

Remove “noise/extra space(s)” before copying & pasting data to the log

I. Check the data for noise/extra space(s)

	A	B	C	D
1	Entity	Last Name	First Name	Member ID#
2	UCare	ANNUSCH	ALORINDA	00099999900
3	UCare	JALA	CEATHER	00199999900
4	UCare	LIRUK JR	PETE	00000000900
5	UCare	LIRUK	AARINA	00000009000
6	UCare	KHLOE	CLEAB	00199990000
7	UCare	ENDT	TALLY	00100000000
8	UCare	Aomed	Abbey	00080000000
9	UCare	POLSON	JANET	00100000800
10	UCare	HAFFER	MACY	00199991000
11				
12				

II. Remove the noise/extra space

1. Highlight the data cells in column B (Last Name)

	A	B	C	D
1	Entity	Last Name	First Name	Member ID#
2	UCare	ANNUSCH	ALORINDA	00099999900
3	UCare	JALA	CEATHER	00199999900
4	UCare	LIRUK JR	PETE	00000000900
5	UCare	LIRUK	AARINA	00000009000
6	UCare	KHLOE	CLEAB	00199990000
7	UCare	ENDT	TALLY	00100000000
8	UCare	Aomed	Abbey	00080000000
9	UCare	POLSON	JANET	00100000800
10	UCare	HAFFER	MACY	00199991000
11				
12				

2. Select Data icon
3. Select Text to Columns icon
4. The Convert Text to Columns Wizard – Step 1 or 3 appears
5. Select “Delimited” radio button, if not selected
6. Click “Next” button

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Data'. The 'Text to Columns' icon is highlighted with a red '3.'. A dialog box titled 'Convert Text to Columns Wizard - Step 1 of 3' is open. The dialog box contains the following text: 'The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.' Under 'Original data type', there are two options: 'Delimited' (selected with a radio button and marked with a red '5.') and 'Fixed width'. Below this is a 'Preview of selected data' section showing a list of rows: '2 ANNUSCH', '3 JALA', '4 LIRUK JR', '5 LIRUK', '6 KHLOE'. At the bottom of the dialog box, the 'Next >' button is highlighted with a red '6.'. The background spreadsheet shows columns: Entity, Last Name, First Name, Member ID#, Date of Last Activity, Date of Current, and Assmt. Outcome. The data in the spreadsheet is as follows:

Entity	Last Name	First Name	Member ID#	Date of Last Activity	Date of Current	Assmt. Outcome
UCare	ANNUSCH	ALORINDA	00099999900			
UCare	JALA	CEATHER	00199999900			
UCare	LIRUK JR	PETE	00000000900			
UCare	LIRUK	AARINA	00000009000			
UCare	KHLOE	CLEAB	00199990000			
UCare	ENDT	TALLY	00100000000			
UCare	Aomed	Abbey	00080000000			
UCare	POLSON	JANET	00100000800			
UCare	HAFFER	MACY	00199991000			

7. Click “Tab”
8. Click “Space”
9. Click “Next” button

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab **7.**
- Semicolon
- Comma
- Space **8.**
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

ANNUSCH JR **9.**

Buttons: Cancel, < Back, **Next >**, Finish

10. Click the second column (highlight the column black)
11. Click “do not import column (skip)” radio button
12. Click “Finish” button

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip) **11.**

Advanced...

Destination: \$B\$2

Data preview

ANNUSCH JR **10.**

Buttons: Cancel, < Back, Next >, **Finish** **12.**

13. Extra space and "JR" have been removed

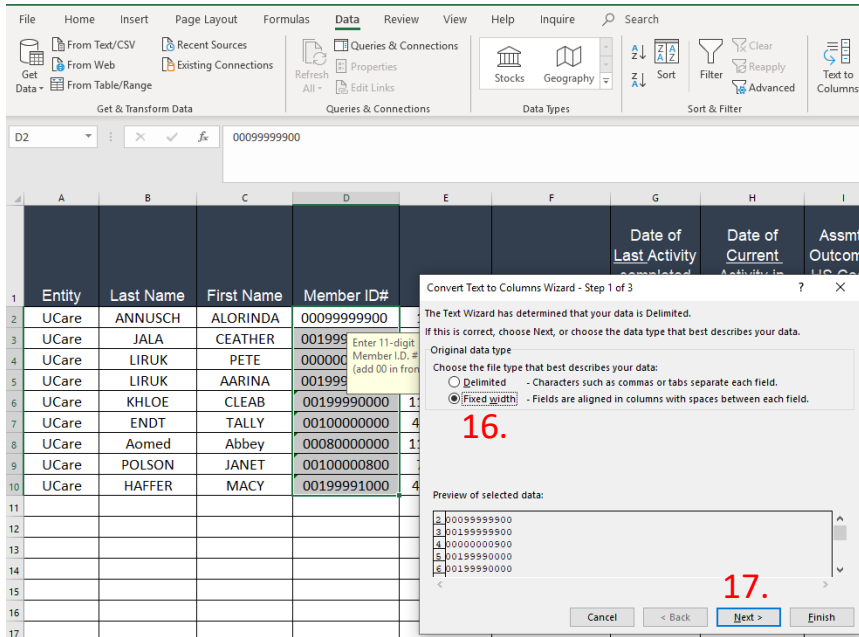
	A	B	C	D
1	Entity	Last Name	First Name	Member ID#
2	UCare	ANNUSCH	ALORINDA	00099999900
3	UCare	JALA	CEATHER	00199999900
4	UCare	LIRUK	PETE	00000000900
5	UCare	LIRUK	AARINA	00000009000
6	UCare	KHLOE	CLEAB	00199990000
7	UCare	ENDT	TALLY	00100000000
8	UCare	Aomed	Abbey	00080000000
9	UCare	POLSON	JANET	00100000800
10	UCare	HAFFER	MACY	00199991000
11				
12				

14. Column C (First Name) repeat the steps above

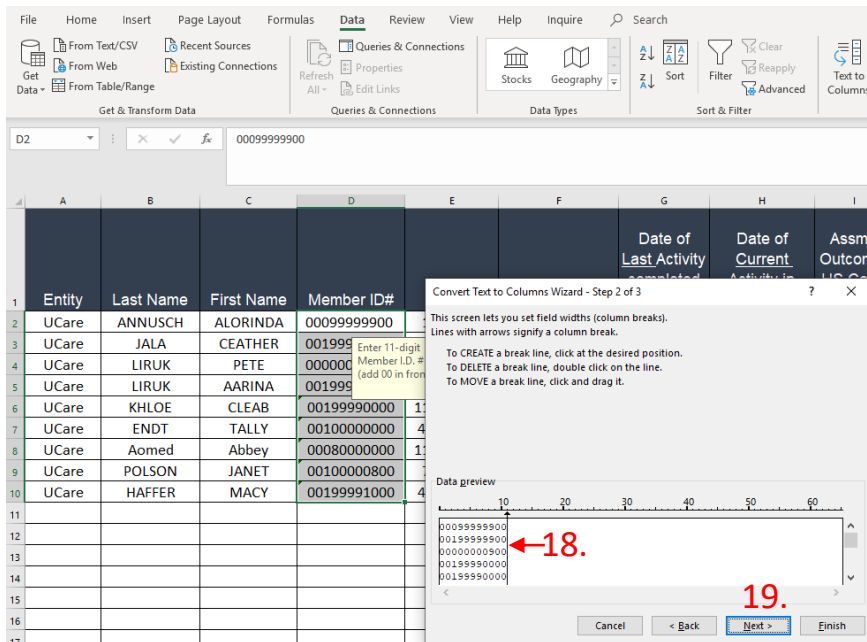
15. Column D (Member ID#) repeat steps 2 through 4 above then go to step 16

	A	B	C	D
1	Entity	Last Name	First Name	Member ID#
2	UCare	ANNUSCH	ALORINDA	00099999900
3	UCare	JALA	CEATHER	001999
4	UCare	LIRUK	PETE	000000
5	UCare	LIRUK	AARINA	001999
6	UCare	KHLOE	CLEAB	00199990000
7	UCare	ENDT	TALLY	00100000000
8	UCare	Aomed	Abbey	00080000000
9	UCare	POLSON	JANET	00100000800
10	UCare	HAFFER	MACY	00199991000
11				
12				

16. Select "Fixed width" radio button
17. Click "Next" button



18. Click in the "Data Preview" pane to create a break line, after the last digit
19. Click "Next" button



20. Click the first column (highlights the column black)
21. Click "Text" radio button to retain the leading zeros
22. Click the second column (highlights the column black)
23. Click "do not import column (skip)" radio button

24. Click "Finish" button

25. Extra space has been removed and retained the leading zeros

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

Destination: \$D\$2

Data preview

Text Skip Column

0009999900
0009999900
0009999900
001999900000
001999900000

20

22

24

26. Columns E (DOB), G (Date of Last Activity completed in 2019) & H (Date of Current Activity in 2020) repeat steps 2 through 9 above then go to step 27

01/04/1950

Extra space after the zero "0"

Entity	Last Name	First Name	Member ID#	DOB
UCare	ANNUSCH	ALORINDA	00099999900	01/04/1950
UCare	JALA	CEATHER	00199999900	5/24/
UCare	LIRUK	PETE	00000000900	1/1/
UCare	LIRUK	AARINA	00199990000	3/13/
UCare	KHLOE	CLEAB	00199990000	11/14/1978
UCare	ENDT	TALLY	00100000000	4/12/1977
UCare	Aomed	Abbey	00080000000	11/11/1958
UCare	POLSON	JANET	00100000800	7/1/1979
UCare	HAFFER	MACY	00199991000	4/10/1996

27. Click "Date" radio button

28. Click "Finish" button

29. Extra space has been removed

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General
 Text
 Date: MDY 27. Advanced...
 Do not import column (skip)

Destination: SES2

Data preview

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MDY
2/4/1980
6/25/1997
1/1/1905
9/13/1967
11/24/1978
  
```

28.

Cancel < Back Next > Finish

30. Now, you are ready to copy and paste the data to the log