

# Exporting Gym Assistant data to Microsoft Excel July 2010

Gym Assistant will export the entire membership database to a tab-delimited text file. ("Tab-Delimited" means that each field is separated by a tab character.) You can then import the text file into Microsoft Excel.

## ***Exporting the Data***

- Select Special Features from the Utilities menu.
- Select Export Members to Excel from the list, then click OK.
- Specify the members that you want to export by filling in the appropriate filters in the window that appears, then click Generate Report
- Review the list of members for export, then click Export.
- When asked to "Include credit card and bank account information in the file?" click Yes or No.
- In the window that appears choose CSV (recommended) or Tab-Delimited
- Save the file in the desired location.

## ***Importing into Microsoft Excel***

If you exported in CSV format, just open the file in Excel.

If you exported in tab-delimited format it is very important that you carefully follow the instructions below, otherwise you may import the data incorrectly and lose valuable member information!

- Open Excel
- Select File/Open
- Open the file that you exported.
- In the **Text Import Wizard – Step 1 of 3** window that appears:
  - o Set the **Original Data Type** to **Delimited**
  - o Set the **Start Import at Row** to 1
  - o Click Next
- In the **Text Import Wizard – Step 2 of 3** window that appears:
  - o Under **Delimiters**, check only **Tab**.
  - o Uncheck **Treat consecutive delimiters as one**
  - o Click Next
- In the **Text Import Wizard – Step 3 of 3** window that appears:
  - o Click on the left-most column of the **Data Preview**, which should be labelled [MEMBER\_NUM].
  - o Move the horizontal slider all the way to the right
  - o Hold down the SHIFT key and click on the right-most column, which should select the entire row of columns.

- Select the **Text** option in the **Column Data Format** box.
- Click Next