


HOW TO . . .

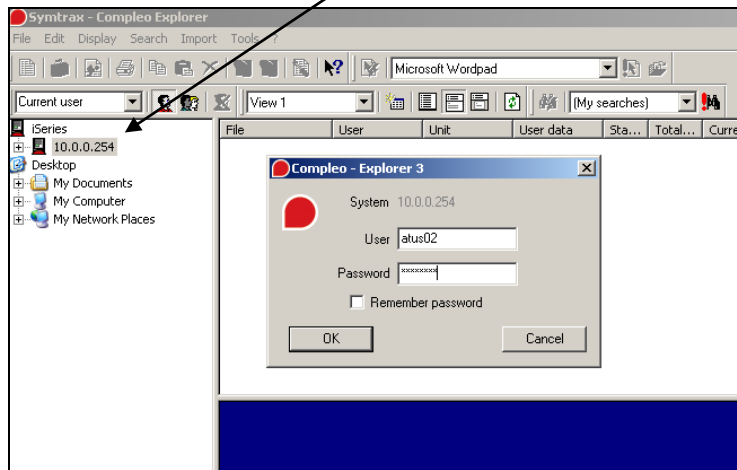


Use Compleo

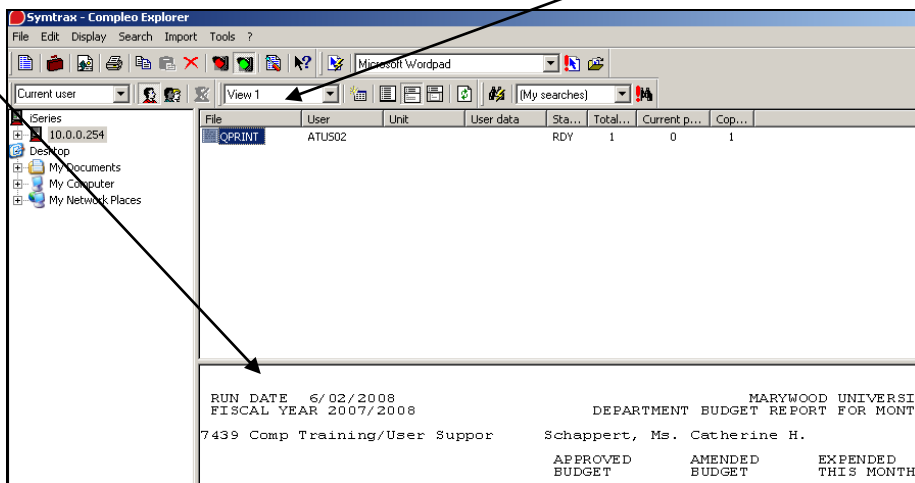
Compleo Explorer allows users to access their iSeries (Administrative Computing) spooled files and transfer them into another application, such as Microsoft Excel, after simply partitioning out columns and deleting unwanted information.

Viewing Spooled Files (Reports)

1. Open Compleo Explorer. 
2. In the window's left pane, click on the IP number below iSeries. You will then be prompted to enter your **User name** and **Password**. Do so then click **OK**.




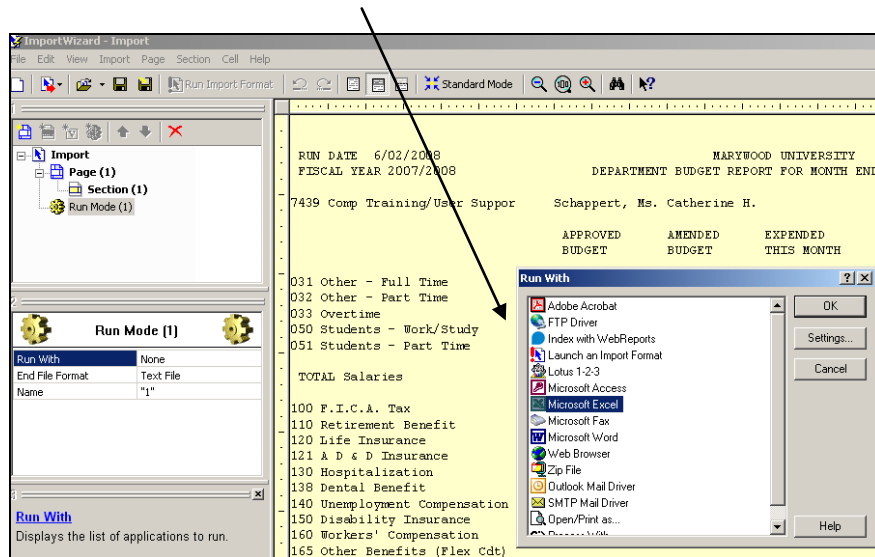
3. You should now see a listing of your spooled files from iSeries.
4. To view a spooled file, click on the spooled file (QPRINT) in the top right hand pane of the window. The spooled file (report) will be displayed in the bottom right hand pane.



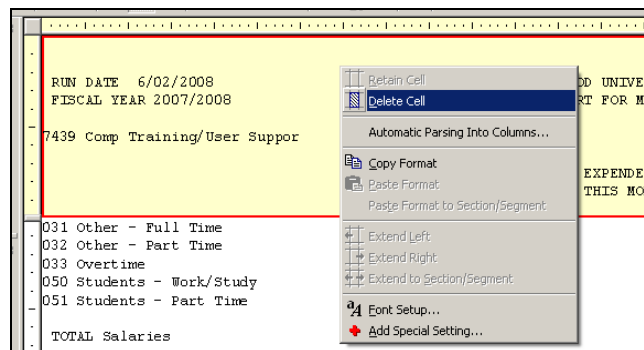


Formatting the Spooled File (Report)

1. Click on the spooled file (report).
2. Click on the **ImportWizard** button on the toolbar. 
3. A new window opens. In this window you will format the report by deleting any unneeded sections (such as headers and footers or extra white space) and partitioning columns.
4. Before you begin formatting you must tell Compleo the application you will use to transfer the report. To do this, click on the **Import** menu and choose **Add Run Mode**.
5. Choose **Microsoft Excel** from the list then click **OK**.



6. Partition off sections of the report you would like to delete first. This may take the form of a header and/or footer. To partition, move your cursor into the vertical ruler at the bottom of the area you want to delete. Click once.
7. Right click into the area. Choose **Delete Cell**.



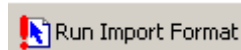


8. Repeat this process at the bottom of the page if necessary. It may also be a good idea to delete extra “white space.” This will save you the time of deleting blank rows once the file transfers into Excel.
9. Click into the remaining area of the report (it will most likely be the middle portion). Partition off columns by moving your cursor into the horizontal ruler and clicking. Repeat for each column.

7439 Comp Training/User Suppor		Schappert, Ms. Catherine H.	
	APPROVED BUDGET	AMENDED BUDGET	EXPEN THIS I
031 Other - Full Time	107,401	107,401	
032 Other - Part Time	47,591	47,591	
033 Overtime			
050 Students - Work/Study		6,595	
051 Students - Part Time	36,000	36,000	
TOTAL Salaries	190,992	197,587	

Importing the Spooled File (Report)

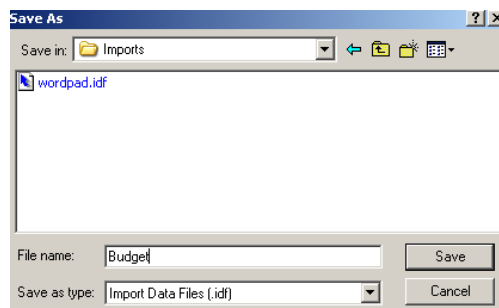
1. Once you are satisfied with how the report looks, particularly how you partitioned off each column, import the report by clicking on the **Run Import Format** button.



2. Excel will open and the report will now be displayed there. You can continue to edit the report (add headings, formulas, etc.) as needed.

Saving the Format/Template

1. Click on the **Save** button.
2. Name the format/template and save it into the following folder (the first time you save one you will have to browse to find this location): **C:/Program Files/Symtrax/Compleo Explorer 3/Imports**

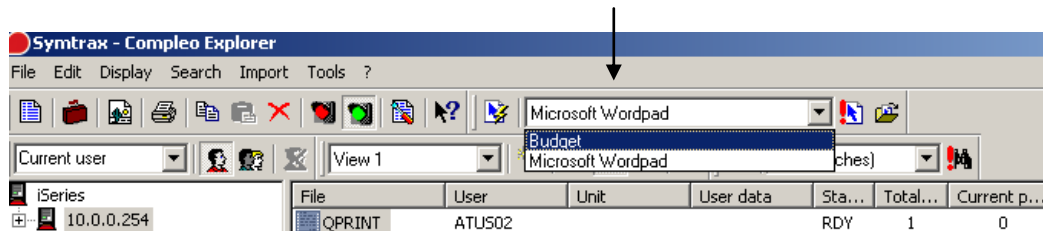





Importing a Spooled File/Report (Again)

If you previously formatted a spooled file/report and saved the template, it can be reused when importing the same report at a later date.

1. Open Compleo.
2. In the window's left pane, click on the IP number below iSeries. You will then be prompted to enter your **User** name and **Password**. Do so then click **OK**.
3. You should now see a listing of your spooled files from iSeries.
4. Click on the spooled file/report you want to import.
5. On the toolbar, click on the drop-down box where import formats/templates will be listed.



6. Choose the one you wish to use.
7. Click on the **Run the Selected Import Format** button. 
8. Your spooled file/report will be immediately transferred into Excel.