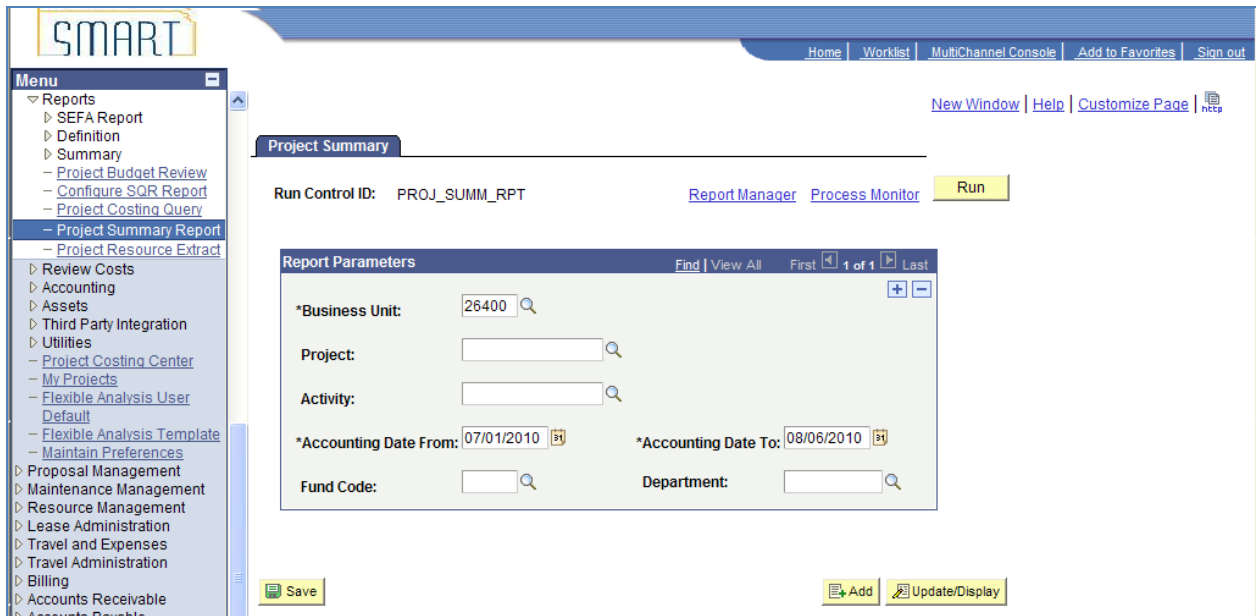## How to open a .dat file – in this example, the Project Summary Report:

1. Navigate to Project Costing > Reports > Project Summary Report

2. Create a new run control ID & click Add

3. Enter the parameters to narrow down the data displayed on the report and click the Run button

4. Make sure the checkbox is selected next to the report on the Process Scheduler Request Page and click OK (you do not need to change the Format option – it will always create a .dat file)

5. Note your Process Instance number and then click the Process Monitor link to view the status of the process running your report

6. Click the Refresh button until the Run Status of your report process is Success and the Distribution Status is Posted. Click the Details link to view options for displaying your report

7. From the Process Detail page click the View Log/Trace link

8. From the View Log/Trace page, right-click the kpc00006.dat link and use the Save Target As option to save the file to your desktop

9. Open Excel, then go to File > Open to select the .dat file saved on your desktop
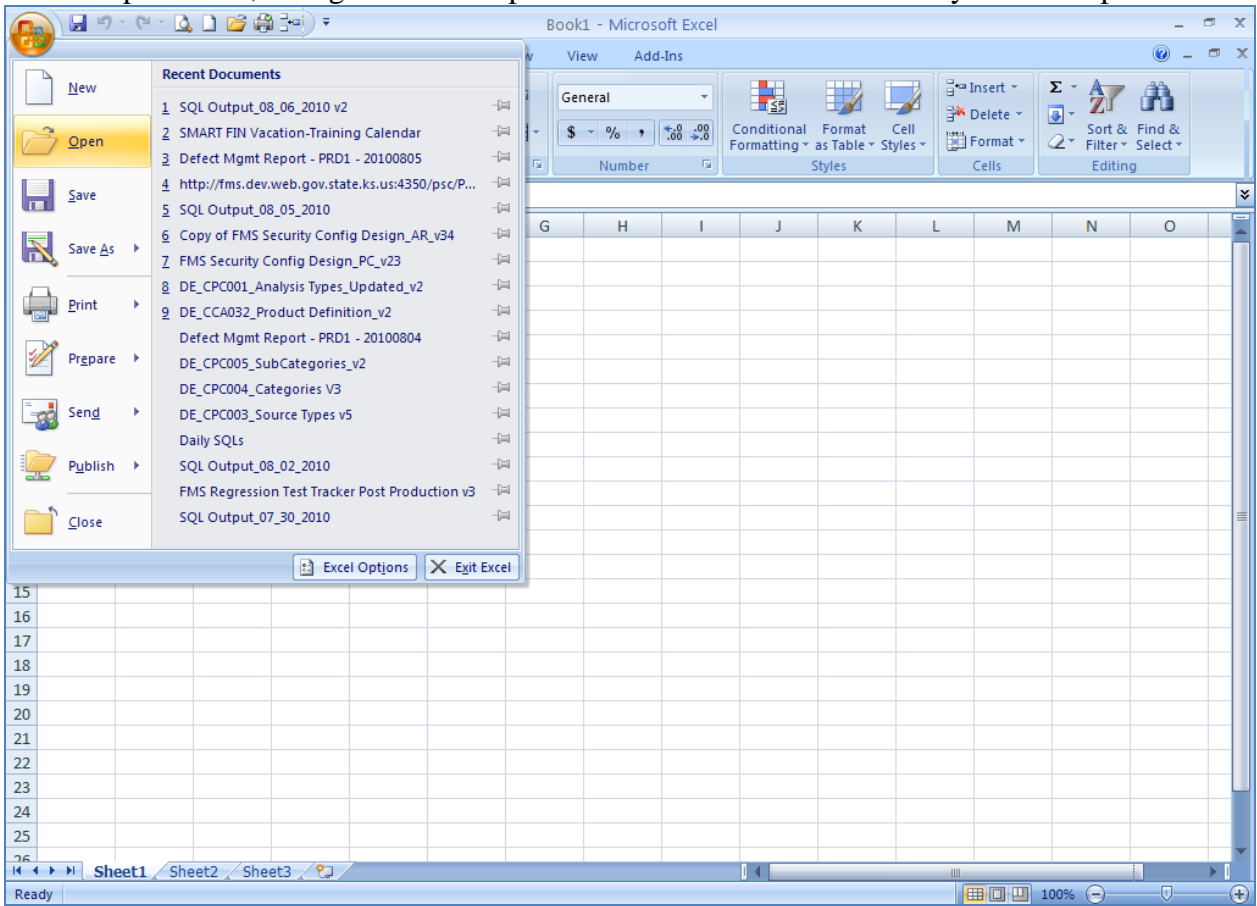
When searching for the .dat file on your desktop, you will have to change the File of Type option to "All Files" to find it. Select the .dat file and click the Open button
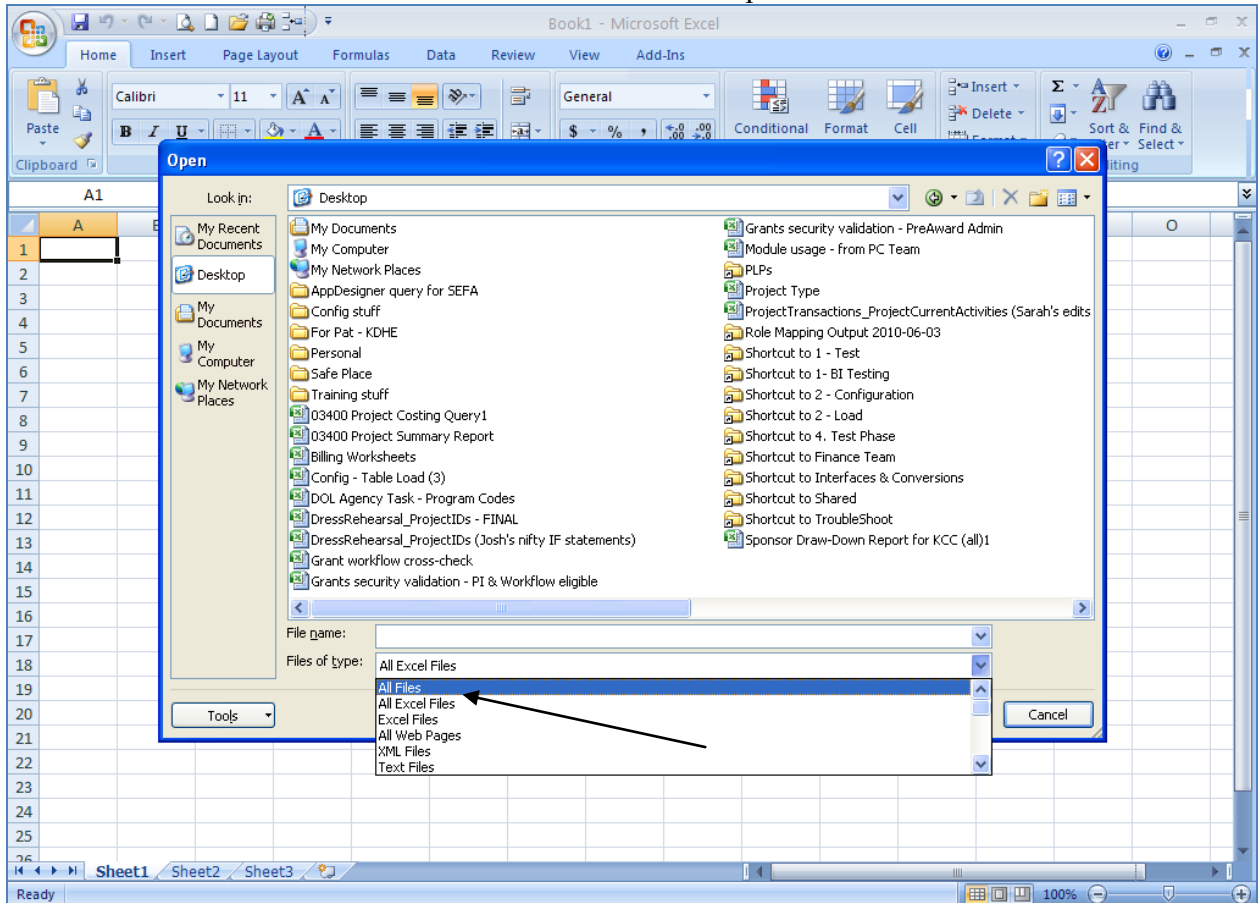
10. A Text Import Wizard box will pop up, which you will use to reformat the report from its original .dat format into a readable Excel format. Change the file type to Delimited and click the Next > button
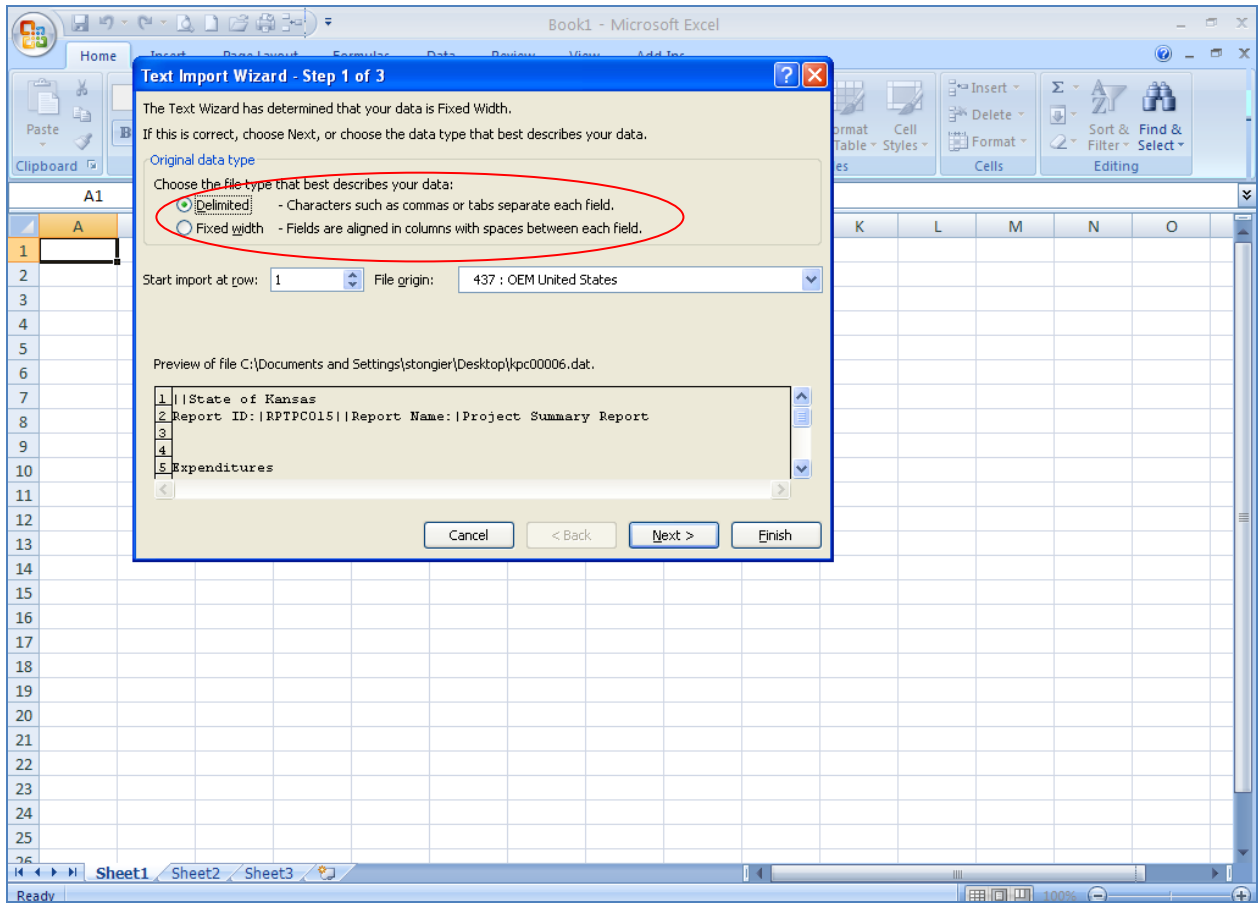
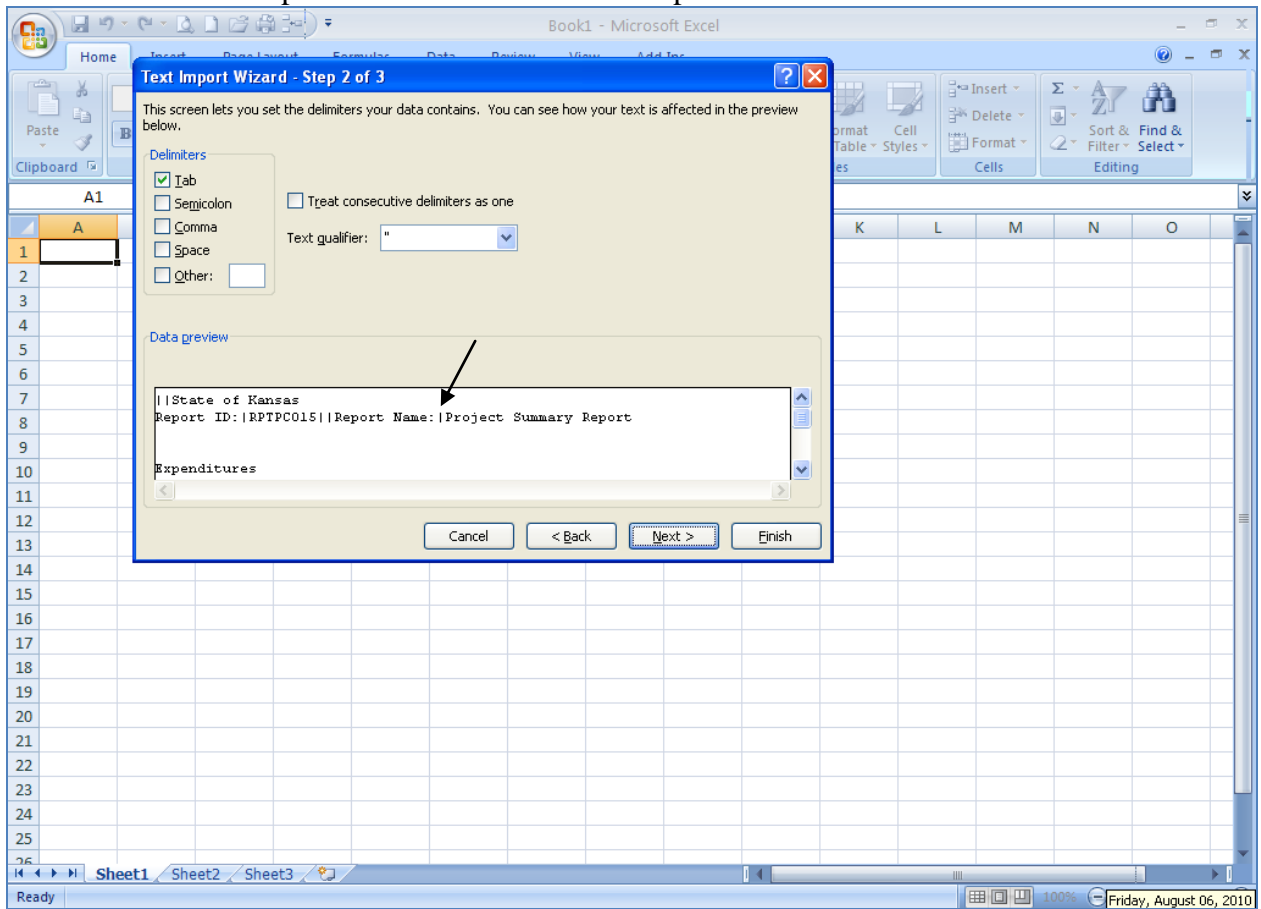11. Select what the Delimiter is – you can determine this by looking at the Data Preview section of the pop-up box (you will see commas between data if it is Comma Delimited, which many of the reports are). For the Project Summary Report, you see short vertical lines called Pipes between the data so it is Pipe Delimited.

12. To open a Pipe Delimited file, un-check the Tab box and check the Other box. In the blank box next to Other:, hold down the Shift key & hit the back slash key (located above your Enter key on a regular keyboard – below the Enter key on an ergonomic keyboard) to create the vertical Pipe symbol. This will reformat the data in the Data Preview pane. Then, click the Next > button.
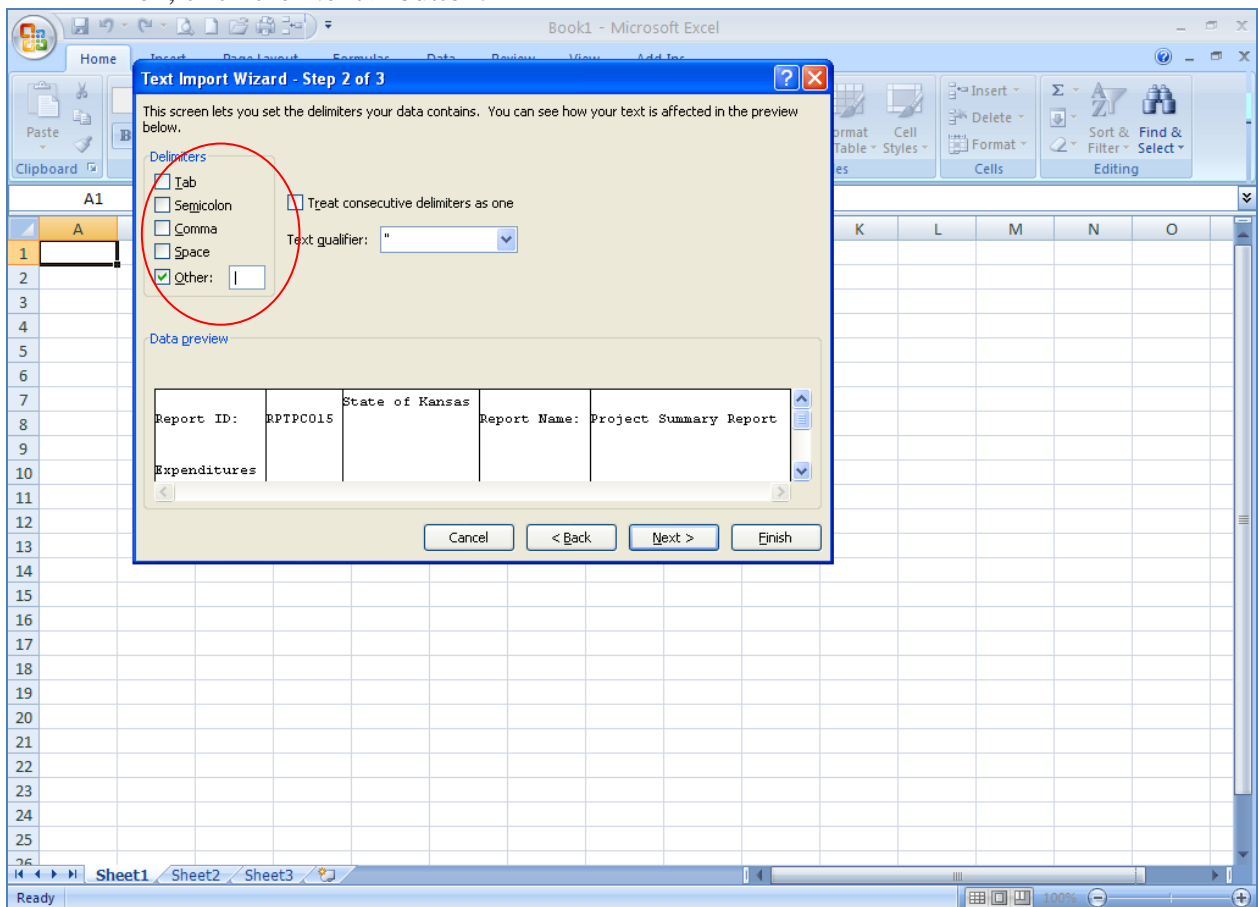
13. You do not need to change any settings on this last page of the pop-up box. Simply click the Finish button.
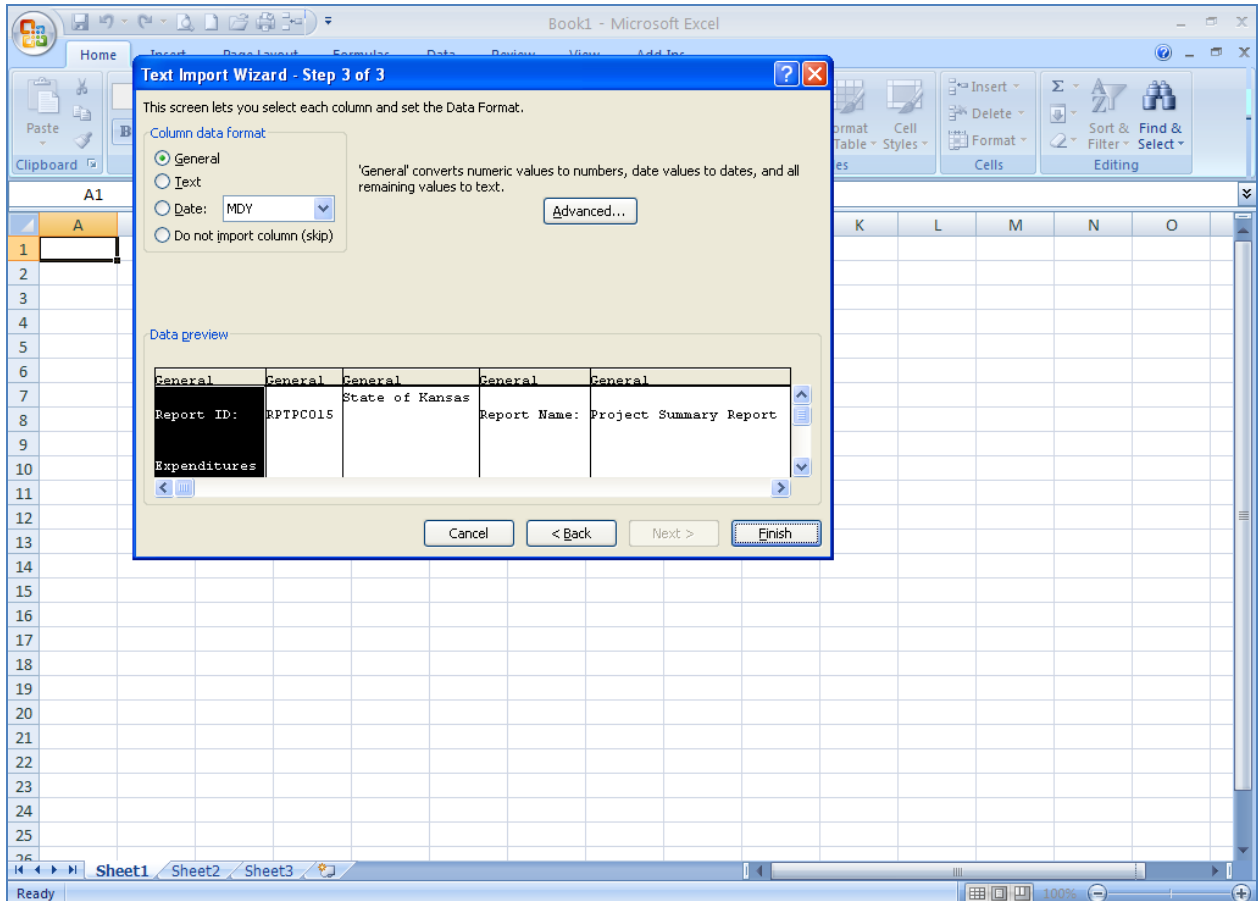
14. Your report will now appear in Excel format. Simply re-adjust the column widths to display the full data. Be sure to save the Excel document.