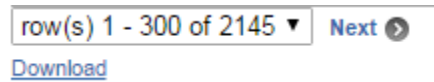
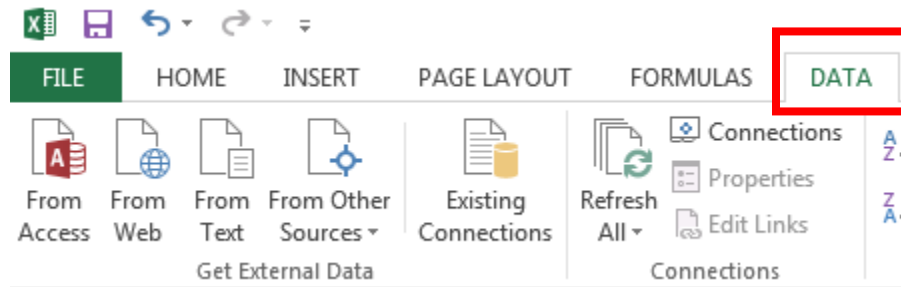


Instructions: Fishdump to Excel

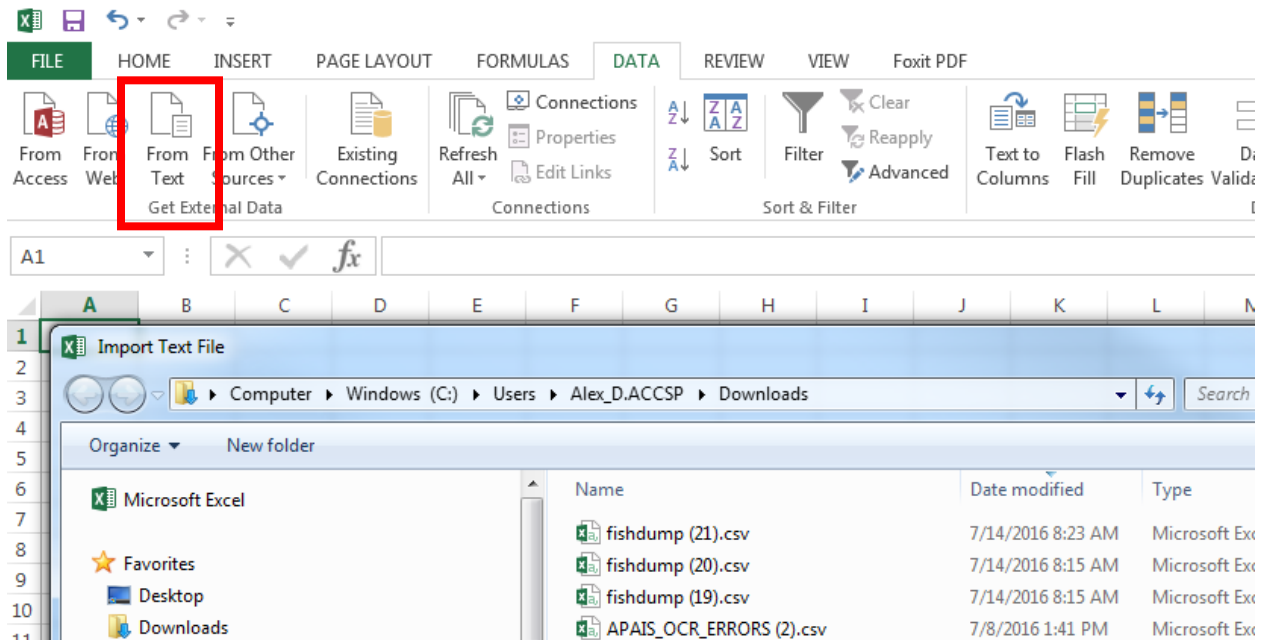
Within the Fishdump section of the Assignment Tracking Application (ATA), select the download button, found at the bottom left-hand side of the page:



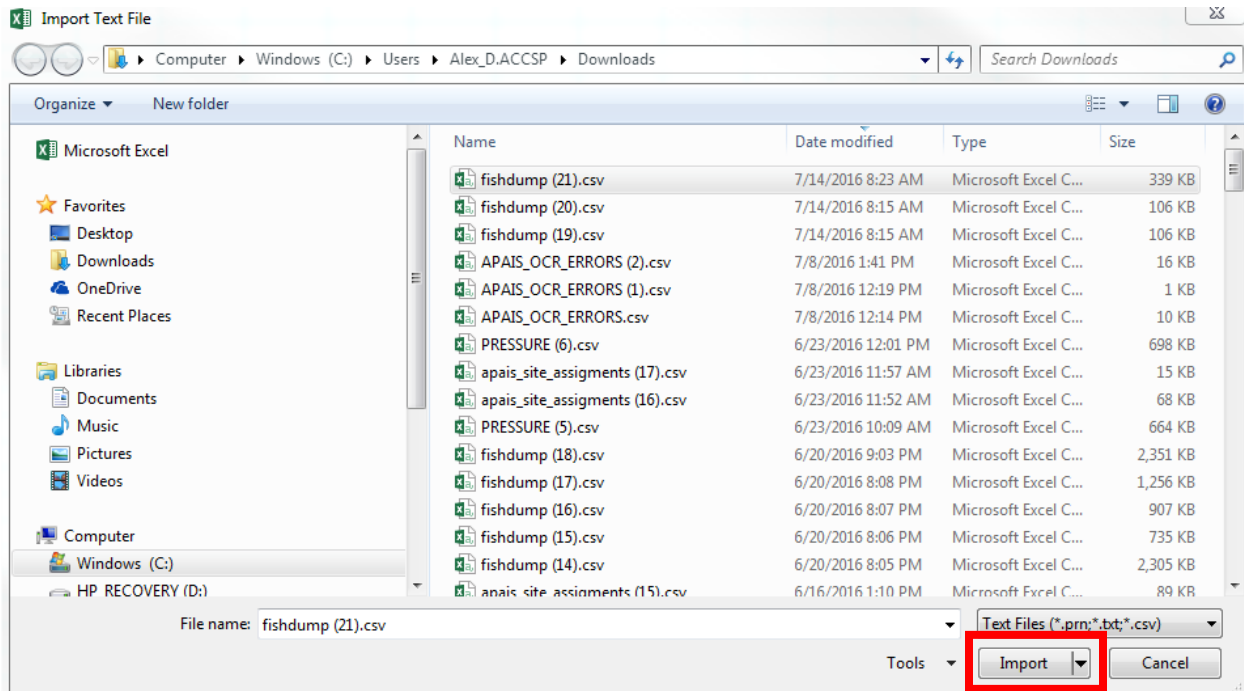
Next, open a blank worksheet within Excel and navigate to the “Data” tab.



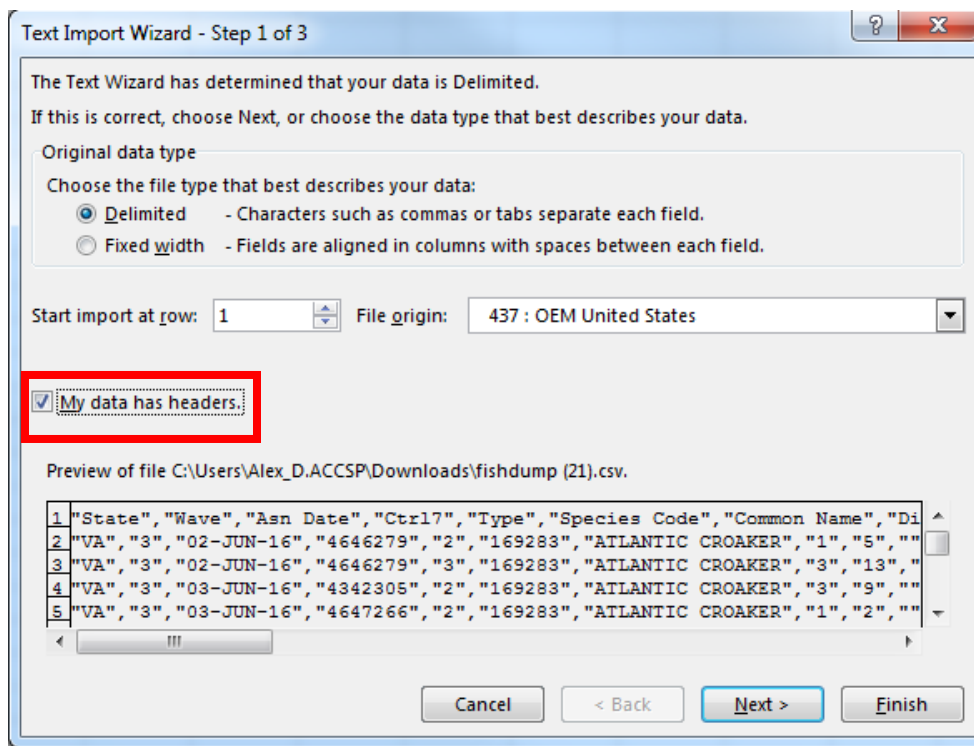
Within the “Data” tab, click the “From Text” option in order to import a text file.



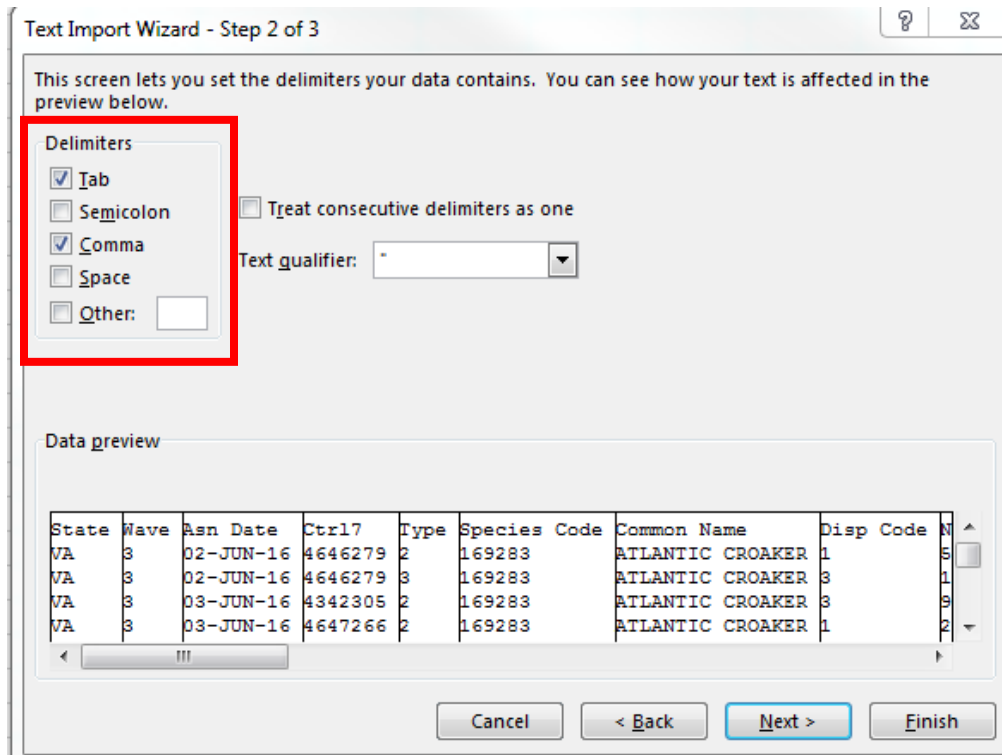
From here, navigate to and select the file location of the fishdump file which has been downloaded from the ATA.



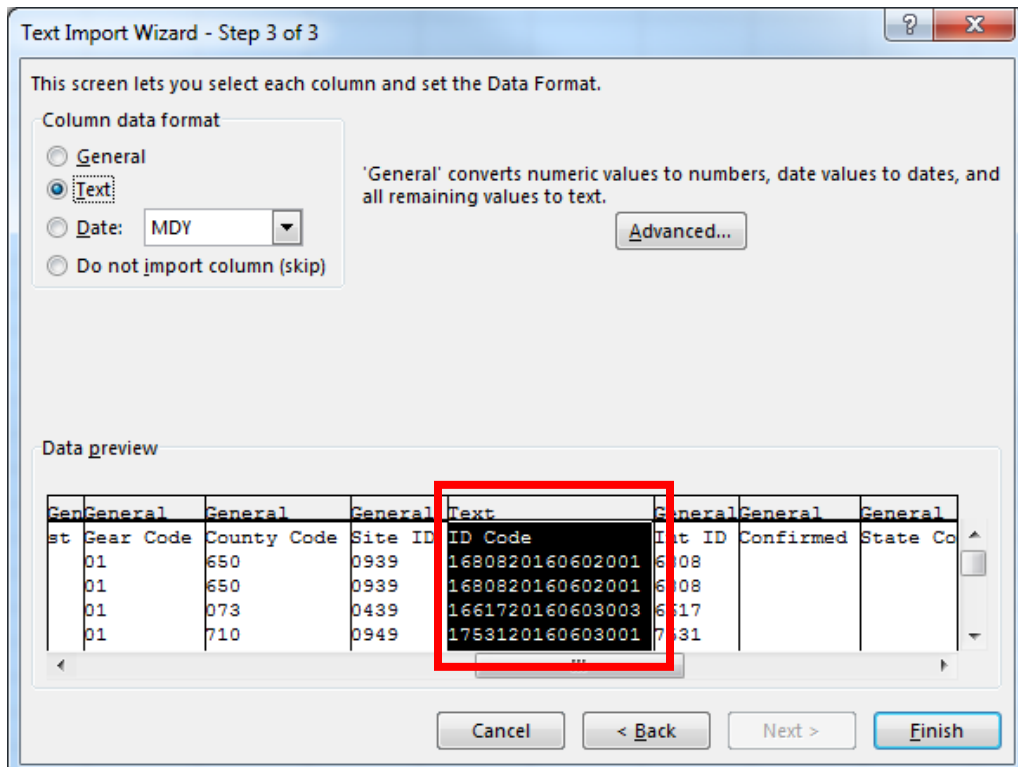
Select the "Import" button to begin the Wizard. Once Import has been selected, please make sure the "My data has headers" checkbox is checked and that "Delimited" is selected as is shown in the below image:



After clicking “Next” you will see the following screen:

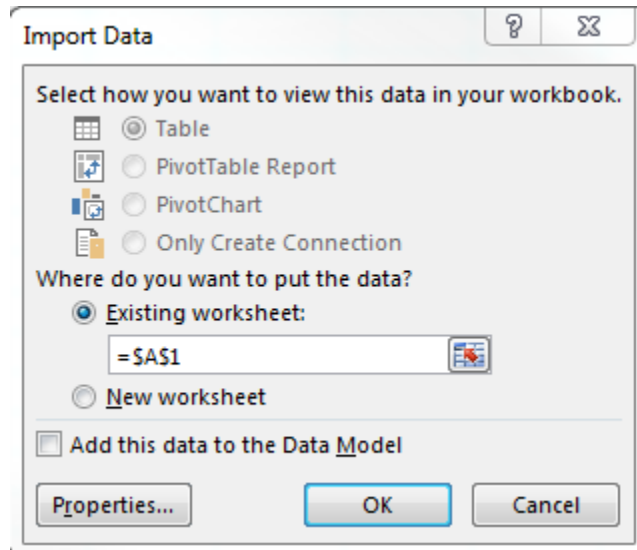


Make sure that “Comma” is selected as the Delimiter and then select “Next”. After this, users will see the following window:



Right click the **ID Code** column and select “Text” from the Column data format. Using this same method, it is possible to maintain leading zeroes in other columns (e.g., County Code) by selecting on that specific row and also selecting “Text” in the Column data format section.

Select “Finish” and will see the following window:



Click “OK” and check the ID Code column to make sure that the intercept number is present (i.e., ending in 001 or 003 instead of 000).