

Instructions for Downloading Data PDL Report to Excel

To access View Direct:

<https://docdirect.aita.uillinois.edu/ddrint/work/>

<https://apps.uillinois.edu>

Select Administrative Applications – Other Applications – Reporting Environment – View Direct

After you login in to View Direct, select the report you want to download.

1. Click on the download icon at the top of the Document Direct application (third icon from the left just above the report data).
A pop-up window will appear that will show the report ID name at the top and will have choices for what Pages to download (All, Current Section, Current Page, From 1 To 1). The Current Page option is defaulted and this is the option you want.
2. Click on the Create icon located at the top right next to the Pages option.
This should give you a pop-up window that asks you if you would like to open the file or save it to your computer. The file name is listed above the question, but as you will see, the file name is not named anything that you would be able to recognize (mostly letters and numbers followed by the .zip extension).
3. Click on the Save button to save it to your computer (or to a network drive of your choosing).
You will see a window that is giving you a directory structure for your computer.
Choose a folder (or your desktop if you so choose), and it is probably best to rename the file to something more understandable (for example, DEC2004_08082004.zip - this would show that the zipped file is from the December 2004 PDL report with PDL data as of August 8, 2004)

Click the Save button here and the file will be saved to either your computer or the network drive (wherever you chose to save the file).
4. Once you have saved the zip file, make sure you have the WinZip application loaded on your PC to be able to open that zipped file. Locate the zip file you saved and double click that file name to open it. The WinZip application will open and you will see two files listed:
DownloadREADME.TXT
pg1.HTM
5. Highlight the pg1.HTM file and click on the Extract icon within the WinZip application.
You will see another pop-up window that will be asking you for the location of where you want to extract the highlighted file.
Choose the file folder (or your desktop) and click on the Extract button.
This will place the file in either the file folder or on your desktop named pg1.HTM.
6. Open MicroSoft Excel and perform the file open function within Excel.
This should give you a window that allows you to locate the file you want to open.

7. Locate the pg1.HTM file you just extracted with WinZip and open the file.

This will place all the data in columns and rows as expected. There will be two blank rows at the top (rows 1 & 2) and one blank column to the far left (column A). You can simply delete these rows and columns.

There is one issue with the data when you open the file in Excel. The major, minor and/or concentration fields may begin with leading zeroes (for example, in ACES, the Animal Sciences major code is 0002). When you bring this data into Excel, the leading zeroes are truncated, so all you see is the numeric value without the leading zeroes (ACES folks would just see the number 2).

In order to correct this, re-format all columns that are related to majors, minors or concentrations. Format those columns to a Custom format and in the Type of format, simply type in four zeroes (0000) and click OK. This will place in the leading zeroes and retain the major, minor and concentration values as they exist in the PDL (and Banner as well).

8. Save your file now to something understandable like 2004DEC_08082004.xls.

Make sure you choose to save the file as an Excel spreadsheet as Microsoft automatically assumes you want to save the file in html format again.

Now you can sort, filter or do whatever you need with the data to get your students who are on the PDL (in alphabetical order by college or whatever else you need to do with the data).

NOTE: There may be more than one record in the report for your student when the student only has one Pending Degree record in the PDL. This is because we include the email address for the student using the preferred indicator. Right now, the preferred indicator might exist on both a uiuc.edu domain and a uic.edu or uis.edu domain.

These instructions are for Windows 2000 with WinZip installed.