line, key “HOLD AS (file name) FORMAT (file type)” and press the Enter key. The file name assigned must be “Download”. The file type will be either “Lotus”, “WP”, or one of the other available types.

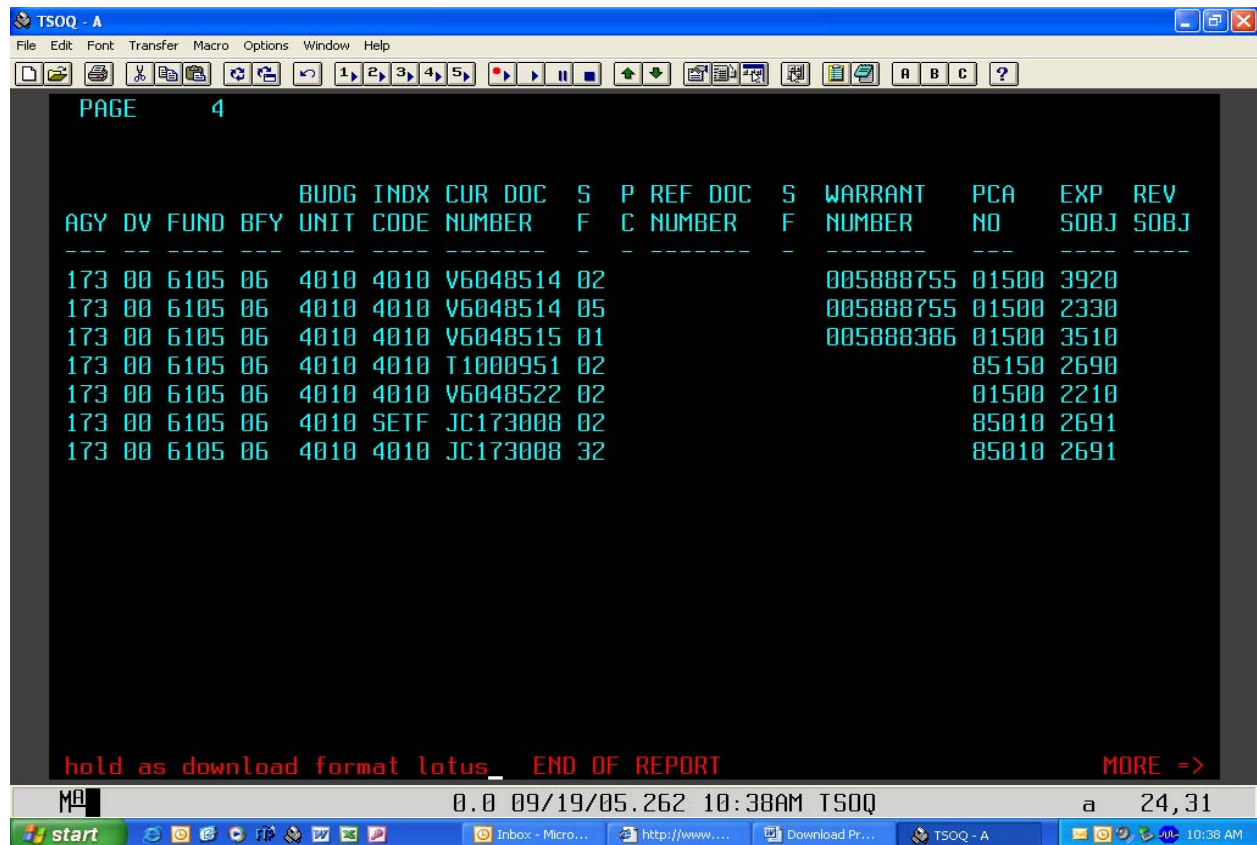


**Key** *HOLD AS DOWNLOAD FORMAT LOTUS* on the command line and **press** the *ENTER* key.

Format “Lotus” can be used to download a data file that will be imported into either a spreadsheet or a database. To download a report for printing, use “WP” (WordPerfect) as the format type.

Only one file can be saved and downloaded at one time.

If you try to save a file that is larger than the workspace allocated for your use, the file will not be saved. The system will return you to the Ready screen with the following error message – “Focus Ended Due to Error+”. If this situation occurs, additional workspace can be allocated to resolve this problem. Contact the DISC BDAS section for assistance.

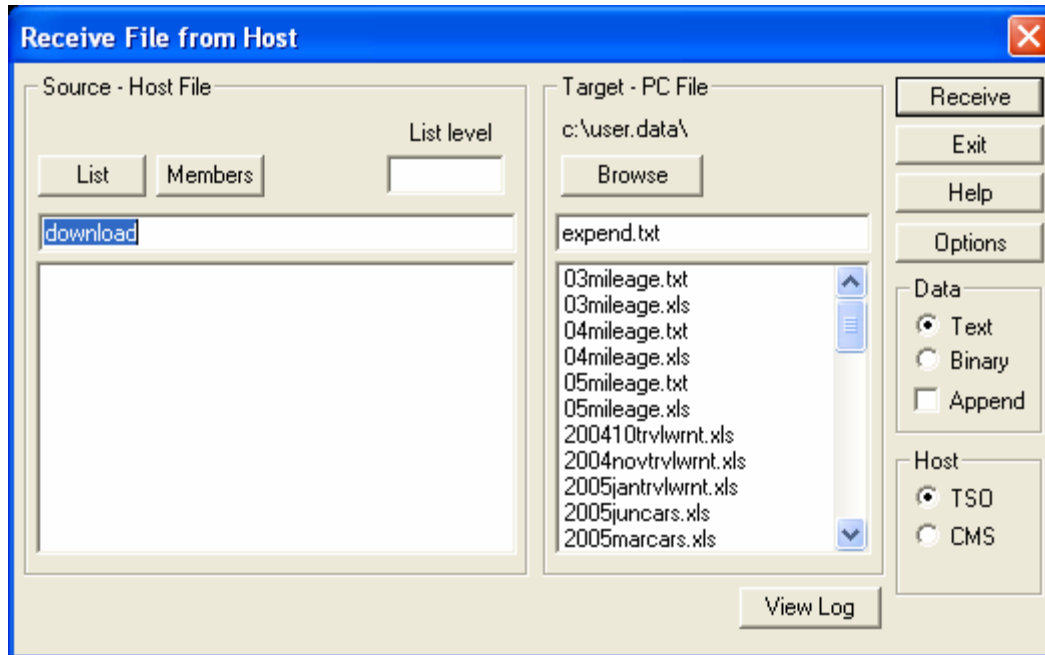


**Step 3:** Exit STARS Ad Hoc. Return to the STARS Ad Hoc Main Menu, **Key** a 10 in the ENTER SELECTION field on the Ad Hoc Main Menu, and **press** the *ENTER* key. A blank screen will display.

**Step 4:** **Key** *Fin* on the command line and **press** the *ENTER* key. The Ready screen will display.

## DOWNLOAD FILE TO PC

**Step 1:** On the menu bar, **click** on the Transfer menu item and then **click** on Receive from Host. The Receive File from Host dialog box will display.



**Step 2:** Complete the following fields on the dialog box:

- Source - Host File - **Key** *DOWNLOAD* as the file name assigned to the result created from STARS Ad Hoc. (Note: The Host File name initially defaults as Temp.Download the first time you use Vista. Once you change it, the “Download” file name will become the new default until it is changed.)
- PC File - **Select** the *path (drive, directory, and file name)* to be used for saving the file. The drive and directory can be entered or selected using the Browse push-button. The filename is an eight-character name assigned by the user followed by a “txt” extension. This filename can be different from the result filename.

*For our activity, use “c” for the drive, “user.data” for the directory, and “expend.txt” for the file name.*

If the drive and directory specified are not valid, the file will not download to your PC. Also, none of the names in the path can exceed eight characters in length.

- Data - **Click** on the Text radio button if it is not already selected.
- Host – **Click** on the TSO radio button if it is not already selected.

**Step 3:** **Click** on the *RECEIVE* push-button to download the file. As the file is being transferred, the number of bytes being transferred will display in the lower left of the dialog box. When the bytes transferred information is no longer displayed, the file transfer is complete. The downloaded file can now be imported into the desired software.

### TROUBLE SHOOTING TIPS

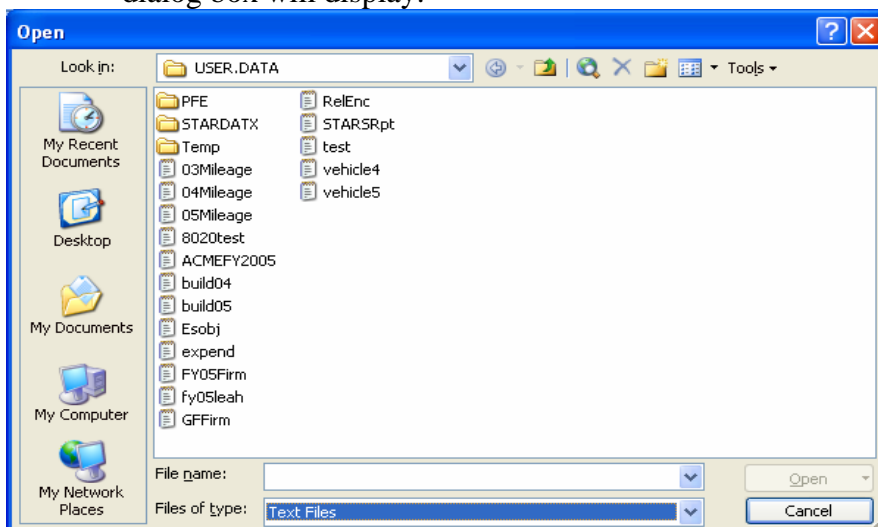
1. If you can't get a file to transfer from the mainframe to your PC, check the following items:
  - ✓ Use the Windows "My Computer" or "File Manager" functions to verify the PC File drive and directory specified on the Transfer Receive dialog box are valid.
  - ✓ Verify that TSO is the selected Host on the Receive File from Host dialog box.
2. If the file was successfully transferred to your PC but the data looks like "garbage", verify that Data is set to Text on the Receive File from Host dialog box.

## IMPORT A FILE INTO EXCEL

- The procedures for importing a file into PC based software may vary depending on the software used. However, the general logic used for importing a file into Excel should be similar to that required by other software.
- When importing a file into a spreadsheet, always import the file to a blank worksheet. If you import a file to a worksheet that contains data, existing data will be overwritten by the imported file data.
- To import a downloaded file into Excel, perform the following steps:

**Step 1:** Open Excel to the workbook into which you want to import the data. **Double-click** the EXCEL icon on your windows desktop.

**Step 2:** Select the file to be imported - **Click** on the FILE menu and then **click** on OPEN. The Open dialog box will display.

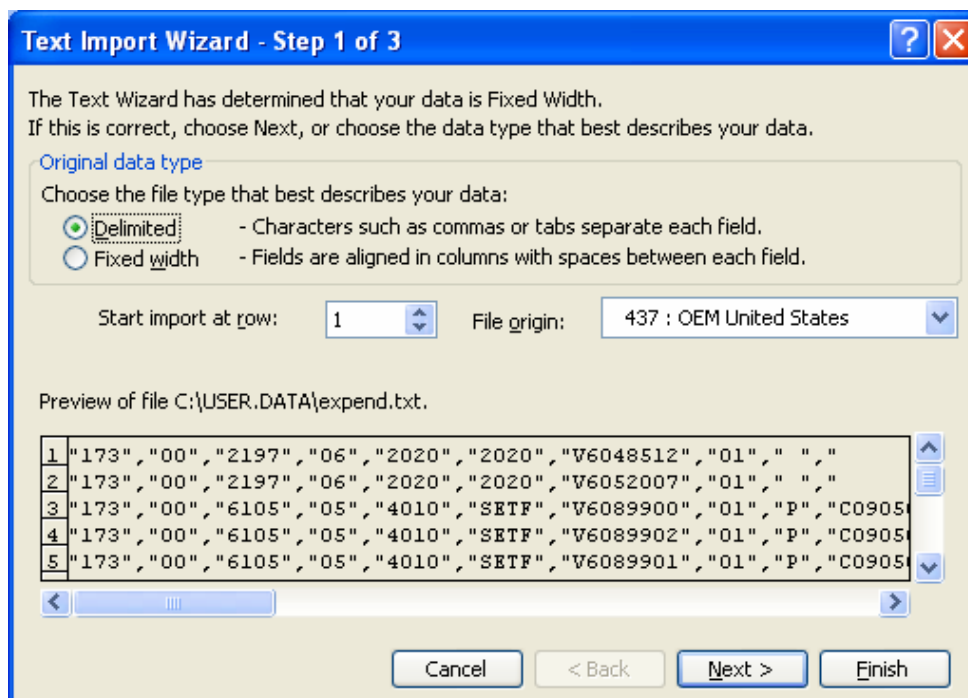


- Change the Drives and Directories to the path where the file is stored. **Click** on the Look In down arrow and select the appropriate drive and directory.

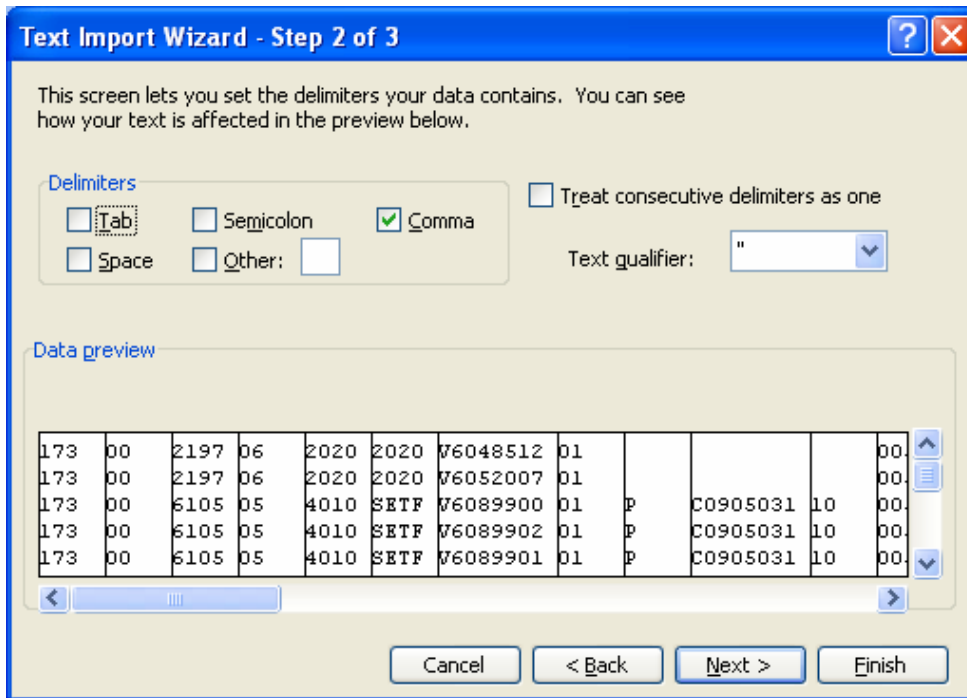
*For our activity, change the Drive to “C” and the Directory to “User.Data”.*

- Change the Files of Type to Text Files (or All Files). **Click** on the Files of Type down arrow and **click** on Text Files.
- Locate the file in the File Name list and **double-click** on the appropriate file name. The Text Import Wizard will display.

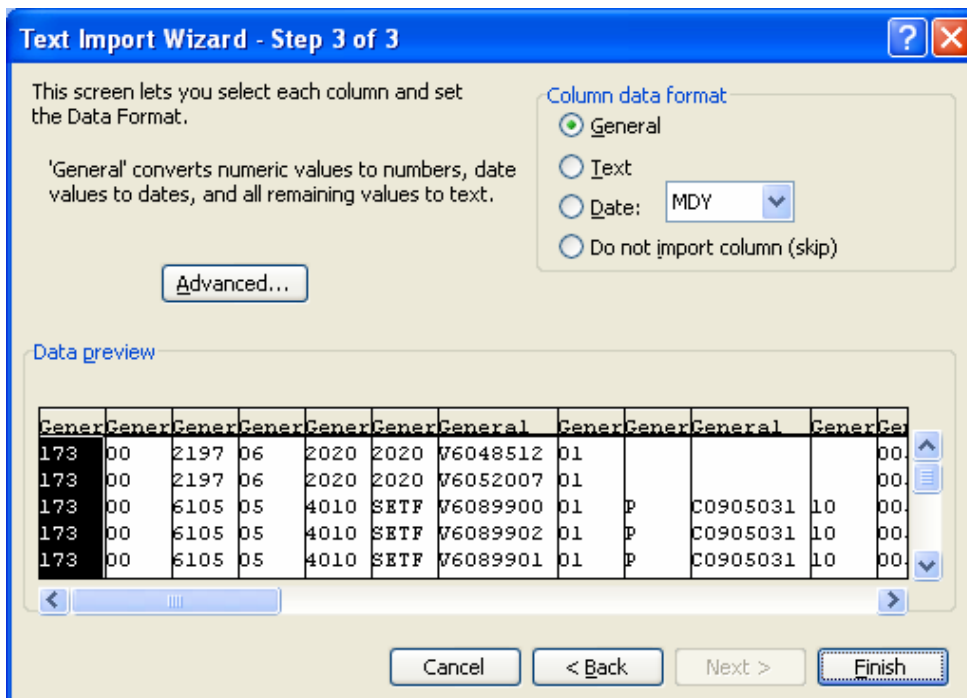
*For our activity, select the “expend” file.*



- Step 3:** On the Text Import Wizard - Step 1 of 3 dialog box, change the Original Data Type to Delimited by **clicking** on the *DELIMITED* radio button. **Click** on the *NEXT* push-button to go to the next step. The Text Import Wizard - Step 2 of 3 dialog box displays.



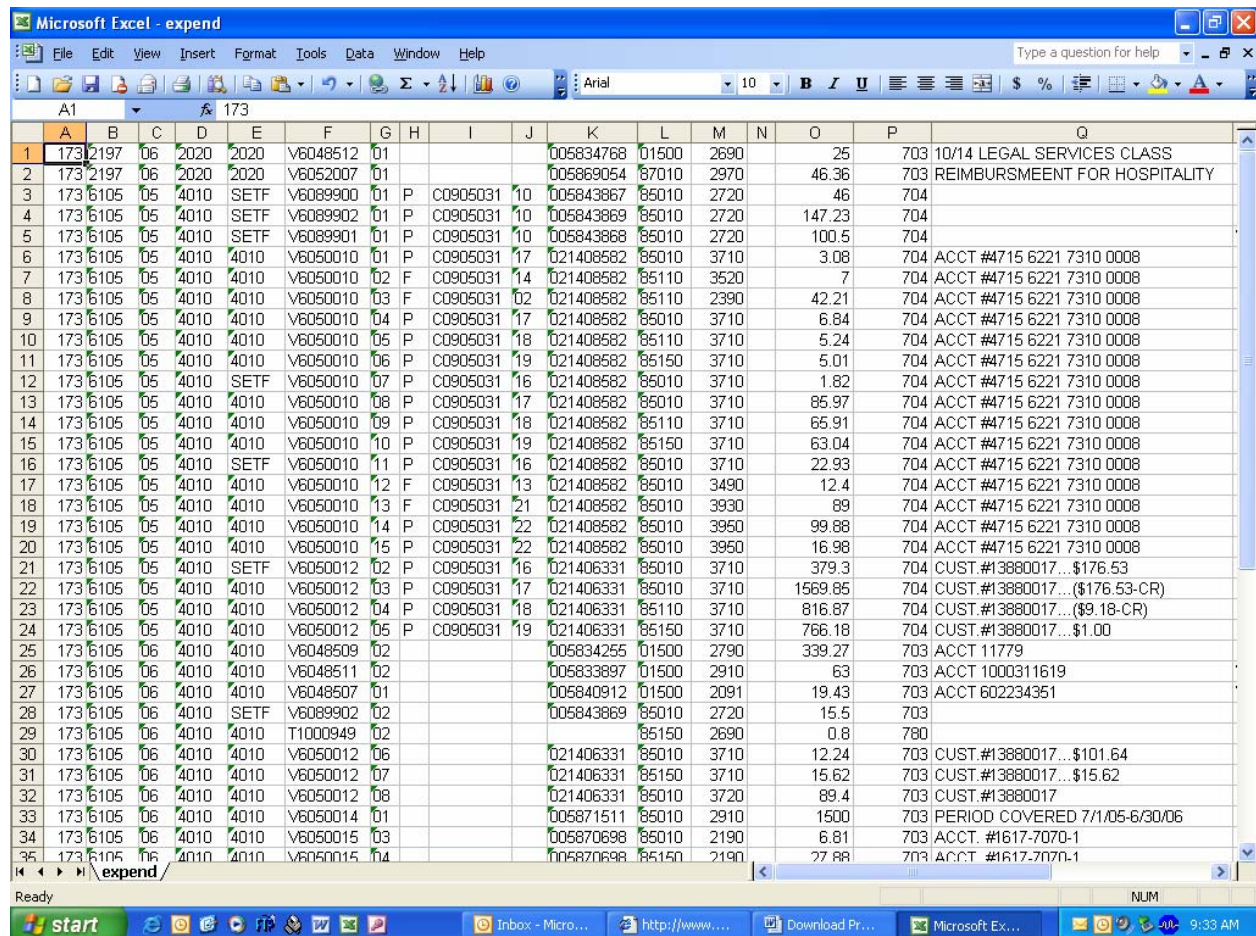
**Step 4:** Change the Delimiters setting to Comma. If the Tab check box is on, **click** on it to turn it off. **Click** on the *COMMA* check box to turn it on. The Data Preview box shows the data column format. **Click** on the *NEXT* push-button to go to the next step. The Text Import Wizard - Step 3 of 3 dialog box displays.



**Step 5:** Set the Column Data Formats. Each column can be set to a specific data format by selecting the column with the mouse and changing the Column Data Format radio button to the desired type.

Fields, such as Division, Budget Unit, Index Code, PCA, Document Suffix Number, or Warrant Number that may begin with a zero should be changed to text format. This format will ensure that the leading zero(s) in these fields will not be lost when the file is saved.

When the data formats have been set, **click** on the *FINISH* push-button. The file will be imported.



**Step 6:** Format data as desired (add headings, set column widths, change data type, or data alignment, etc.) and save the file. Be sure to change the file type from text to an Excel format before saving the file.

**DO NOT SAVE FILE IN CLASS!!!!**



## Walkthrough 2 Solution

- ✓ STARS Ad Hoc Main Menu
    - Use Selection No. 9 – Transactions
  
  - ✓ Transaction Status Menu
    - Selection Criteria
      - AgyDv 17300
      - Fund 2197 to 6105
      - Gen Ledg 5001
      - Exp SOBJ 2000 to 9999
      - Effective Date Prior month (YYMMDD to YYMMDD)
  
  - ✓ Trans Display Functions Menu – Select Columns (Selection No. 1)
    - Delete the following columns:
      - Grant Number; Grant Phase; Project Number; Project Phase, and Process Time.
- If creating a data file, note the fields that will be included in the file. This information will be needed to identify field names in your database or spreadsheet application. Screen printing the Select Columns menu is an easy way to save this information.
- ✓ Trans Display Functions Menu – Select Values (Selection No. 3)
    - Selection Criteria
      - Fund 2197 and 6105
  
  - ✓ Trans Display Functions Menu – Sort
    - Selection Criteria – Tran Code (use to review for data that should be signed and isn't)