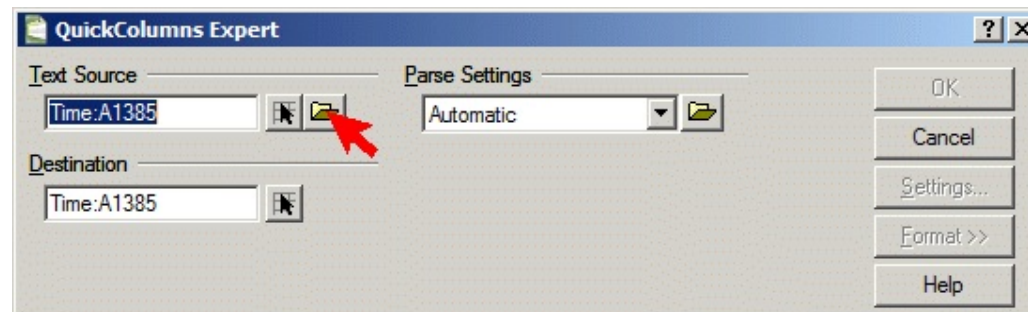


# Importing data into Zenas

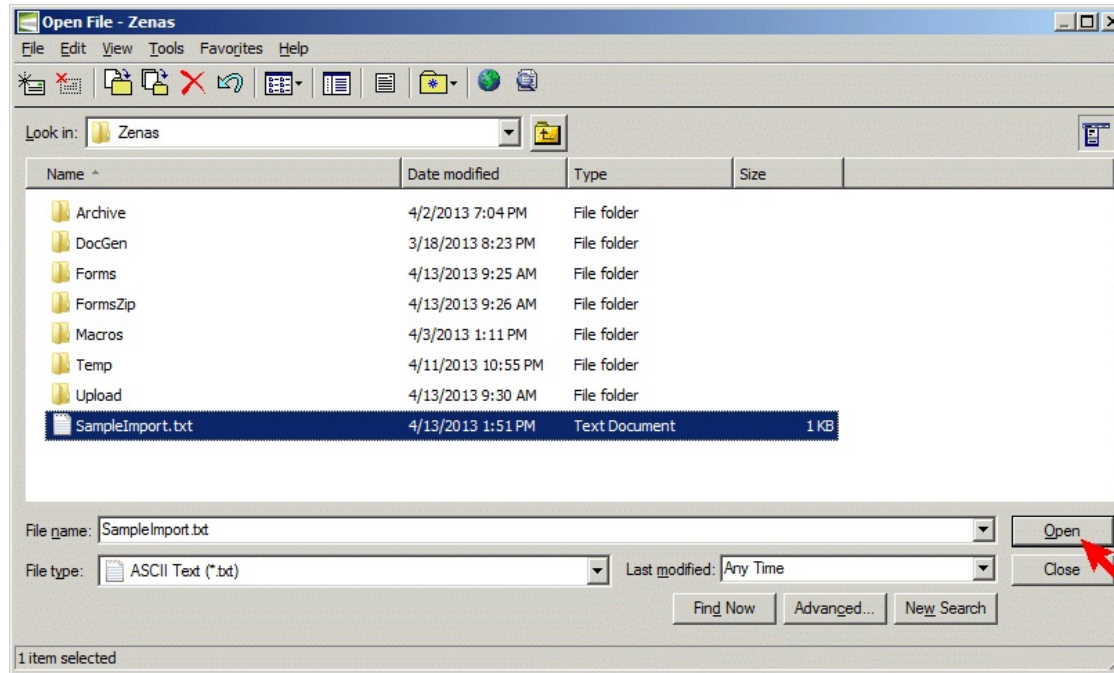
This example assumes that you have created a text file in which the fields to be imported are delimited by the ^ character

Sort Time		Sort Cases			
Date	Time	Case#	Hrs	Work	Status

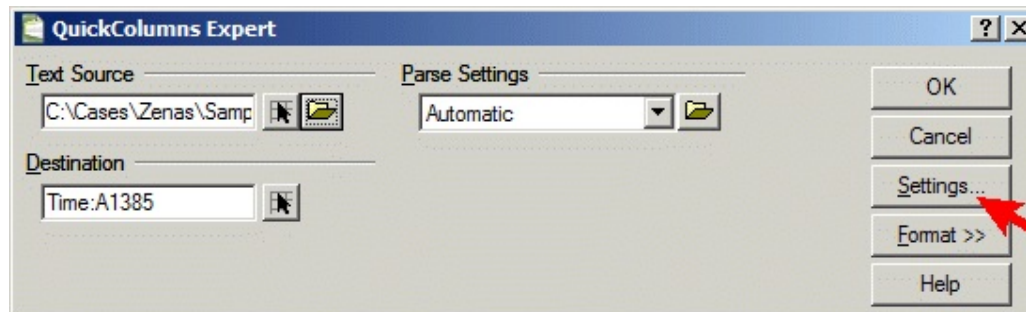
First, select the cell where you want the import to begin. Then, click Tools > Data Tools > QuickColumns to get you to the following dialog box.



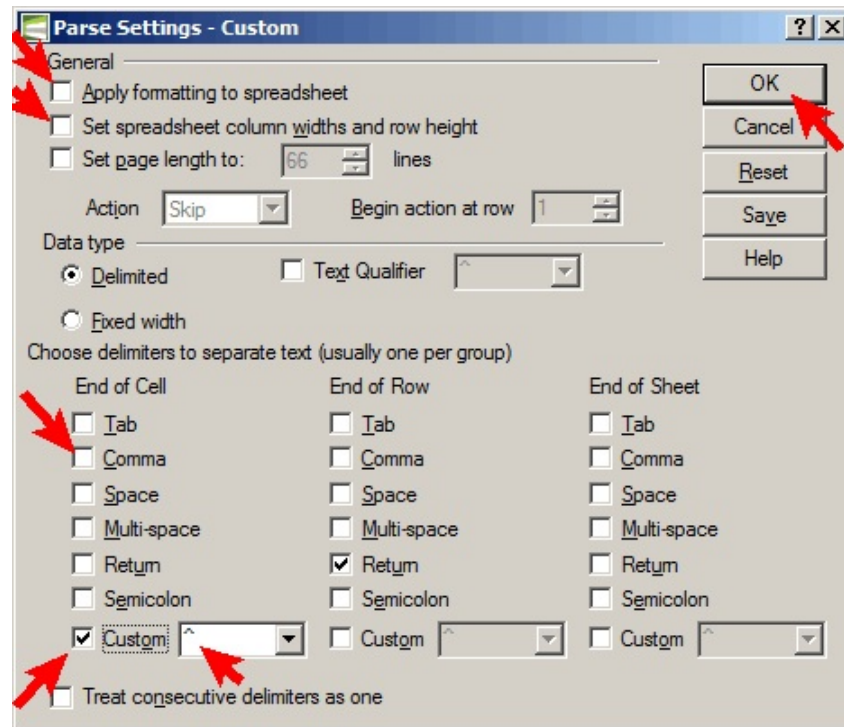
Now, click the File Selector.



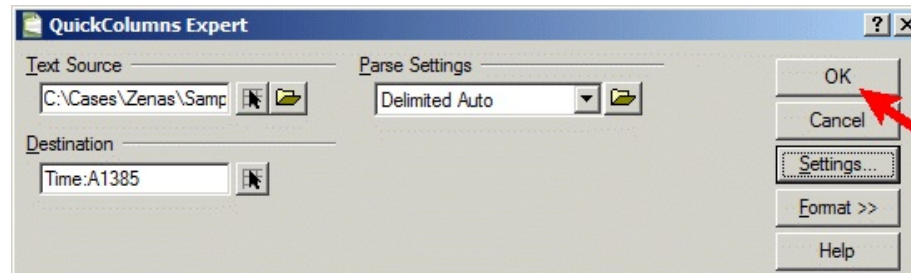
Find the correct file, select it, and click Open.



Now, click Settings.



Deselect everything under General, deselect Comma under End of Cell, select Custom, and place ^ in the box next to it, if it is not already there. Then click OK.



Then click OK.

Sort Time		Sort Cases			
Date	Time	Case#	Hrs	Work	Status
40878	0.75	1234	1.23	Draft complaint; research jurisdiction	0
40879	0.5	1234	0.25	Finalize complaint	0
40880	0.4	1234	0.75	Deliver complaint to clerk's office	0

The data appear. They may still need to be formatted, such as the dates in the A column here.