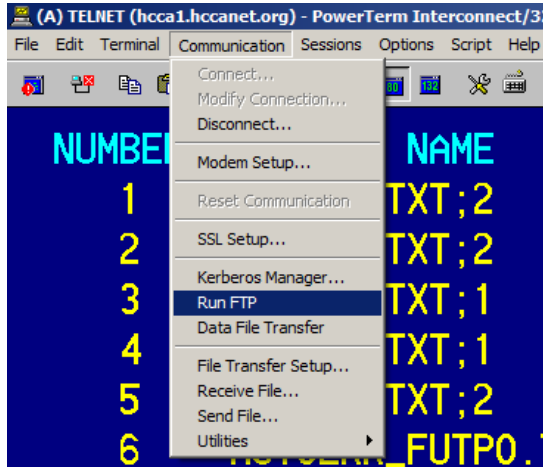




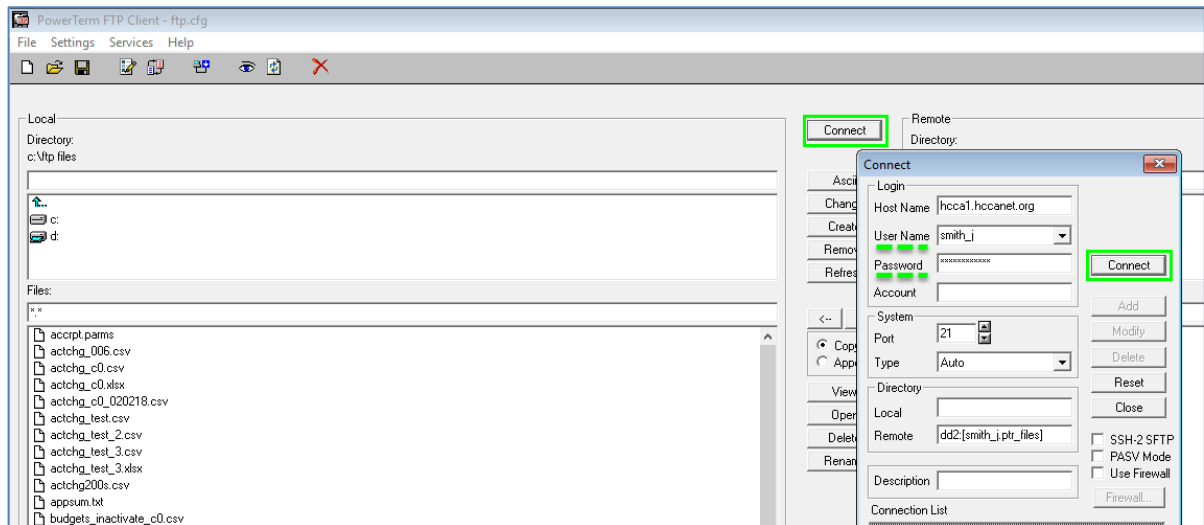
Steps to FTP Reports from PowerTerm

In PowerTerm, click on **Communication** in the drop down menu at the top of the screen and select **Run FTP**.

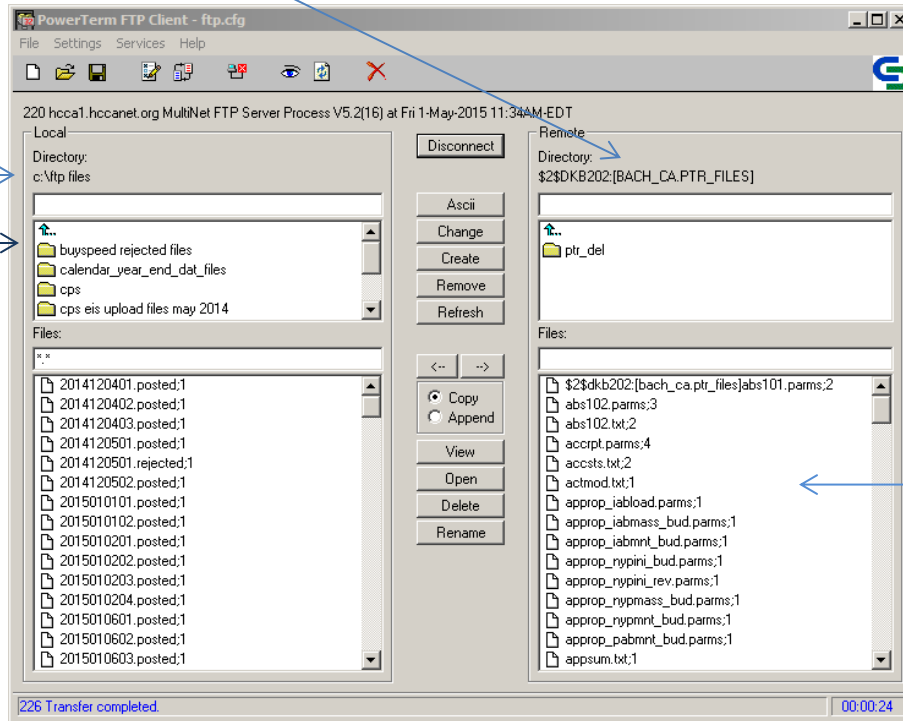


Click on **Connect** at the upper middle area of the FTP box. Log in with the same username and password as for PowerTerm. Entries in other fields should be as follows:

Host Name	hcca1.hccanet.org
Port	21
Type	Auto
Remote	For names in 1 st half of alphabet: dd1:[Jones_M.ptr_files] Or, for names in 2 nd half of alphabet: dd2:[Smith_J.ptr_files]



After you are logged in, the files in your PTR directory will appear on the lower right side of the FTP box. Your Username, indicating the reports are from *your own* PTR, should appear in the brackets at the top right.



NOTE: The file directory shown on the left side of the FTP box will be where your file will transfer to. You can change that by searching for and clicking a drive in the upper left box where file folders are displayed. Once you set that up, the same directory for future file transfers will already be selected, after clicking Disconnect and Save.

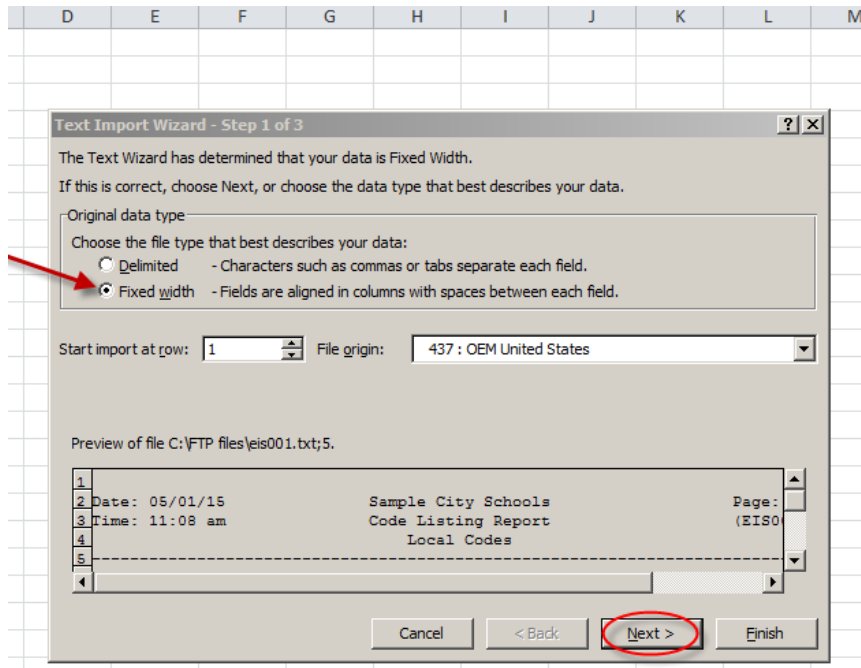
CAUTION: Do not click on a filename listed in the lower left box. Otherwise, the file being transferred from PowerTerm (from right side list) will then replace that highlighted file (in the left side list).

1. Click on the filename listed on the right side of the screen that you want to transfer.
2. Click on the left hand arrow in the middle of the screen.

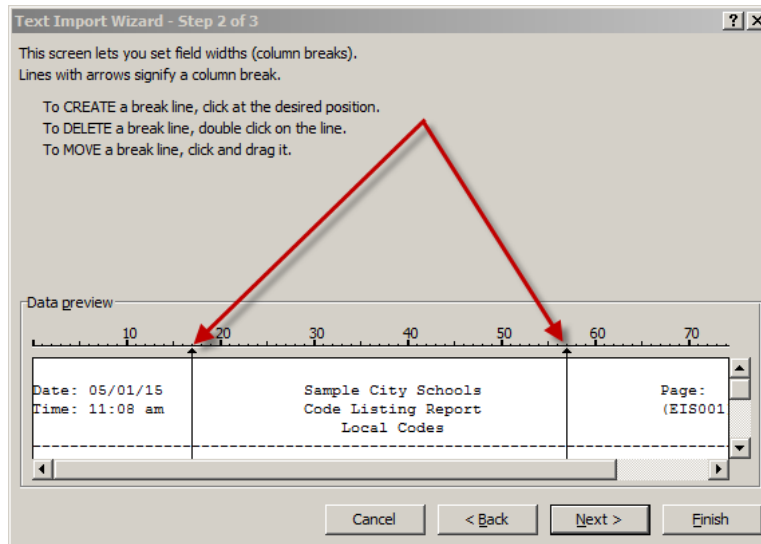
NOTE: You do not have to Disconnect (the program will automatically time itself out) but, if you do click Disconnect, you'll be prompted to Save Changes. The FTP program will then keep your host name, username, etc. for your next log in.

In Excel, File/Open your transferred file, searching for it in the directory set up above. A **Text Import Wizard** box will open automatically. [If the Text Import Wizard does not open first: Open a new blank Excel file, choose Data/From Text and then navigate to the transferred file you want to open. The Text Import Wizard will then open for you and you can proceed with the steps below.]

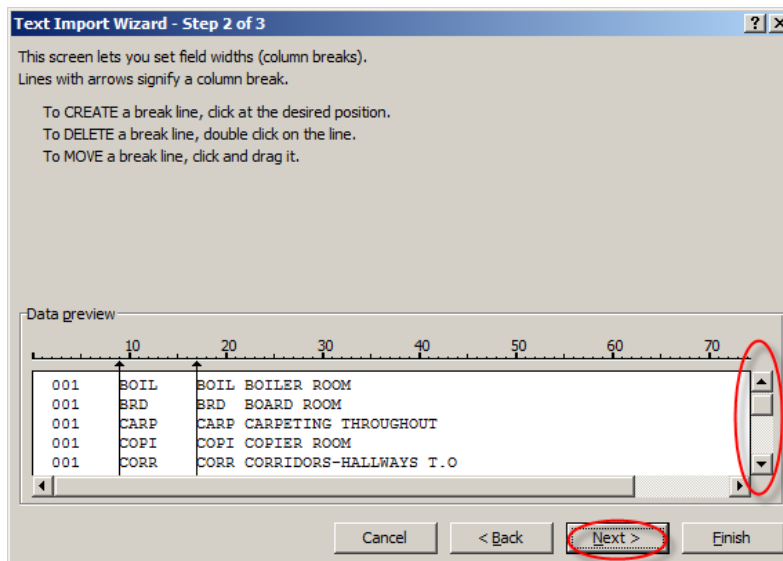
3. For a TXT file, choose Fixed Width and then click Next (as in the following example). OR, for a CSV file, choose Delimited and then click "Comma" on the next screen (columns will automatically be separated without needed adjustment).



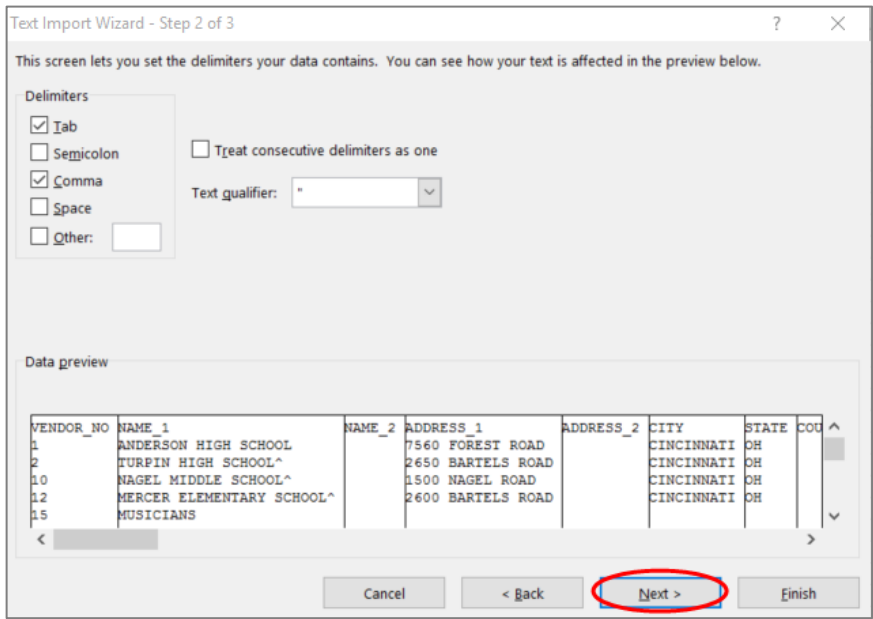
4. For Fixed Width files, vertical lines with arrows will appear at column breaking points, which you can move by clicking/dragging them, to fit the information. Double click on a vertical line to remove it. Click a point on the number line above the data to add/insert an additional vertical line....



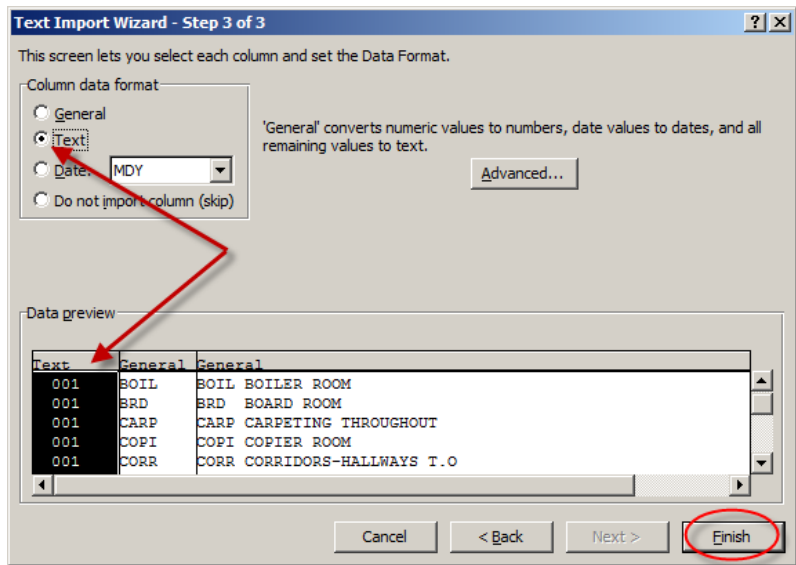
Use the scroll bar at the right to see your data in relation to the vertical lines. When satisfied, click Next.



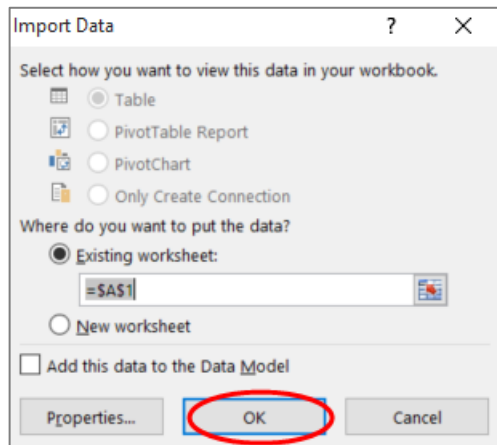
5. For Comma Delimited files, you will not see the arrows or be able to move or remove column breaks. Click Next.



- To preserve leading zeros in your data, you will need to change the Column Data Format for each such column from General (which is the Text Wizard default) to Text. When satisfied, click Finish.



7. The final pop-up box will indicate where on the Excel sheet the file will begin to populate. It defaults to where your cursor was last located, usually cell A1. Click OK.



The data will then populate into your Excel sheet.