



## Create OCR File



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This utility allows you to create files by campus, or one file for all campuses, for federal reporting. The file for submission contains all data in one file; however, you can generate an individual file for each part for review.

### Create file:

<b>Select Campus</b>	Select the campus for which to create the OCR file. Or select <i>All</i> to create a file with data for all campuses.
<b>Select Part</b>	Select <b>Part 1 (for review only)</b> or <b>Part 2 (for review only)</b> to review the extracted data in Part 1 or Part 2. A CSV file is downloaded according to your browser settings. This data is for review only. The submission has a consolidated layout and must be submitted in one file.  Select <b>Combined File for Submission</b> to generate the consolidated file that can be submitted to the CRDC.
<b>Unique File Identifier</b>	Type a unique seven-character identifier for the file. This identifier will be part of the file name that is created by this utility.

Click **Execute**.

The file is created and downloaded according to your browser settings.

**WARNING:** The Create OCR File utility creates a CSV file. If you open the file in Microsoft Excel, some data is changed in the conversion. Therefore, **DO NOT SUBMIT** a file that was opened in Excel; only submit the original CSV file.

Data should only be edited from within the OCR program. If you must edit data outside the OCR program (not recommended), use Notepad.exe or a similar text editor.

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