

Working with Grids
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Table of Contents

Working with Grids.....	1
Working with Grids Overview.....	1
Import To Grids Lesson	1
Export From Grids Lesson.....	10

Working with Grids

Working with Grids Overview

Import To Grid

If you are authorized, you can also import information into certain data entry grids. However, importing can overwrite essential data in NIS. Only a few users are generally allowed to import data, because of the damage this process can cause to records in the system.

Export From Grids

You can export data displayed in an NIS grid so you can work with it in such popular applications as Microsoft Excel or Microsoft Word.

You can specify the range of cells to use when printing or exporting data.

Import To Grids Lesson

Procedure

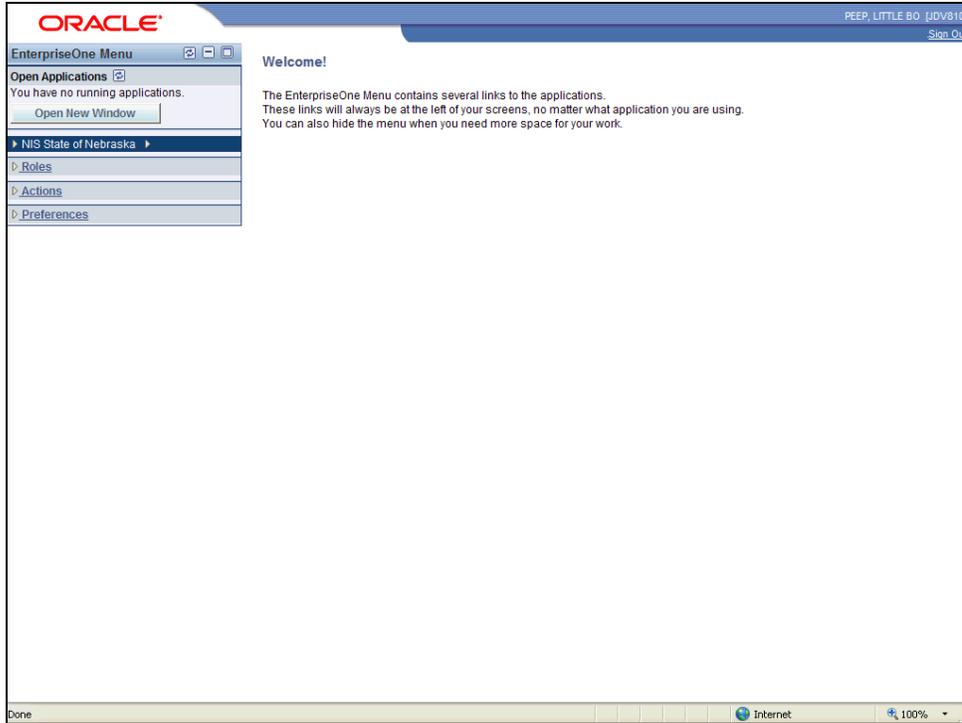
You can only import data to grids that allow you to select a single cell. Microsoft Excel is the only application from which you can import.

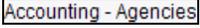
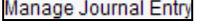
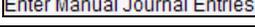
If you do not work with quantitative programs you can skip this lesson.

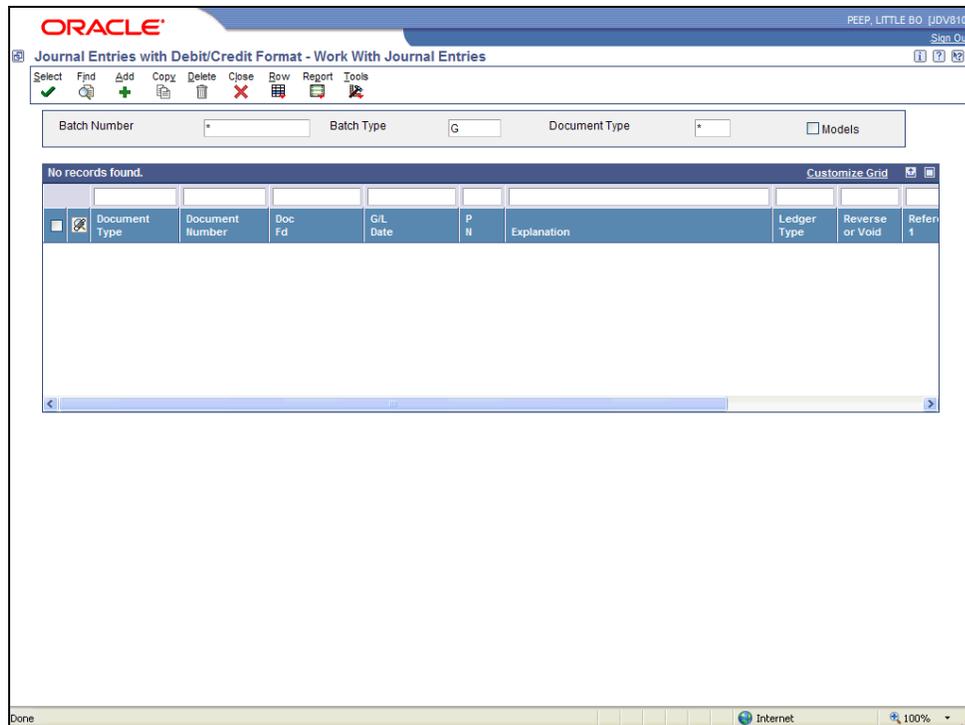
Step	Action
1.	In this lesson we will be importing this sample Excel file.
2.	Notice that Row 1 has the titles of the columns, while Rows 2-7 contain the data. Make sure the cells with the data are formatted as either General or Numbers. Special characters like the dollar sign will not import into NIS correctly.
3.	Notice the name of the specific spreadsheet is Test_Data . This will be important to know later in the lesson.
4.	For this lesson we are going to use the Journal Entries with Debit/Credit Format screen.

Training Guide

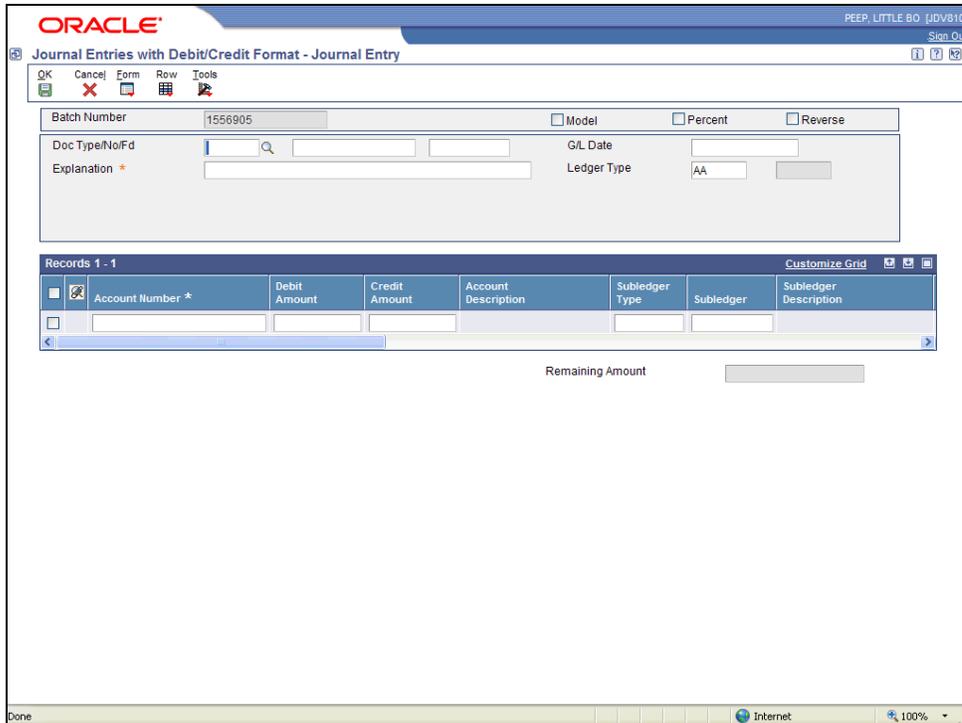
Working with Grids



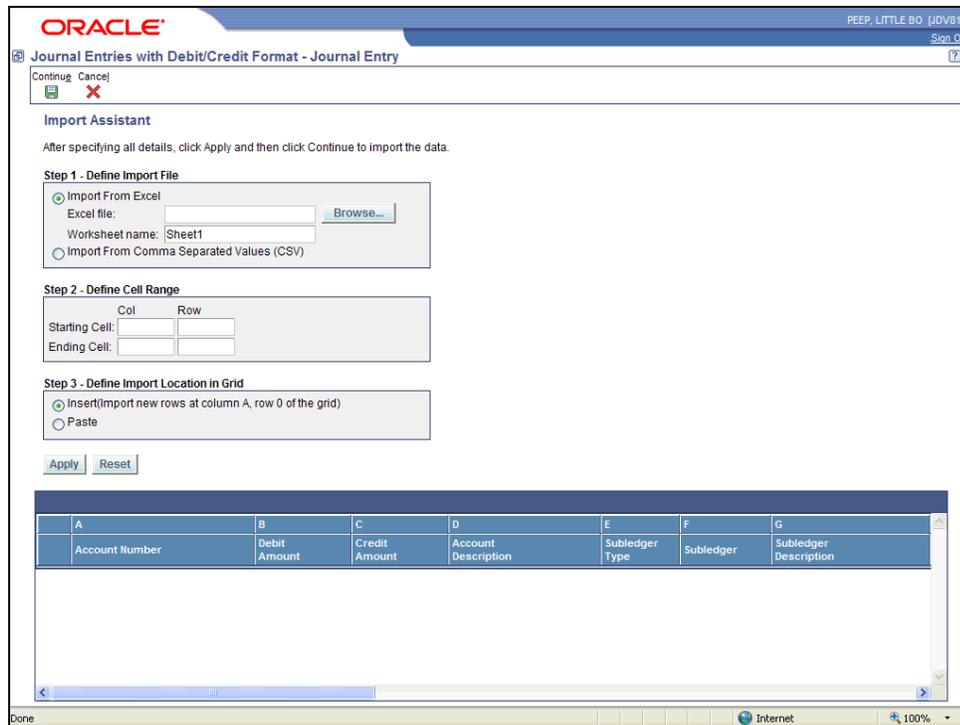
Step	Action
5.	Click the NIS State of Nebraska link. 
6.	Click the Accounting - Agencies link. 
7.	Click the Manage Journal Entry link. 
8.	Click the Enter Manual Journal Entries link. 
9.	Click the Journal Entries with Debit/Credit Format link. 



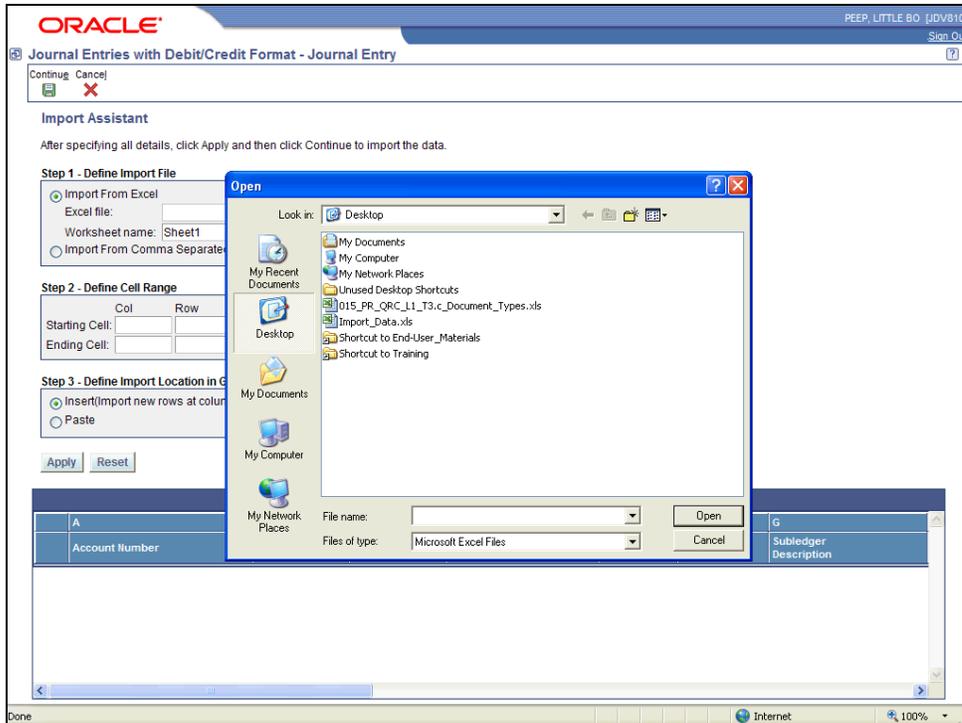
Step	Action
10.	Click the Add (Ctrl+Alt+A) button. 



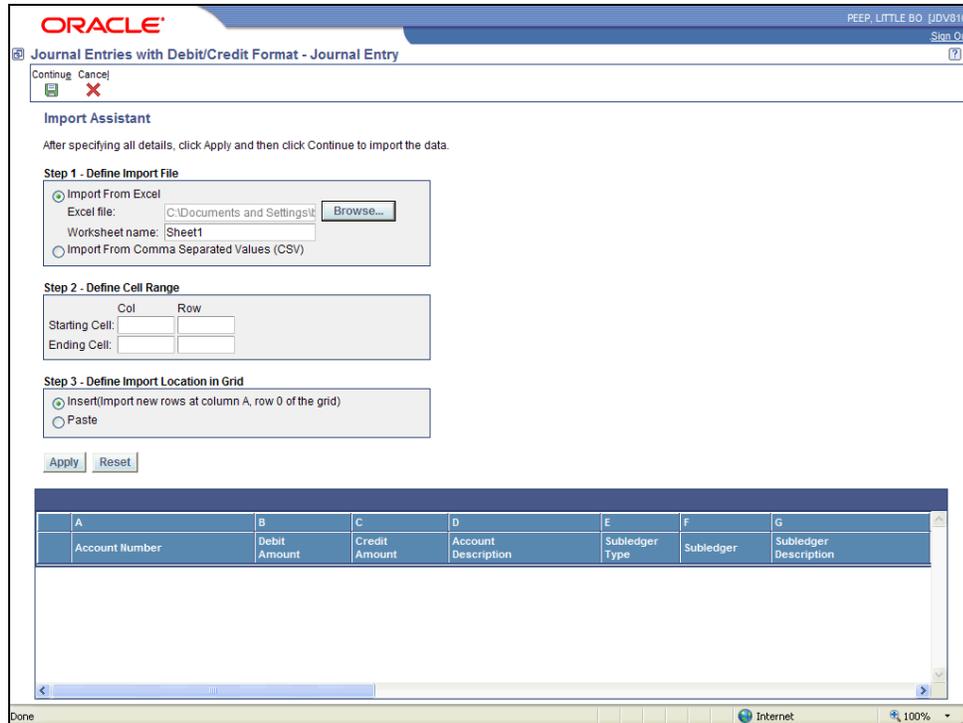
Step	Action
11.	Click in the Explanation field.
12.	Enter the desired information into the Explanation field. Enter " Test ".
13.	Click the Tools (Ctrl+Alt+T) button. 
14.	Click the Import Grid Data menu. 
15.	You will need to define the name of the Excel file. You can type it in the Excel file field or you can use the Browse button which allows you to navigate to the file you wish to import. In this lesson we will browse to the file.



Step	Action
16.	<p>Click the Browse... button.</p> <p>Browse...</p>



Step	Action
17.	Click the Import_Data.xls list item. 
18.	Click the Open button. 
19.	You will also need to state the name of the worksheet within the Excel file you would like to import. Remember in the file we are using the name of the spreadsheet is named Test_Data .

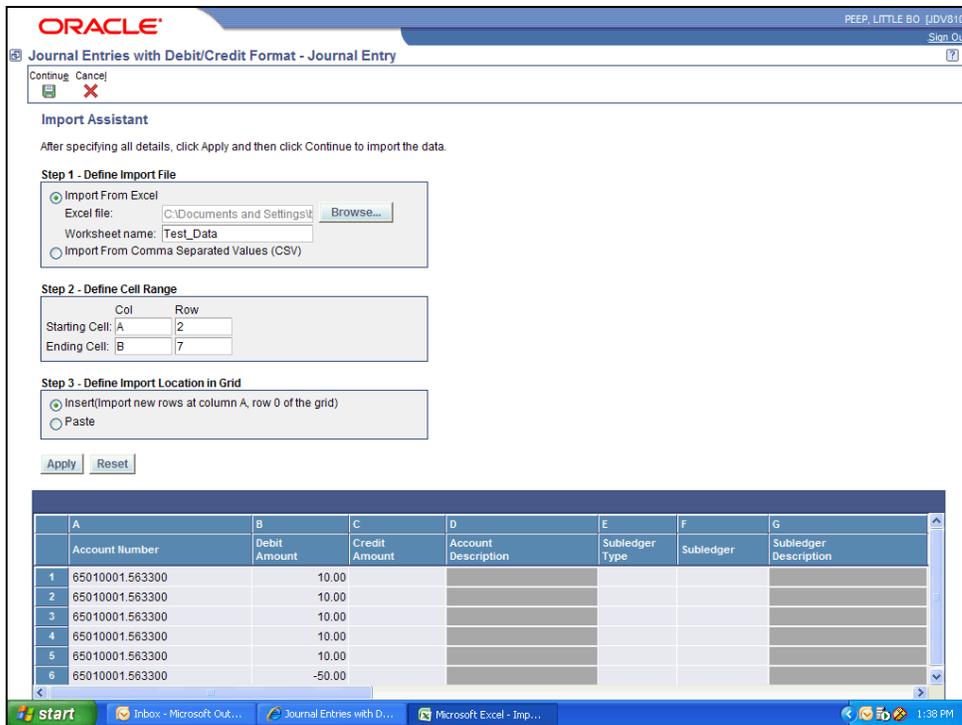


Step	Action
20.	Click in the Worksheet name field. <input type="text" value="Sheet1"/>
21.	Enter the desired information into the Worksheet name field. Enter a valid value e.g. " Test_Data ".
22.	Next you will need to define the cell range that you would like to import. Remember that Row 1 contained the titles of the columns, so we will not want to import those cells. Instead we will import cells A2 through B7.
23.	Click in the Starting Column field. <input type="text"/>
24.	Enter the desired information into the Starting Column field. Enter a valid value e.g. " A ".
25.	Click in the Starting Row field. <input type="text"/>
26.	Enter the desired information into the Starting Row field. Enter a valid value e.g. " 2 ".

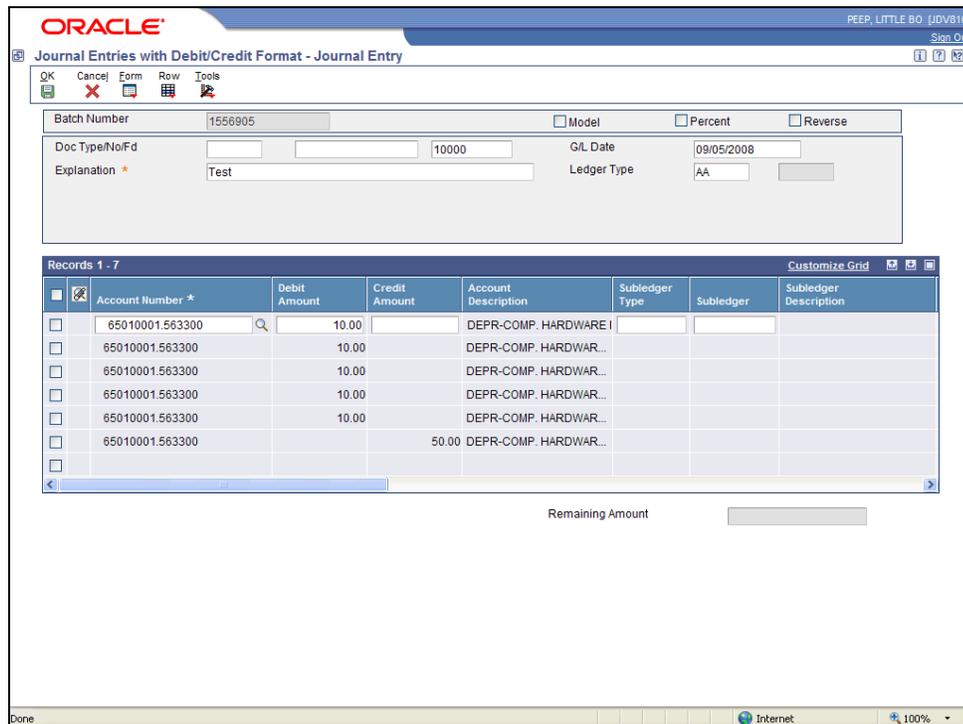
Training Guide

Working with Grids

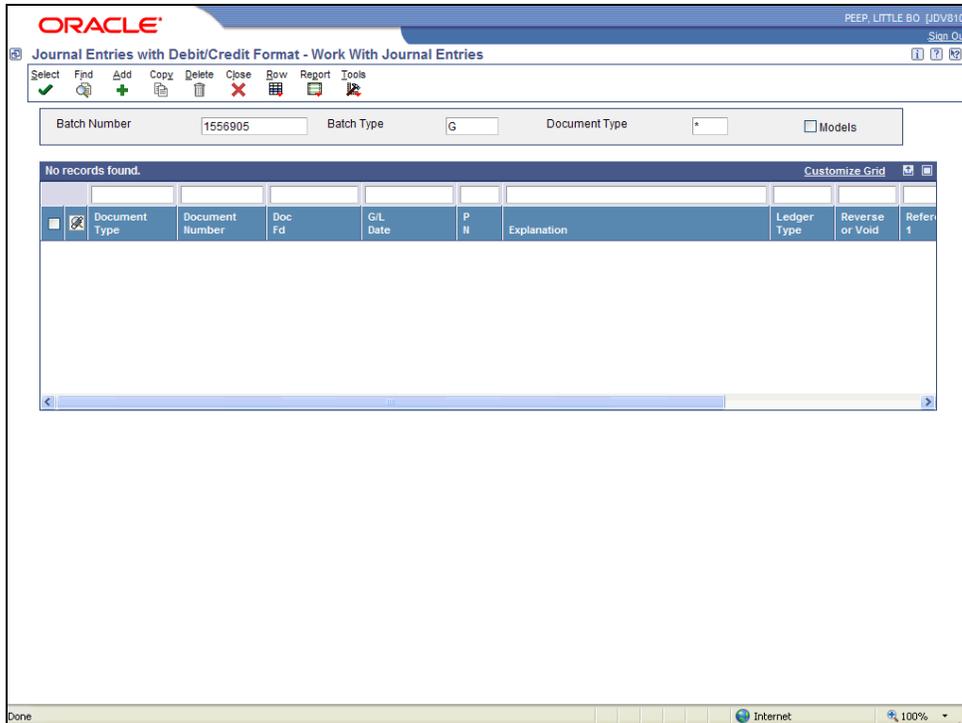
Step	Action
27.	Click in the Ending Column field. <input type="text"/>
28.	Enter the desired information into the Ending Column field. Enter a valid value e.g. "B" .
29.	Click in the Ending Row field. <input type="text"/>
30.	Enter the desired information into the Ending Row field. Enter a valid value e.g. "7" .
31.	Now that we have defined the file, spreadsheet, and cell range we can preview the information we are importing.
32.	Click the Apply button. <input type="button" value="Apply"/>
33.	Review the information to ensure the data imported is correct.



Step	Action
34.	Click the Continue button. 
35.	The data from the Excel file has been imported to the Grid.



Step	Action
36.	Click the OK (Ctrl+Alt+O) button. 
37.	Click the Cancel (Ctrl+Alt+L) button. 



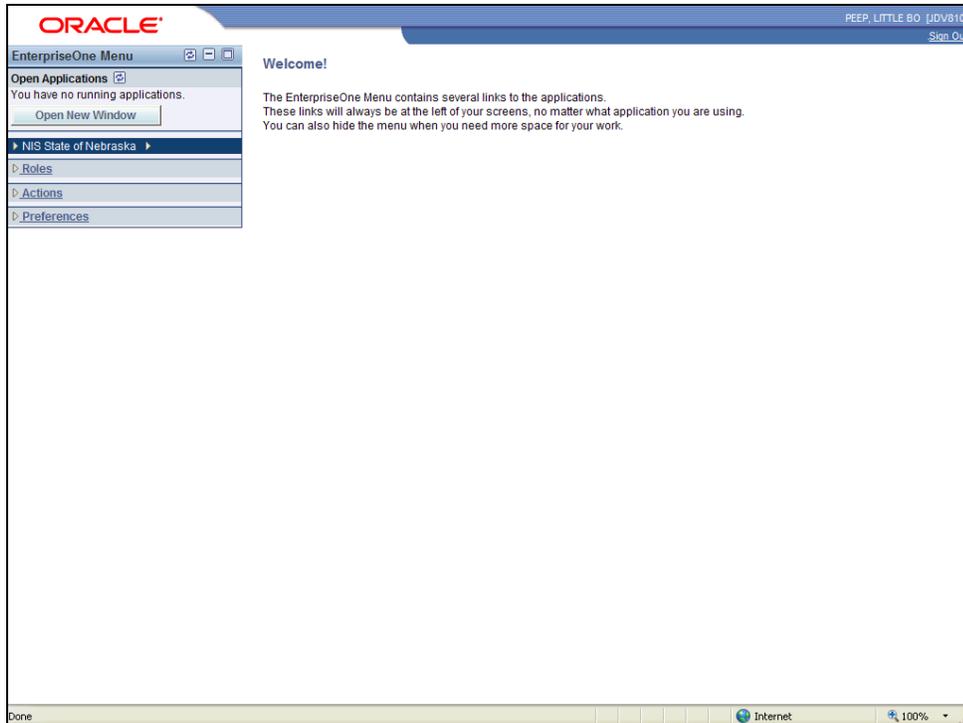
Step	Action
38.	Click the Close (Ctrl+Alt+L) button.
39.	You have successfully completed this lesson on importing to a grid. End of Procedure.

Export From Grids Lesson

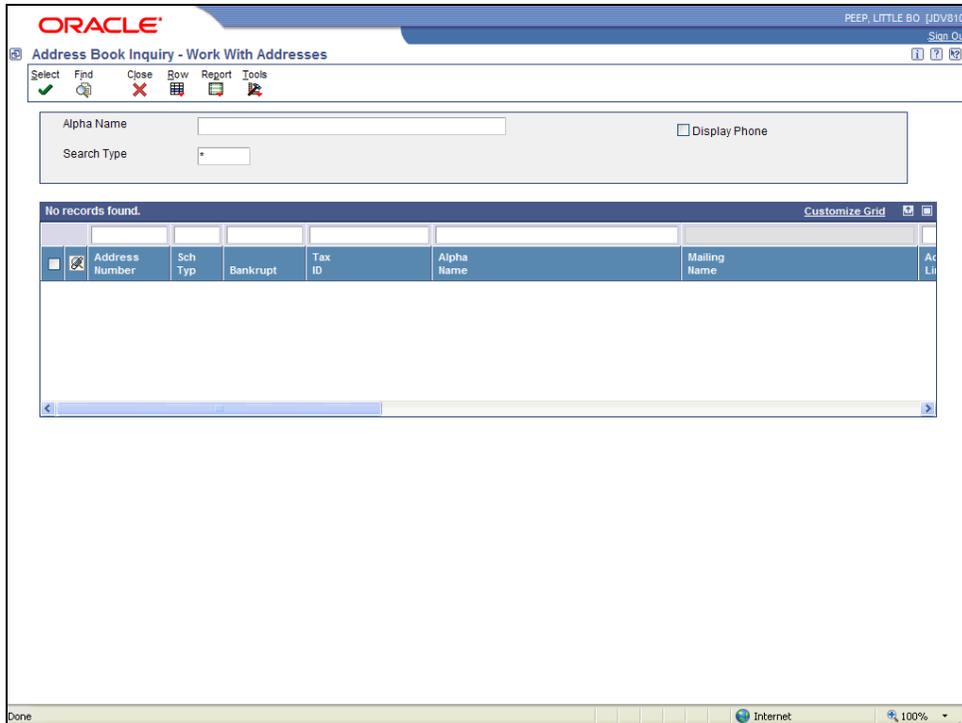
Procedure

In this lesson you will learn how to export data from a grid.

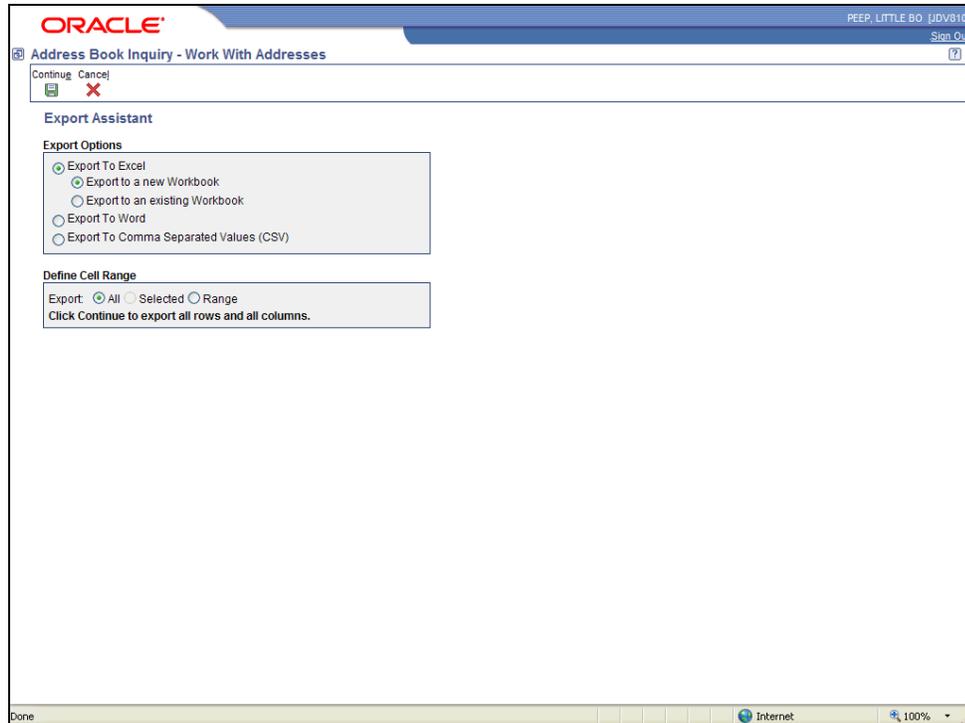
Step	Action
1.	To demonstrate how to export from a grid we will use the Address Book Inquiry screen. The principles in this lesson, however, apply throughout NIS.



Step	Action
2.	Click the NIS State of Nebraska link. NIS State of Nebraska
3.	Click the Address Book link. Address Book
4.	Click the Address Book Inquiry link. Address Book Inquirin



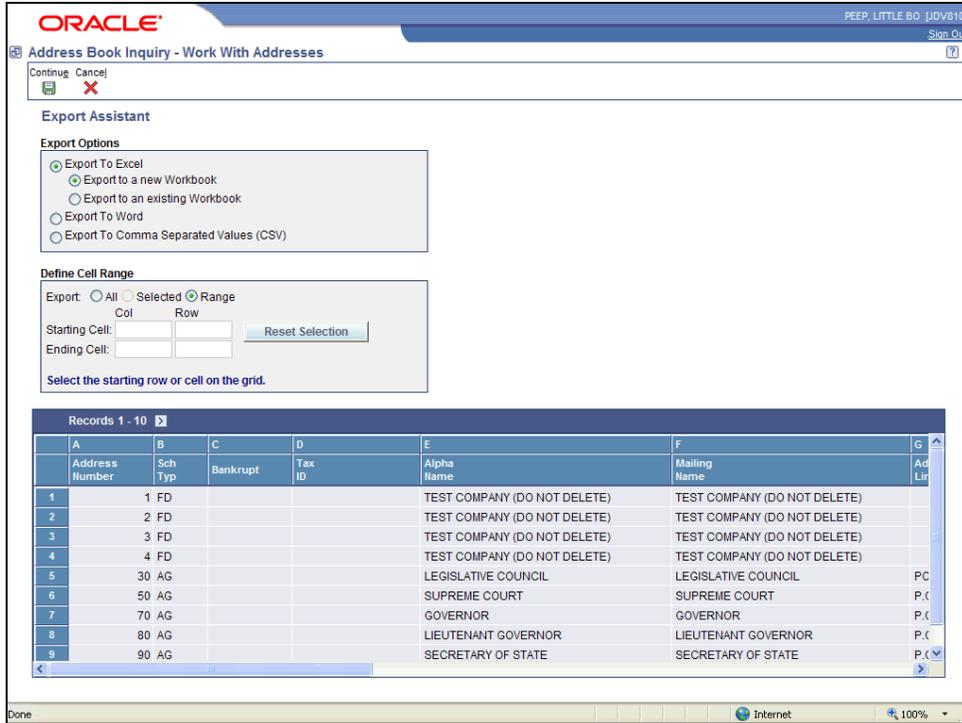
Step	Action
5.	Click the Find (Ctrl+Alt+I) button. 
6.	The grid populates with information, and this information is what we will export.
7.	Click the Tools (Ctrl+Alt+T) button. 
8.	Click the Export Grid Data menu. 
9.	In the Export Options window you can choose which type of document you would like to export to. In this lesson we will be exporting to a new Excel Workbook.
10.	The Define Cell Range window allows you to dictate what information from the grid you want to export (either all the information or a specific range). In this lesson we are going to select a specific range.



Step	Action
11.	Click the Range option. 

Training Guide

Working with Grids



Step	Action
12.	Click the A1 cell. <div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>
13.	Click the F9 cell. <div style="border: 1px solid black; padding: 2px; display: inline-block;">SECRETARY OF STATE</div>
14.	The cells populate in the Starting Cell and Ending Cell ranges.

The screenshot shows the Oracle Address Book Inquiry - Work With Addresses interface. The 'Export Assistant' dialog box is open, allowing the user to export data to an Excel file. The 'Export Options' section has 'Export To Excel' selected, with sub-options for 'Export to a new Workbook' (selected) and 'Export to an existing Workbook'. The 'Define Cell Range' section shows 'Export: Range' selected, with 'Starting Cell' set to A1 and 'Ending Cell' set to F9. Below the dialog is a data grid with 9 records.

Records 1 - 10	A	B	C	D	E	F	G
	Address Number	Sch Typ	Bankrupt	Tax ID	Alpha Name	Mailing Name	Ad Ltr
1	1	FD			TEST COMPANY (DO NOT DELETE)	TEST COMPANY (DO NOT DELETE)	
2	2	FD			TEST COMPANY (DO NOT DELETE)	TEST COMPANY (DO NOT DELETE)	
3	3	FD			TEST COMPANY (DO NOT DELETE)	TEST COMPANY (DO NOT DELETE)	
4	4	FD			TEST COMPANY (DO NOT DELETE)	TEST COMPANY (DO NOT DELETE)	
5	30	AG			LEGISLATIVE COUNCIL	LEGISLATIVE COUNCIL	PC
6	50	AG			SUPREME COURT	SUPREME COURT	P.C
7	70	AG			GOVERNOR	GOVERNOR	P.C
8	80	AG			LIEUTENANT GOVERNOR	LIEUTENANT GOVERNOR	P.C
9	90	AG			SECRETARY OF STATE	SECRETARY OF STATE	P.C

Step	Action
15.	Click the Continue (Ctrl+Alt+E) button. 
16.	An Excel document opens with the exported data which you can sort and filter. You can also save this file to your computer.
17.	You have successfully completed this lesson. End of Procedure.