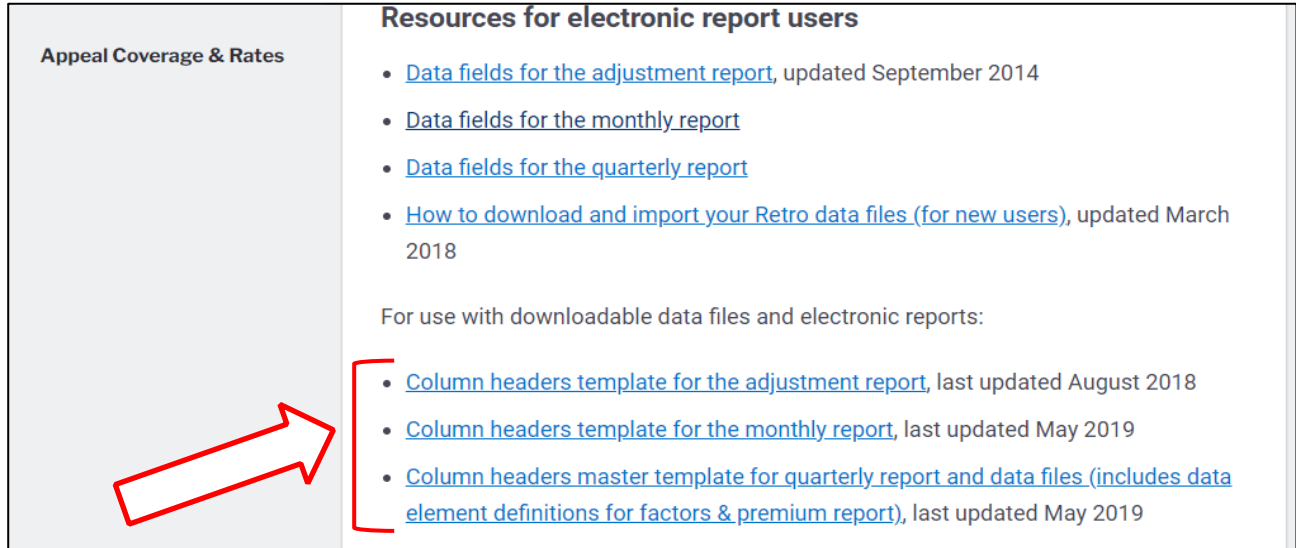## Download These Files First

Note: *You may **skip** this step if you **do not** plan to **import** your data into a spreadsheet such as Microsoft Excel.*

You will need the "column header templates" from the L&I website to utilize your electronic Retro report(s) effectively. The "templates" are available on our Retro Resources (wa.gov) web page.

There are three (3) files to choose from, depending on the report you are working with:

1. Column headers template and data element definitions for the **adjustment** report.

2. Column headers template for the **monthly** report.

3. Column headers master template for **quarterly report** and data files (includes data element definitions for factors & premium report).
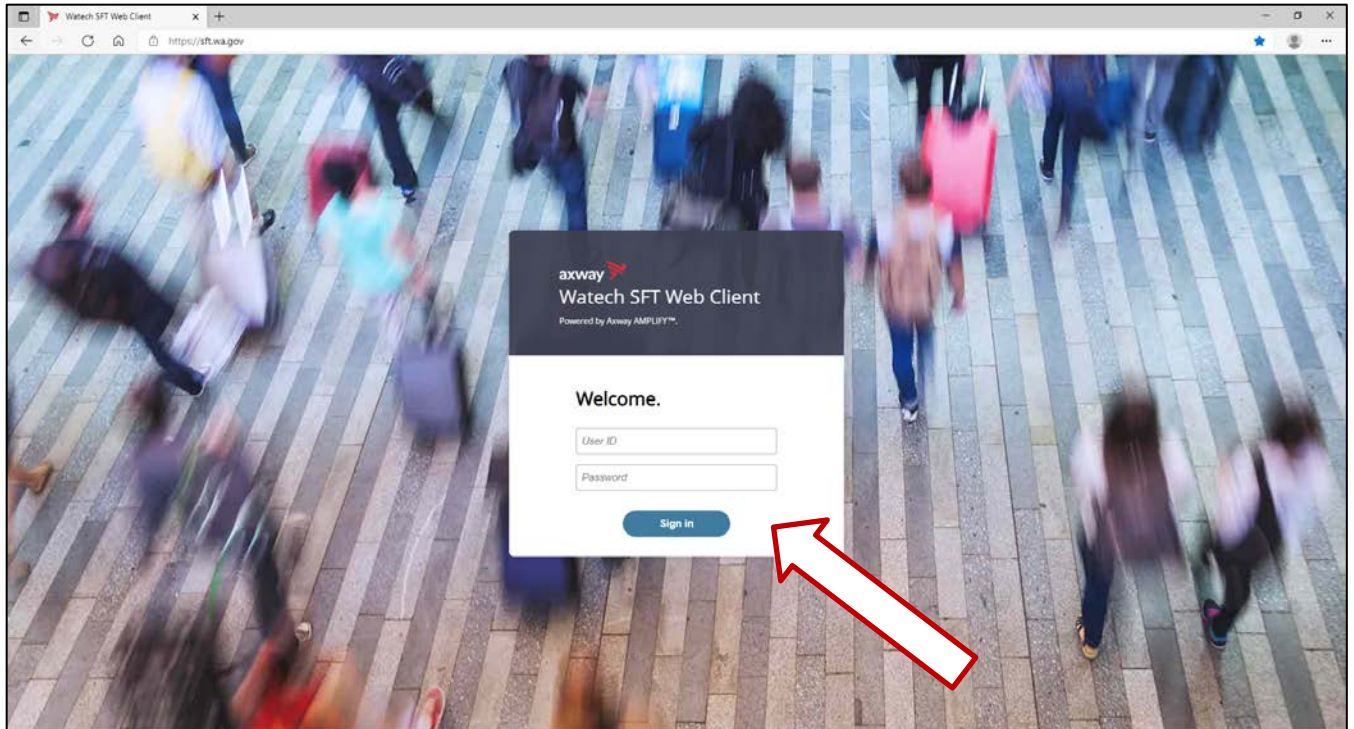
For ease of use, we suggest you save the column header template file(s) to your computer's **Desktop** (or other location of your choice) using the file name(s) given.

Log into the SFT Secure Server

Next, log into the SFT (*secure file transfer*) Server at **https://sft.wa.gov/,** and enter your **username** and **password**.


Because of differences in web browsers and operating systems, what you see on your computer **may vary slightly** from these illustrations.

In order to import your report data into Excel, you will need to select the appropriate **data file** (such as QRTRLY**D**.DOC). Any report without a 'D' in the name (like QRTRLY.DOC) is intended for printing/viewing only, and **not** for manipulation via spreadsheet. This holds true for your monthly and adjustment report(s), as well.
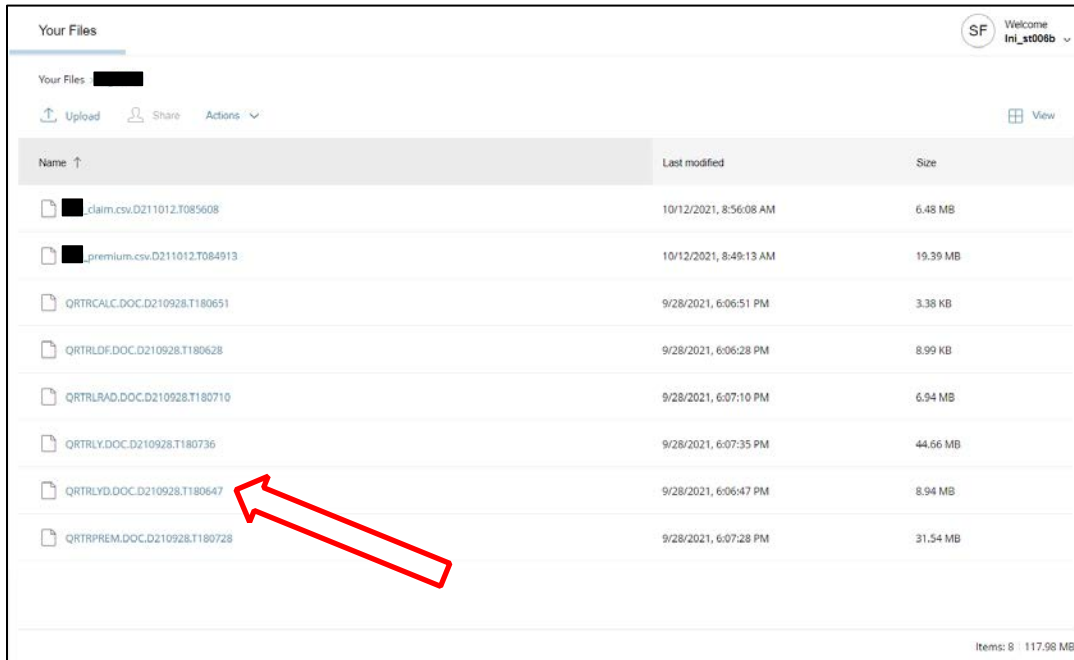

Choose your file by **clicking on the report name**. This will prompt your browser to begin downloading your data file.
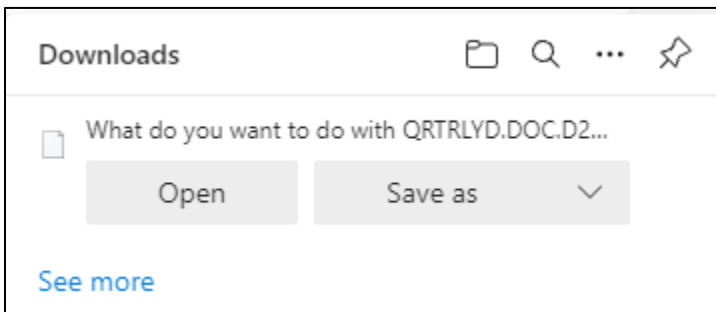

Upon completion of your download. Your browser will ask you if you'd like to "Open" the file or "Save as." Please choose "Save as" and we recommend saving this file to your **Desktop**. If you choose "Open" you will receive an error and have to repeat the previous step.
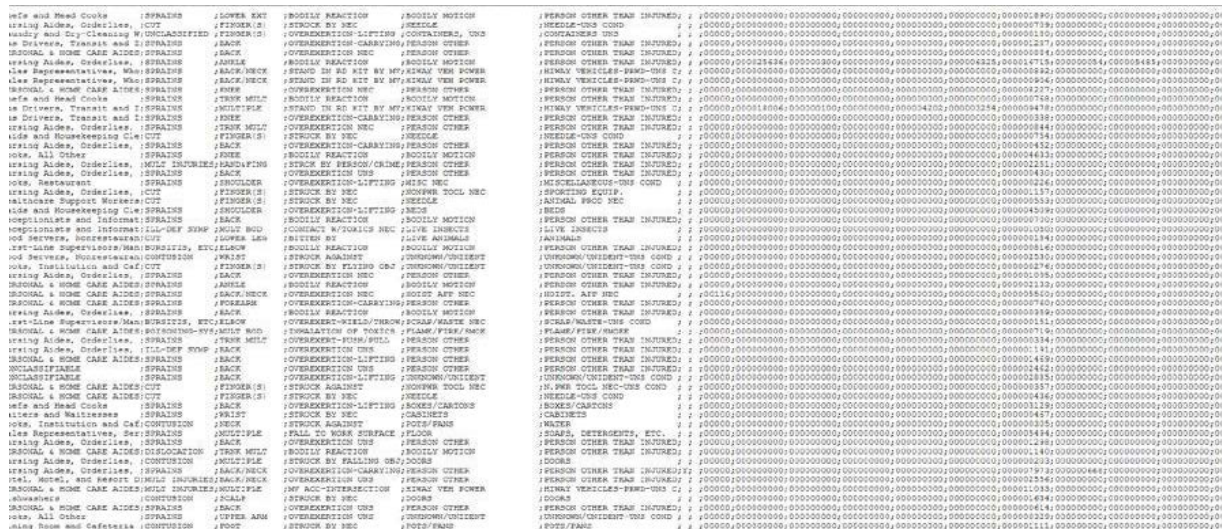
After the file is successfully saved to your **Desktop**, double-click the file to open.
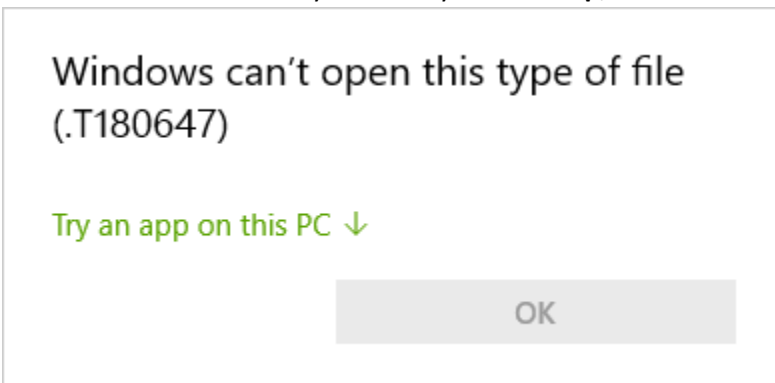
Upon opening the file you will encounter this prompt. Please click on "Try an app on this PC."
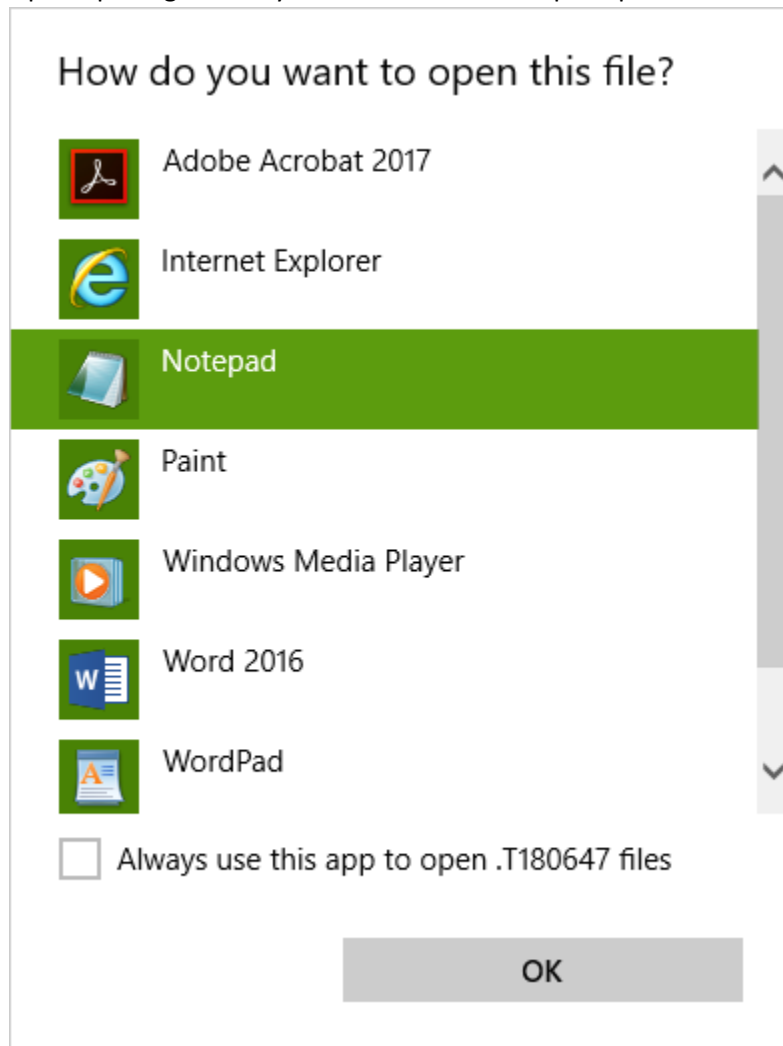

You will then be given a list of apps that may be capable of opening the data file. We recommend selecting **Notepad**, then selecting "OK." Your data will open looking similar to this:

Type **CTRL+A** on your keyboard (or use the Edit Menu command *"Select All"*), followed by **CTRL+C** (*"Copy"*).

Open the relevant column header template

Open the (previously downloaded) *column header template* file for the report you want to work with. For example, if you are importing **quarterly** report data (labeled as **QRTRLYD.DOC**.D210928.T180647 in the *above example*), open the file you downloaded called **quartrepcolumnanddatahead.xls**:
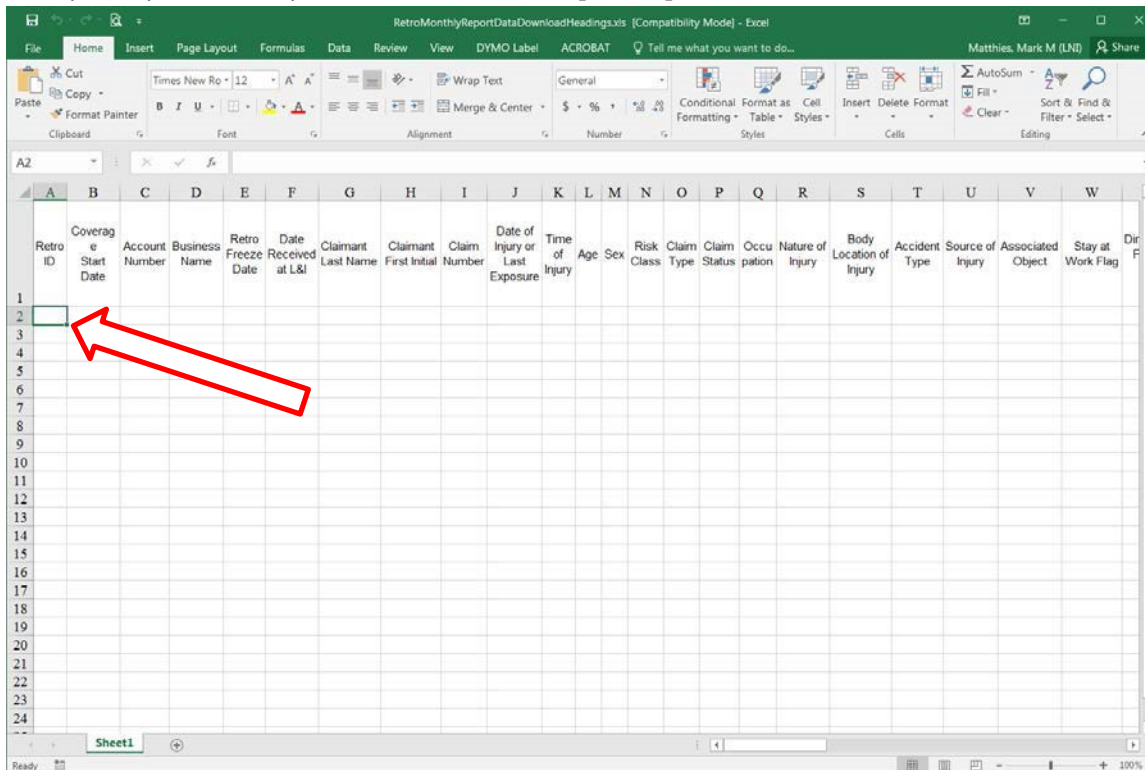
Make sure that **cell A2** is selected; then, use the Edit Menu and choose *"Paste"* (or type **CTRL+V**). The data from your web browser should now appear in your Excel program.

Next, click on **Data** in the Excel 'ribbon' and:
- select **Text to Columns**,
- then **Delimited**,
- then click **(Next)**,
- *Unselect* **Tab** and
- choose **Semicolon,**
- then click **(Finish)**.

Congratulations! You have now imported your data into Excel for further study and review.

Thinking Ahead

Make sure you **"Save As…"** with a unique (and memorable) file name. This should preserve the *column headers template* in its original state for future use.

Repeat these steps for each data file type that you wish to export to Excel. With practice comes speed.

Please send an email to Retro@Lni.wa.gov (or call **360-902-4851**) with any questions, comments, or concerns.