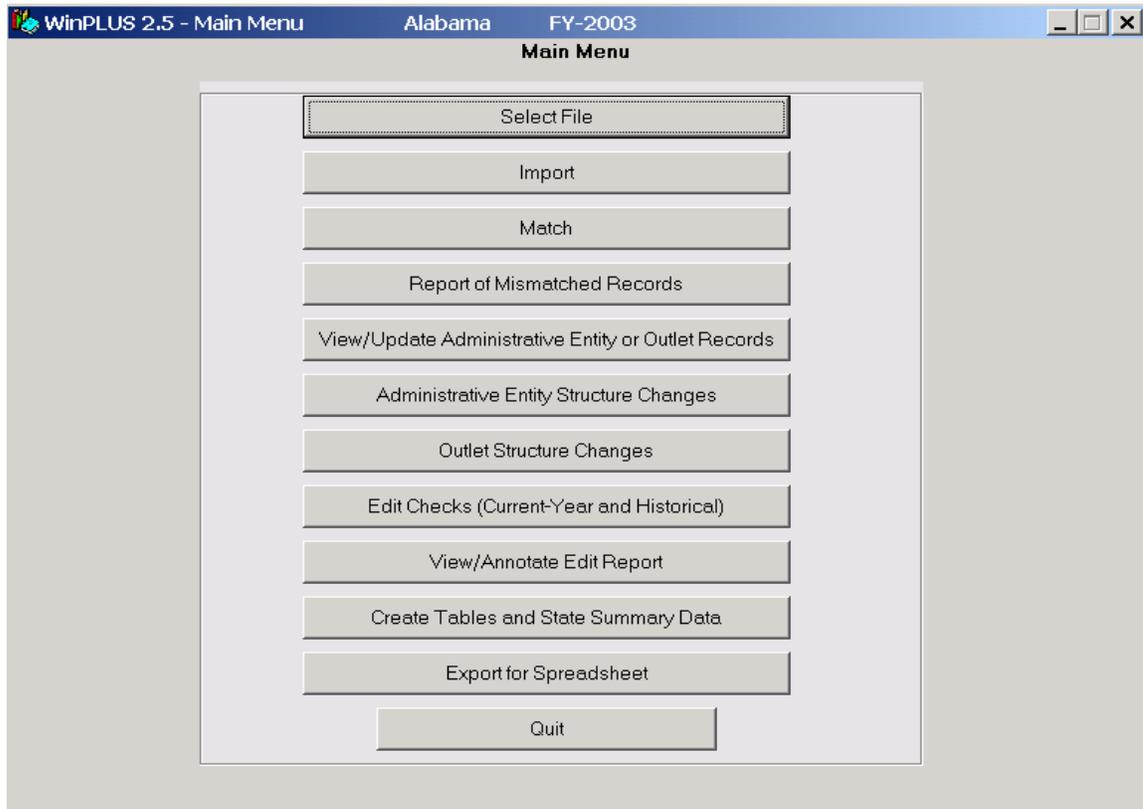


5 WinPLUS MAIN MENU OPTIONS

After the user selects the current-year data file and enters the state characteristics data, WinPLUS automatically displays the Main Menu that has 12 options, as shown below. From the WinPLUS Main Menu, the user can select any of the menu items by clicking on the option. Each of these options is discussed in detail on the following pages.



5.1 Select File

WinPLUS automatically enters this function when starting up (see section 4.2—Select Data File). You will only need to use this option if you wish to select a different data file than the one you selected when you started WinPLUS, or if you wish to access the state characteristics data (reporting period starting and ending dates, official state population estimate, and total unduplicated population of legal service areas).

From the 'Select File' screen, you may select 'Process Current Year' or 'View Prior Year Data'. The database is listed under 'Select A File to Open' and is named **fscs_XX_FYZZZZ.mdb**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2003 for the current data collection. After selecting a file, choose 'Open'.

When you are ready to enter your current-year data, you may use one of two methods: direct data entry via the keyboard, or data import from an external file. Select 'View/Update Administrative Entity or Outlet Records' from the WinPLUS Main Menu to enter your data directly (see section 5.5—View/Update Administrative Entity or Outlet Records for instructions). Select 'Import' from the WinPLUS Main Menu to import your data (see section 5.2—Import for instructions).

5.2 Import

5.2.1 Overview of Import

WinPLUS performs an automatic "Read and Validate" routine (discussed in section 5.2.3) during the import process to make sure the data are formatted correctly. The user cannot make changes to the data during this routine. Import files must conform exactly to the specifications provided in 'Appendix B—Administrative Entity Import File Specifications' and 'Appendix C—Outlet Import File Specifications'.

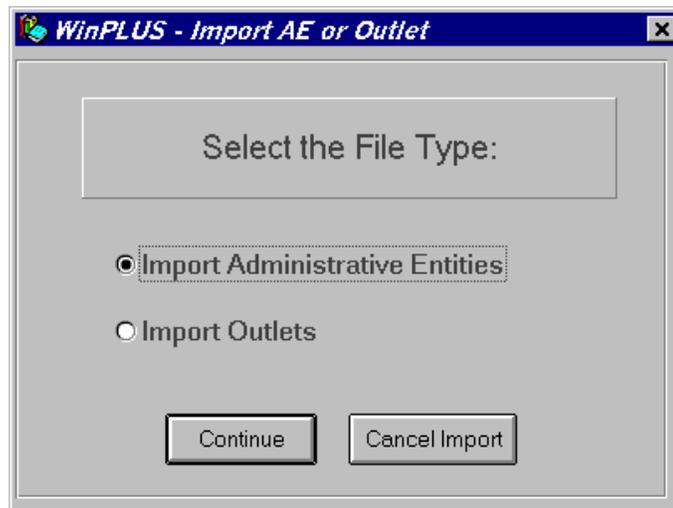
Note:

- All import file columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.
- The administrative entity import file can contain only administrative entity records. Outlet records must be removed.
- The outlet import file can contain only outlet records—all central, branches, bookmobiles, and books-by-mail only outlets. Administrative entity records must be removed.

If you are unable to import successfully, please contact the PLS Census staff by phone at (800) 451-6235 or by e-mail at govs.pls@census.gov. Please keep a copy of the original import file for Census to review.

5.2.2 Selecting the Type of File to Import

Administrative entity and outlet data files can be imported into WinPLUS. WinPLUS imports them in sequence, not simultaneously. To initiate an import, choose 'Import' from the WinPLUS Main Menu. A screen asking the user to select the type of file to import is displayed:

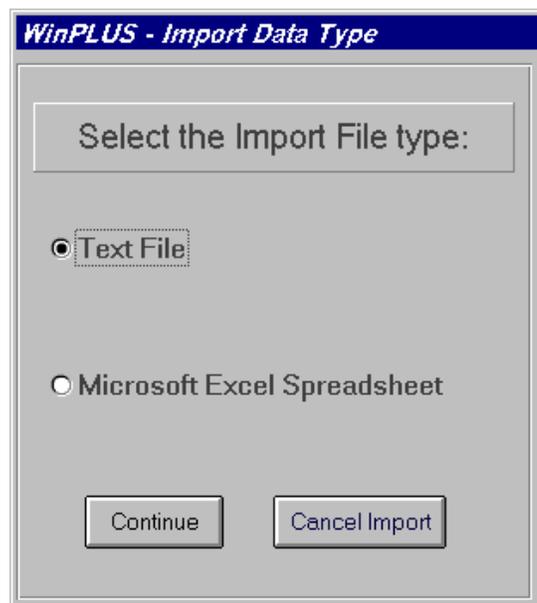


Choose 'Import Administrative Entities' or 'Import Outlets' depending on the type of data you plan to import. Choose 'Continue' to start the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.

If you are importing the data for Administrative Entities, a menu (see screen below) is displayed with two available file formats: 'Text File' and 'Microsoft Excel Spreadsheet'. Select the file type that you will import into WinPLUS and choose 'Continue' to proceed with import, or choose 'Cancel Import' to return to the WinPLUS Main Menu.

Note:

- When importing an Excel spreadsheet, you must have a row of labels at the top of the spreadsheet. Otherwise, you will lose one data record because the first row gets dropped during import.
- If the user is importing the data for Outlets, the only option is 'Text File' (i.e., ASCII flat file). See the section below entitled 'Using the Macro Facility to Convert (Export) Excel Spreadsheets to Text Files' if you need to convert an outlet Excel spreadsheet to a text file that you can import into WinPLUS.
- All import file columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.



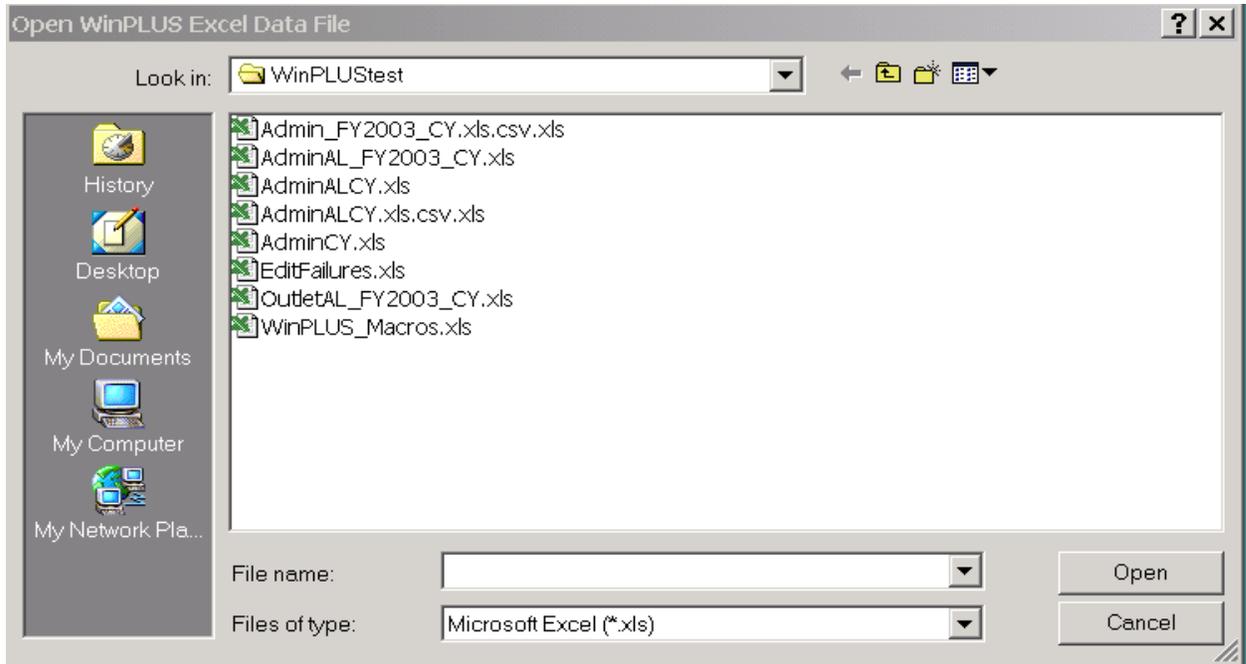
Using the Macro Facility to Convert (Export) Excel Spreadsheets to Text Files

If you experience any problems importing the Excel spreadsheet, use the macros provided with the WinPLUS installation package. These macros create ASCII flat (text) files from Excel spreadsheets. **WinPLUS_Macros.xls** contains the macros and is located in the same directory as the WinPLUS software.

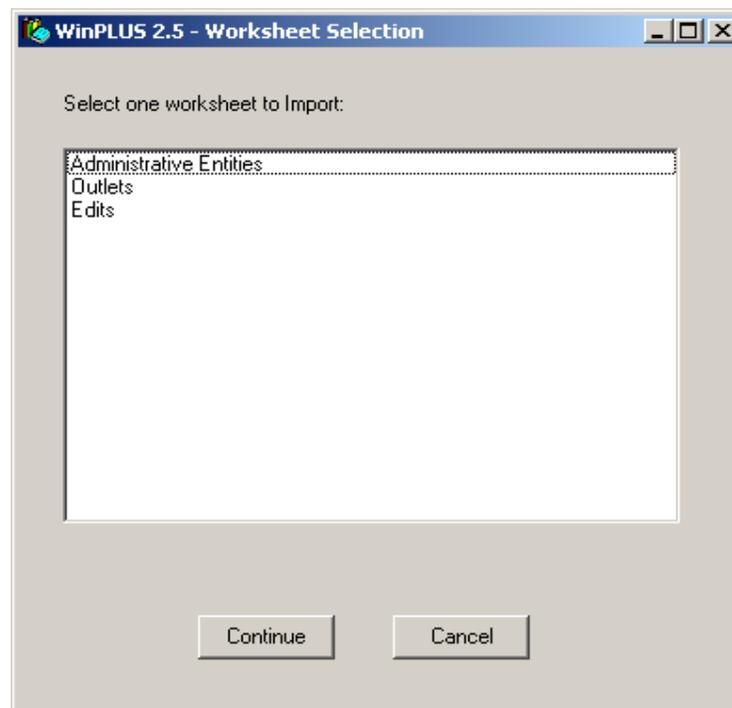
- Open WinPLUS_Macros.xls and choose to Enable Macros.
- Open the spreadsheet containing data to be converted (exported) to a text file. (The file must be open.)
- Select Tools, Macro, and Macros... to see a dialog box containing the macros named 'WinPLUS_Macros.xls!Export_Administrative_Entities' or 'WinPLUS_Macros.xls!Export_Outlets'.
- Highlight the appropriate macro name and click on 'Run' to start the macro.
- Navigate through the message boxes until you reach the final one that tells you the name of the text file just created. Import this text file into WinPLUS.

5.2.3 Read and Validate

After the user selects the data file type and format, WinPLUS will display a screen from which the drive and the file to be imported can be selected.



If you are importing administrative entities using an Excel spreadsheet, WinPLUS will ask you to enter the worksheet name. If your spreadsheet contains more than one worksheet, a list of all worksheet names will appear and the user must select the one to import.



After the user has selected the type and format of file to import, the import begins. First, WinPLUS automatically opens the import file and 'reads' (copies) the data within it to a temporary WinPLUS table. For ASCII text files, WinPLUS then validates the data against the administrative entity import file specifications or the outlet import file specifications (see appendix B or C, respectively). While reading and/or validating the import file, WinPLUS will display the message "Reading Rec #...", showing WinPLUS's progress.

5.2.4 Import Complete

At the completion of importing, you have the option of (1) continuing with the matching routine, which matches current-year records against prior-year records, or (2) returning to the Main Menu and running the matching routine later. Select 'Yes' to continue with matching or 'No' to return to the Main Menu.

