

# **From Form To Spreadsheet**

ArtsWeb Training Document

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## **1.0 Introduction:**

Forms in web pages act as a useful way for users to be able to submit data. The data that the users enter can be sent directly to your Email Inbox as soon as they hit the “Submit” button.

Once you receive the data you are most likely going to want to collate it in a spreadsheet. There are two ways to transfer the data to a spreadsheet.

- a. Copy each piece of data cell by cell, or
- b. Use MS Excels “Get External Data” function, which can do all the work for you!

In this document we will show you how use Excels “Get External Data” function.

## 2.0 Format of Spreadsheet(s):

When getting ArtsWeb to create an online form you will need to consider how the data is going to be formatted in a Spreadsheet. You may wish to create several Spreadsheets. For each spreadsheet you wish to create you will have to tell ArtsWeb of its format.

As an example we are going to use a form that was created by ArtsWeb for the Research area. The names, addresses used herein are all fictitious.

These are the data fields:

<ul style="list-style-type: none"> <li>• Surname</li> <li>• Given Names</li> <li>• Student ID</li> <li>• Address Line 1</li> <li>• Address Line 2</li> <li>• Address Line 3</li> <li>• State</li> <li>• Postcode</li> <li>• Email</li> <li>• Phone</li> <li>• Faculty Belonging To</li> <li>• School Belonging To</li> </ul>	<ul style="list-style-type: none"> <li>• Seminar 1</li> <li>• Seminar 2</li> <li>• Seminar 3</li> <li>• Seminar 4</li> <li>• Seminar 5</li> <li>• Seminar 6</li> <li>• Seminar 7</li> <li>• Seminar 8</li> </ul>	<ul style="list-style-type: none"> <li>• Requires Childcare</li> <li>• Child 1:             <ul style="list-style-type: none"> <li>○ Surname</li> <li>○ Given Names</li> <li>○ Sex</li> <li>○ Age</li> </ul> </li> <li>• Child 2:             <ul style="list-style-type: none"> <li>○ Surname</li> <li>○ Given Names</li> <li>○ Sex</li> <li>○ Age</li> </ul> </li> <li>• Child 3:             <ul style="list-style-type: none"> <li>○ Surname</li> <li>○ Given Names</li> <li>○ Sex</li> <li>○ Age</li> </ul> </li> </ul>
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\* The Seminar 1-8 fields and Requires Childcare are Yes/No fields

Here are some spreadsheets that could be created from the data:

Contact Details:

Surname:	Given Names:	ID:	Address:		State:	PC:	Email:	Phone:	Faculty:	School:

Seminar Attendees:

Surname:	Given Names:	ID:	Will Attend Seminars:							
			1	2	3	4	5	6	7	8

Childcare:

Surname:	Given Names:	ID:	Address:		State:	PC:	Email:	Phone:

Child 1:				Child 2:			
Surname	Given Names:	Sex:	Age:	Surname	Given Names:	Sex:	Age:

Child 3:			
Surname	Given Names:	Sex:	Age:

## 3.0 From Email to Spreadsheet:

### 3.1 *Creating Text Files:*

The Get External Data function in MS Excel is unable to gather the data straight from emails but it can collect the data from a simple text file. For every different spreadsheet you will need a separate text file.

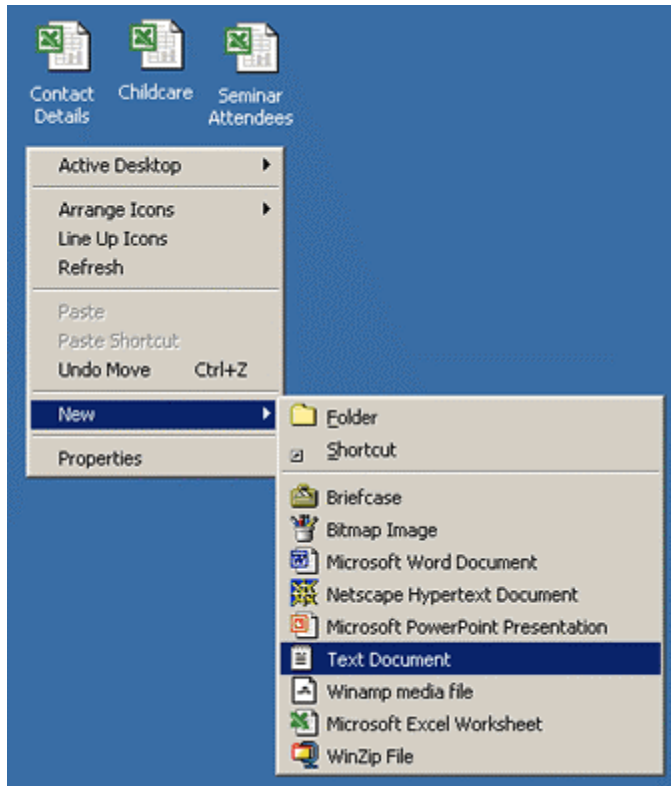


Figure 3.1.1 – Creating Text Files

Using your mouse and right clicking where you would like the files (shown above) is one way of creating new text files.

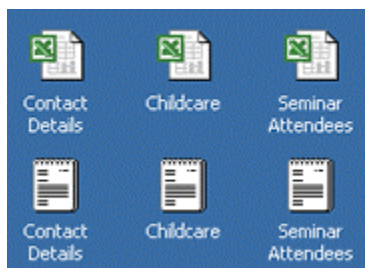


Figure 3.1.2 – Excel & Text Files

### 3.2 Email to Text File:

This how you will receive the raw data through email.

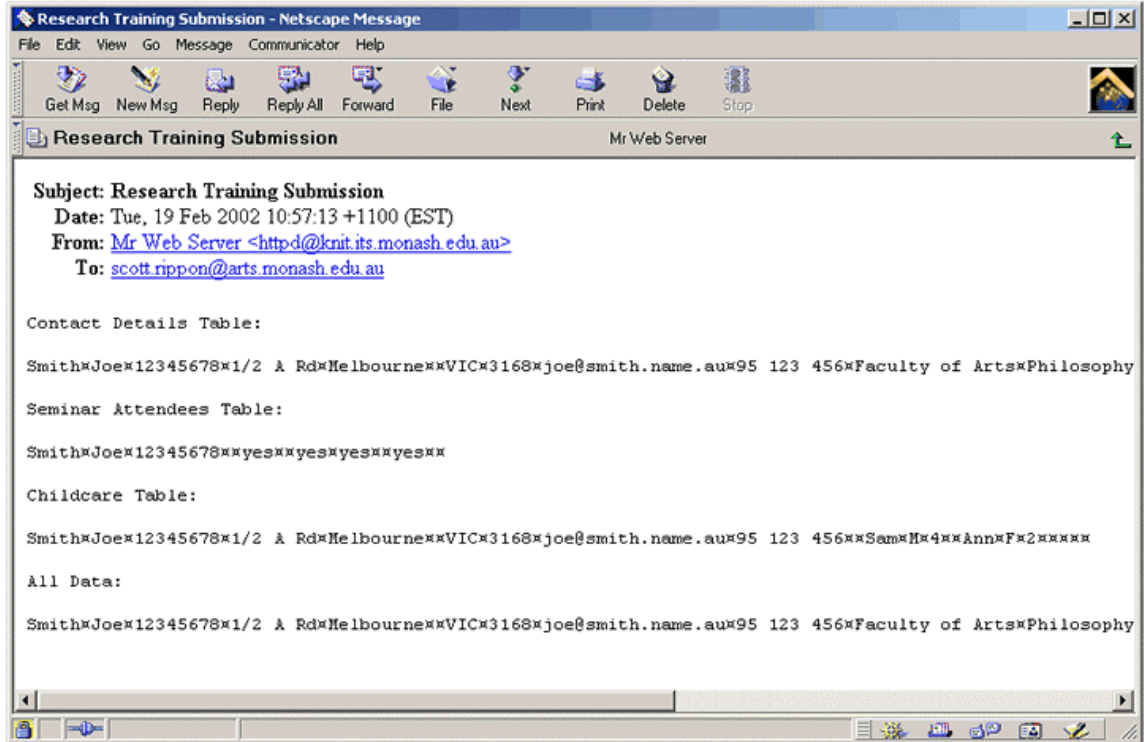


Figure 3.2.1 – Receiving Data Through Email

If you look carefully at figure 3.2.1 you will see that each piece of data is separated by this symbol ☒. This will be explained shortly.

For each set of data highlight the whole line and copy it into the corresponding text file.

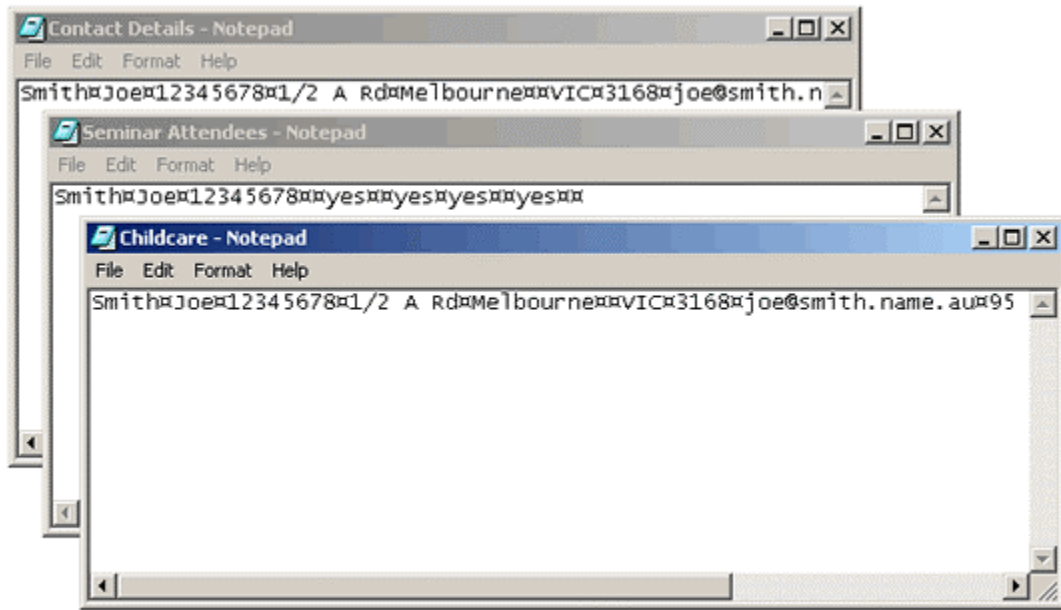


Figure 3.2.2 – Data Pasted into Text Files

*Note: Once you have pasted the data Save the file.*

### 3.3 Text File to Spreadsheet:

Once the data has been transferred to text files and saved we can set up Excel to gather the information.

Open Excel. Select the cell where you want the data to start. Then select from the menu 'Data: Get External Data: Import Text File...' as shown below.

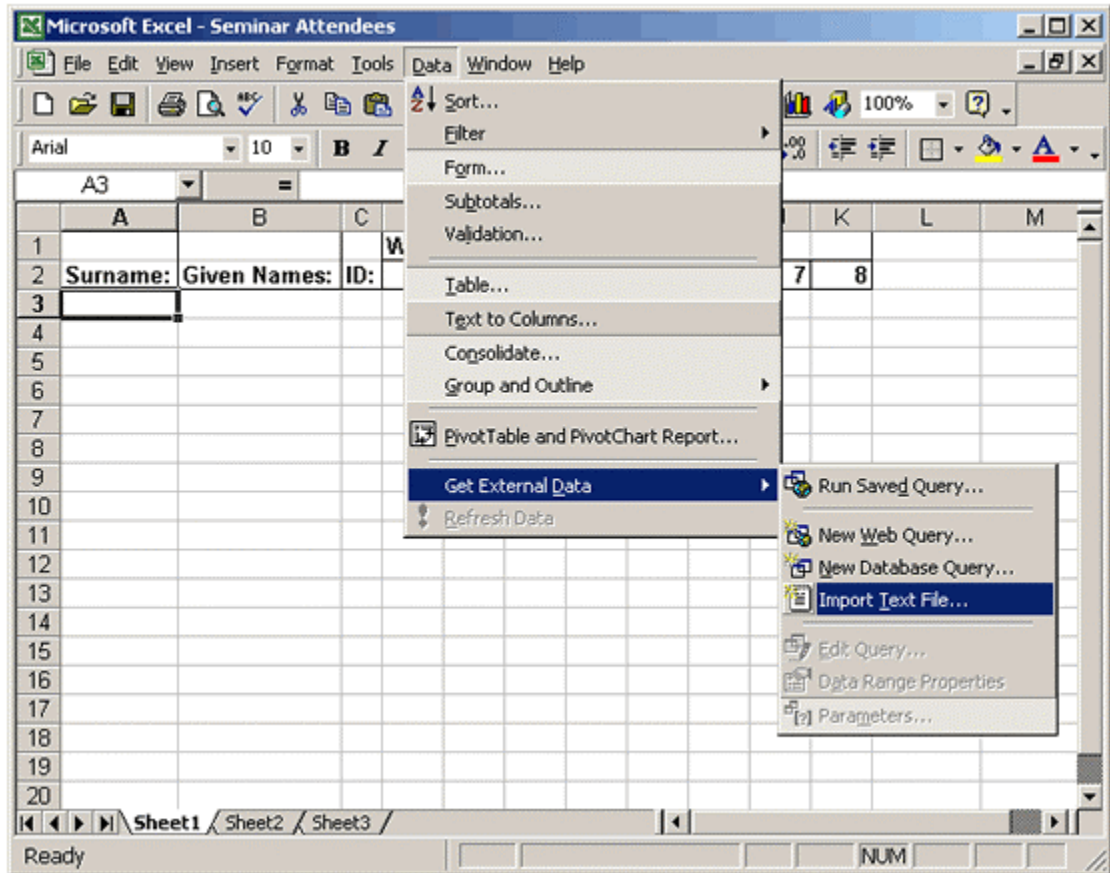


Figure 3.3.1 – Selecting Get Data Function

The below dialogue box will appear:

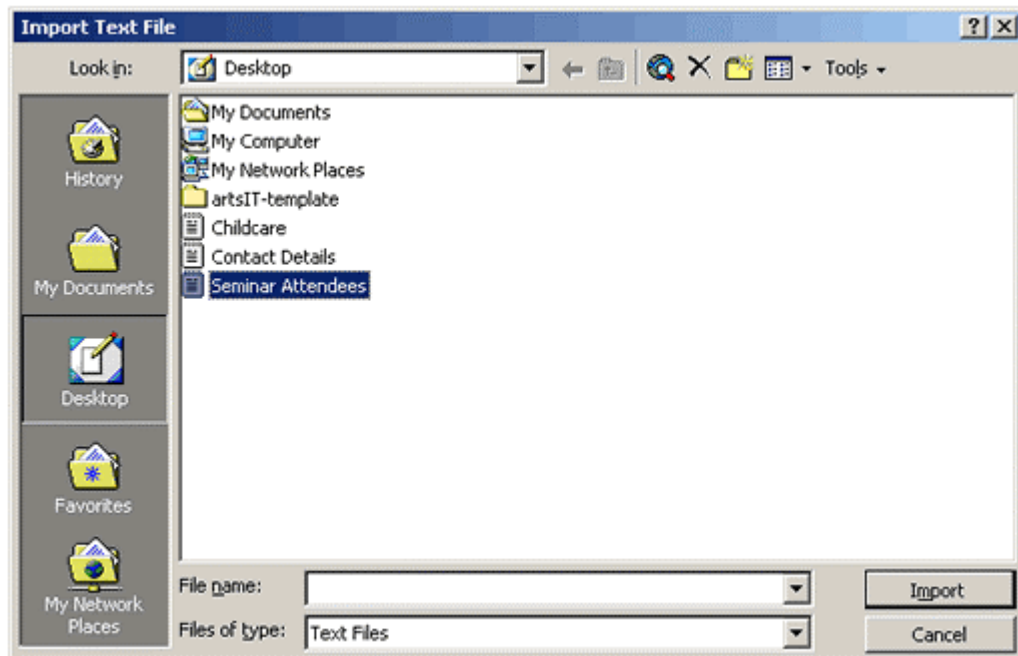


Figure 3.3.2 – Import Text File

Select the appropriate file and click the 'Import' button.

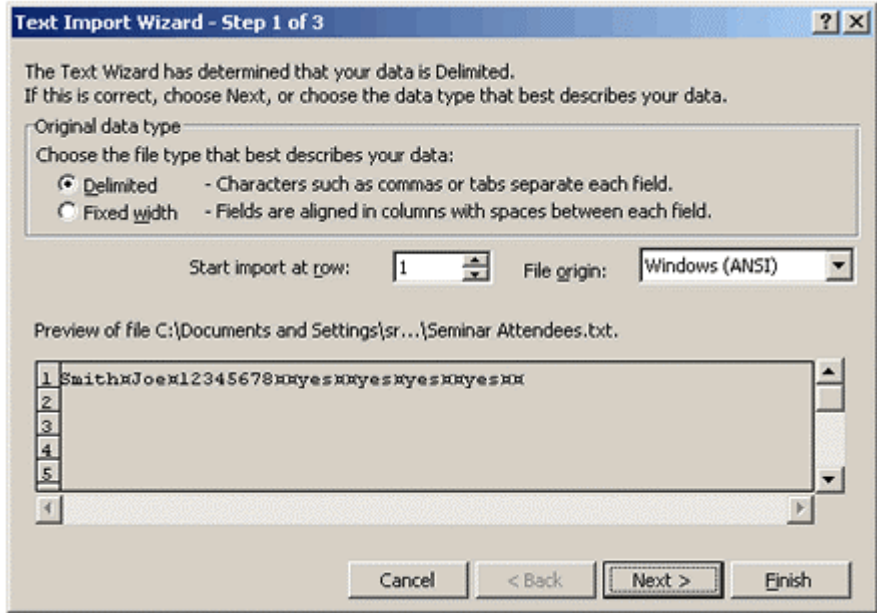


Figure 3.3.3 – Text Import Wizard 1 of 3

*Note:* Make sure in the ‘Original data type’ area the ‘Delimited’ radio button is selected.

Click the ‘Next’ button.

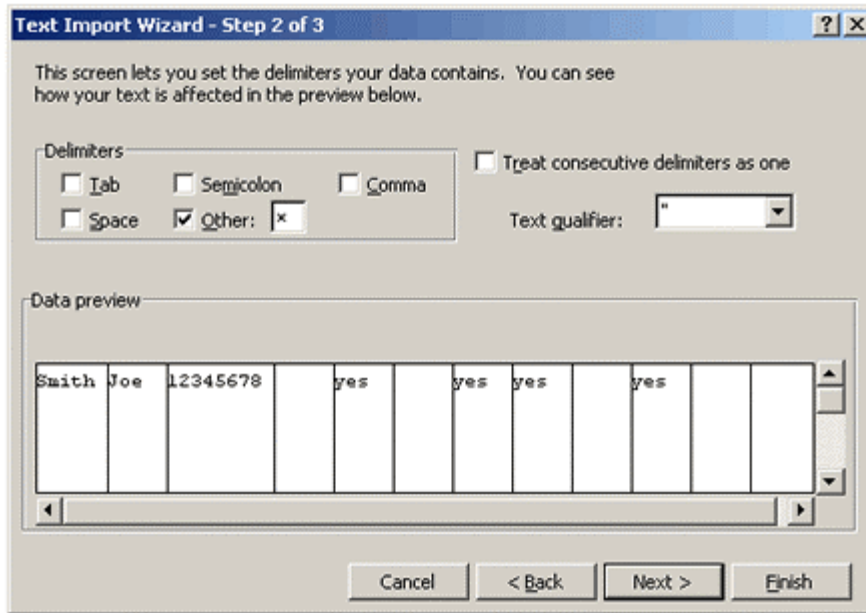


Figure 3.3.4 – Text Import Wizard 2 of 3

By default in the Delimiters section ‘Tab’ will have a tick. Deselect ‘Tab’ and click on ‘Other’. In the ‘Other’ text box hold down the Alt key and then type 0164. Upon releasing the Alt key this symbol should appear ␣. Lines separating the data will also appear.

Click the ‘Next’ button.

Why use ␣ as the delimiter?

If we were using one of the other standard delimiters (tab, semicolon, comma or space) and a user entered it into the form then this function would not work. This is because the function would not be able to distinguish between our delimiter and that entered by the user. That is why ␣ is used. Hopefully users will not type it into the form.

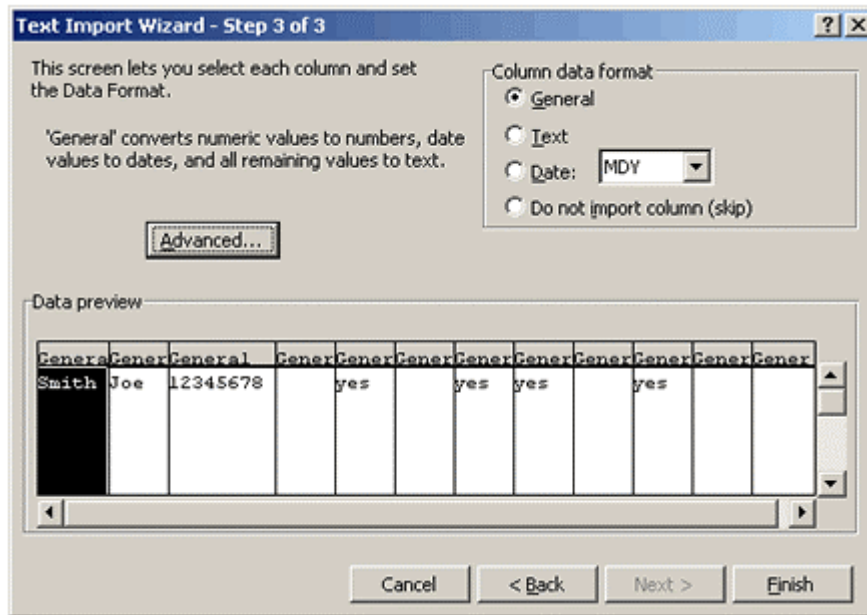


Figure 3.3.5 – Text Import Wizard 3 of 3

In this step you can select a column and define the data format. General is a good format to have as it “converts numeric values to numbers, date values to dates, and all remain values to text”.

Click the ‘Finish’ button.

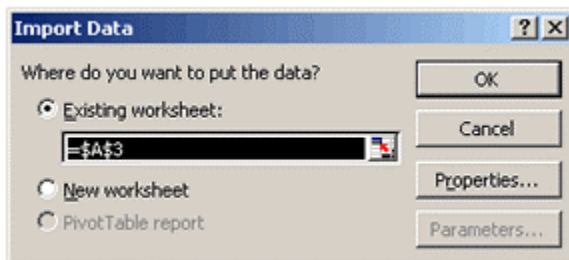


Figure 3.3.6 – Start Cell for Imported Data

Because we’ve already selected the cell where we wanted the data to start simply click ‘OK’. If you hadn’t already selected the start cell you can click on the spreadsheet and the location will refresh to reflect your new choice.

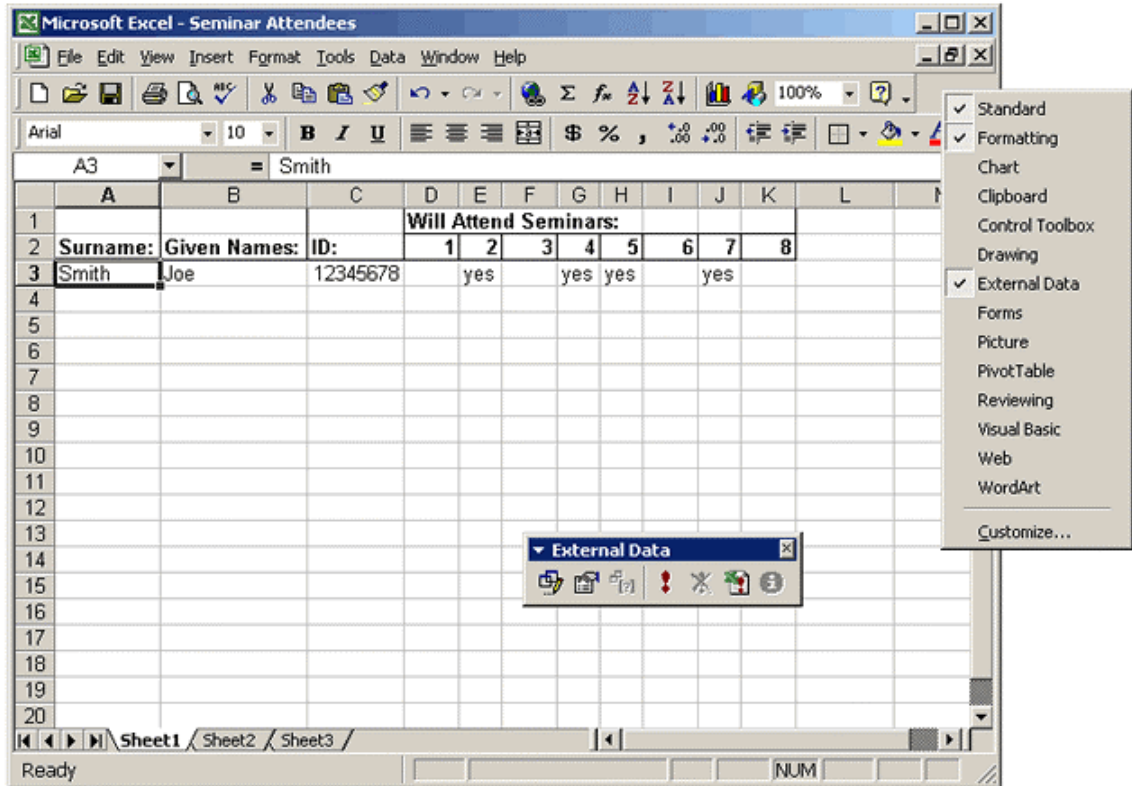


Figure 3.3.7 – Imported Data

The data is then imported into your spreadsheet.

***Note:** You will need the 'External Data' floating panel. If you close it you can right click on the toolbar (as shown in figure 3.3.7) and reselect 'External Data' option.*

### 3.4 Importing More Data:

Undoubtedly you will receive more emails containing data that needs to be placed into your spreadsheets.

Copy and save the data into the appropriate text files. Make sure that there is a new line for each set of data.

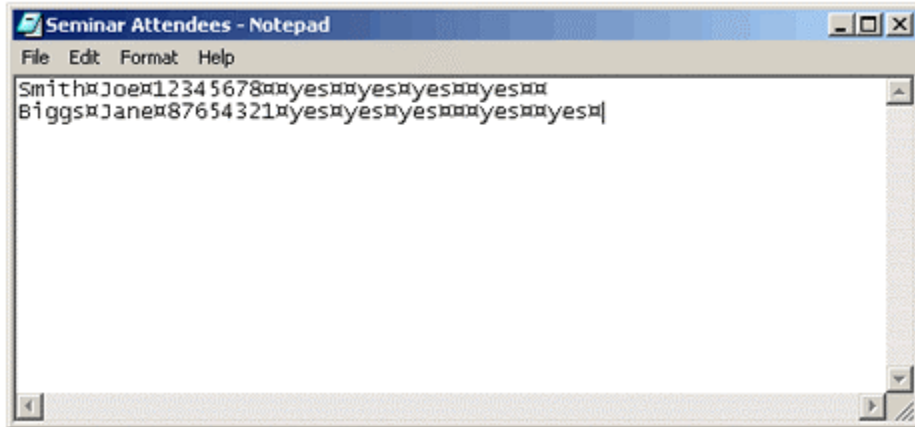


Figure 3.4.1 – New Data to Import

Go to the appropriate spreadsheet and click the “Refresh All” button (Figure 3.4.2) in the floating panel.



Figure 3.4.2 – Refresh All Button

The Import Text File (Figure 3.3.2) window will appear again. Select the corresponding text file and click the ‘Import’ button.

The new data will be imported.

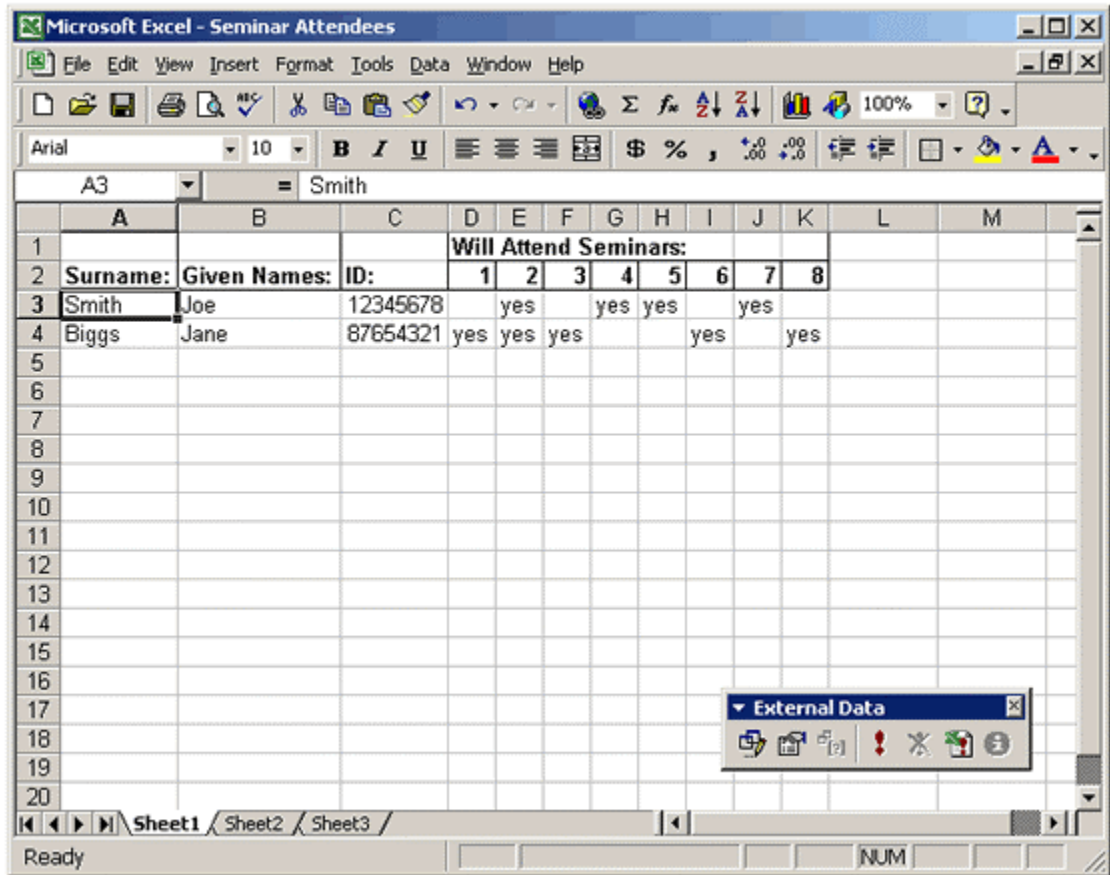


Figure 3.4.3 – New Imported Data