

Directions for Converting Pick and Scan Log Files using Excel Macros (NOT MACRO EXPRESS)

This document provides directions for using Excel Macros (NOT MACRO EXPRESS) to convert the Pick and Scan logs from the original vertical format (with the details about a single item listed in separate rows), to a horizontal format (where each item is listed in a single row, with columns containing the item details).

The converted Excel format can make review of the Pick and Scan logs easier.

Logs can be saved directly to your computer via Pick and Scan functionality, or downloaded the next day from your library's CARLI FTP directory after uploaded by CARLI overnight.

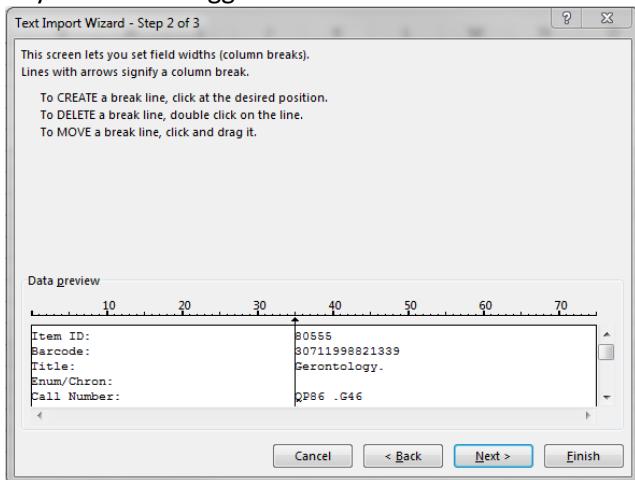
Review the page, "What's in my FTP Directory", under filename "PASLog#####.yyyymmddhmiss":

<https://www.carli.illinois.edu/products-services/i-share/sysreq/secure/InFTP>

- Log files uploaded to the CARLI FTP directory that were generated before 3/1/2017 are not formatted as "Fixed Width" files; as such, they will not work with these directions.

PREPARING THE EXCEL FILE

1. Save the Pick and Scan log file you wish to convert to your computer as a text file (.txt).
2. Open Microsoft Excel and go to File> Open > Browse for the Pick and Scan log file and select it.
3. The "Text Import Wizard" should open. For Step 1 of the wizard, choose "Fixed Width". Click Next.
4. For Step 2 of the wizard, keep only the divider between the labels and the data (shown in image below), remove any additional suggested dividers.

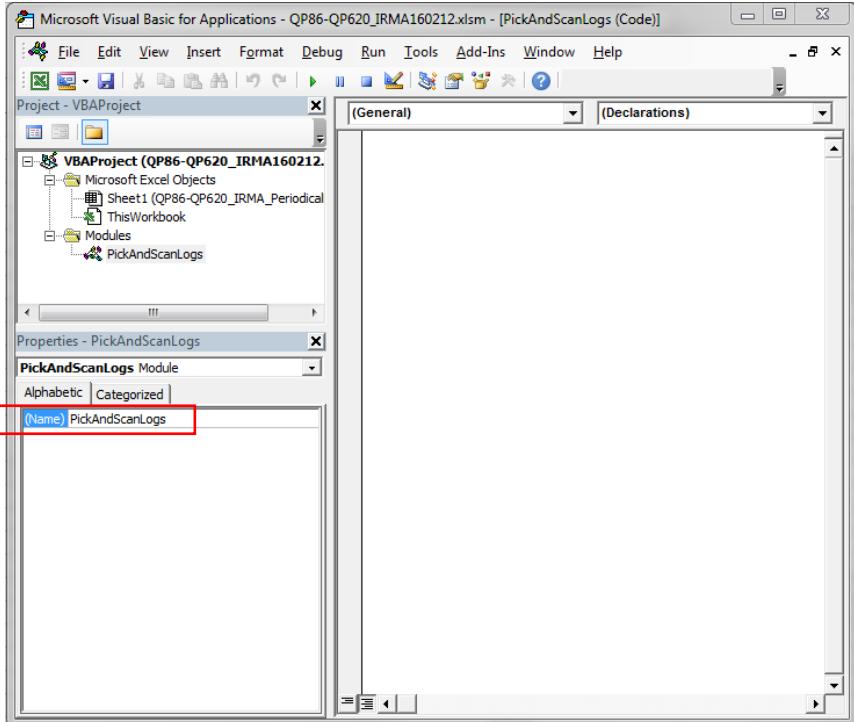


Click Finish.

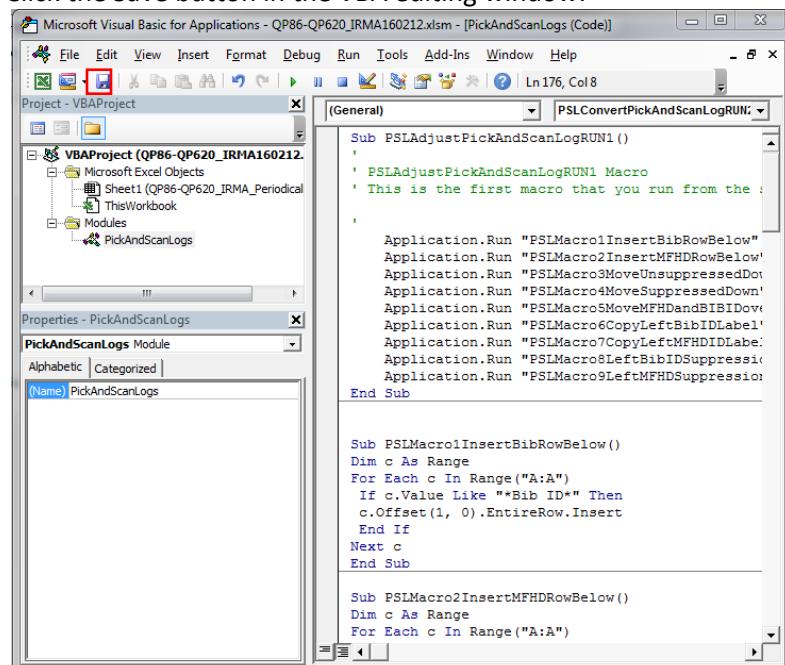
5. Expand the data and confirm that you only have two columns; labels in Column A and data in Column B.
6. Go to File> Save As and save the file with the file type "Excel Macro-Enabled Workbook" (.xlsm).

COPYING THE MACROS

7. Still in Microsoft Excel, press Alt + F11 button to open the Visual Basic for Applications (VBA) window.
8. In the VBA window, go to Insert menu and select Module. The blank module will open.
9. In the lower left of the screen, rename Module1 to be PickAndScanLogs



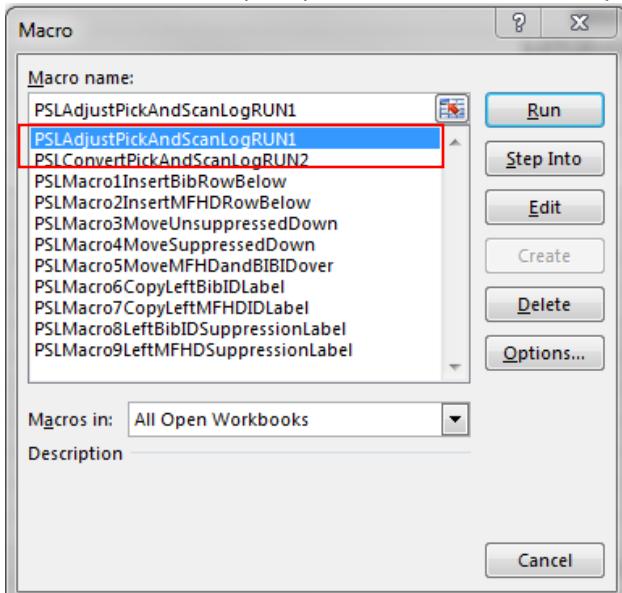
10. Open the webpage: <https://www.carli.illinois.edu/sites/files/i-share/PSLConvertPickAndScanLogMacros.txt>, or, you can download and save the webpage as a .txt file using the saving options provided by your internet browser.
11. Click anywhere inside the webpage (or .txt file, if saved to your computer), and then press Ctrl + A to select the entire contents of the page. Then press Ctrl + C to copy the contents.
12. Click back to the VBA editing window in Excel and click in the blank right side of the screen. Press Ctrl + V to paste in the macros.
13. Click the Save button in the VBA editing window.



14. Close the VBA editing window.
15. You can close the "PSLConvertPickAndScanLogMacros" webpage (or .txt file) as well.

RUNNING THE MACROS

16. With the Excel file open, press Alt + F8 button to open the Macro list.



17. Select the macro named "PSLAdjustPickAndScanLogRUN1" and click the Run button.

- This macro may take up to 5 minutes to run depending on the number of records in the log.
- While it is running, the cursor may flash, spin, and look otherwise creepy; this is okay. It may also look like nothing is happening for a while too.
- When the first macro has finished, the cursor will return to being a plus sign, and you'll be able to click inside the Excel spreadsheet again.

18. After the "RUN1" macro has completed, press Alt + F8 button to open the Macro list again.

19. Select the macro named "PSLConvertPickAndScanLogRUN2" and click the Run button.

- This macro may take up to 5 minutes to run depending on the number of records in the log.
- The macro will run displaying the same symptoms described above.
- You will know this macro has finished when it creates a new worksheet in the workbook, where it converted all of the rows to columns.

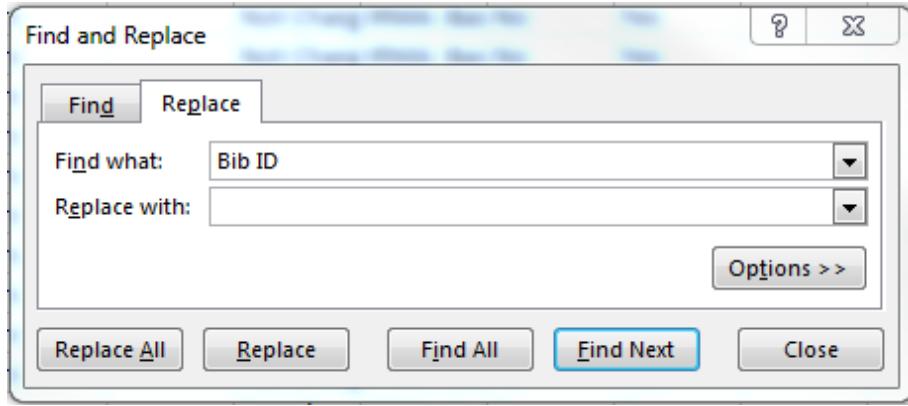
20. Save the workbook and format/sort the data in the new worksheet as desired.

REPEAT STEPS ABOVE FOR ADDITIONAL LOG FILES.

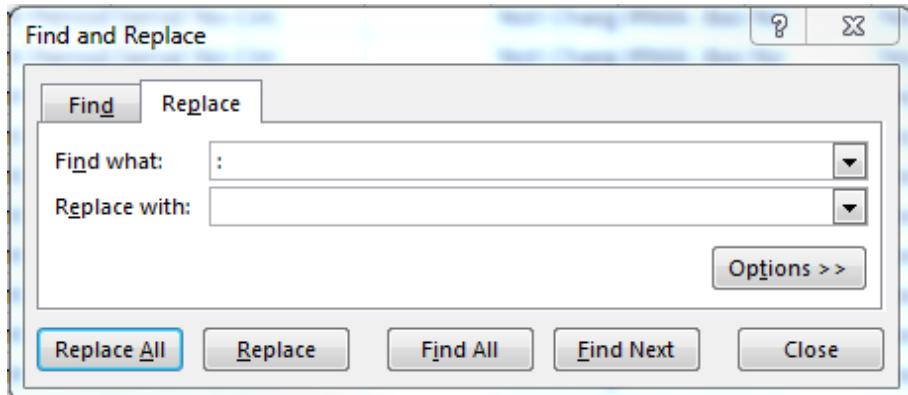
- Note: you may have noticed that there were other Macros in the list with names like "PSLMacro1...", "PSLMacro2...", etc. The first Macro you ran, "PSLAdjustPickAndScanLogRUN1", automatically runs all of those other numbered macros in the list so you do not need to run them individually.

TIDYING THE EXCEL SPREADSHEET

- The spreadsheet created by the “RUN2” macro needs a little cleanup to correct the data in the BIB ID and MFHD ID columns.
 - Highlight the entire Bib ID column and press CTRL+F key.
 - The Find and Replace window will open.
 - In “Find what” type: Bib ID
 - In “Replace with” make sure no data is entered; not even a space.



- Click Replace All. You'll receive confirmation for the changes; double-check. Click Ctrl+Z if you need to undo the edits to try again.
- Highlight the entire BIB_ID column again.
- In “Find what” type a colon (:)
- In “Replace with” make sure no data is entered; not even a space.



- Retype a header for the Bib_ID column (since the first Find and Replace removed it).
- Repeat steps for the MFHD_ID column, using appropriate replacement terms.
- Format the item barcode column as a Number field with no decimal point.