




QUICK INSTRUCTIONS IN GENERATING TEXTFILE REPORT USING MICROSOFT EXCEL

1. Open a new sheet using Microsoft Excel 2007
2. Adjust the column width:
 - 2.1 Highlight the column to be adjusted
 - 2.2 Click the right mouse button, then, from the options choose "Column Width".
 - 2.3 Type the corresponding column width based on the table below.

Column	Width
A	12
B	60
C	7
D	60
E	60
F	8
G	1

3. Format column A
 - 3.1 Highlight column A.
 - 3.2 Click the right mouse button, then, from the options choose "Format cells".
 - 3.3 When the format cells dialog box appears, choose "Custom" from the options.
 - 3.4 Delete the word "GENERAL" and key-in twelve (12) zeroes (000000000000) then, press the OK button.
4. Format column F
 - 4.1 Highlight column F
 - 4.2 Click the right mouse button, then, from the options choose "Format cells".
 - 4.3 When the format cells dialog box appears, choose "Custom" from the options.
 - 4.4 Delete the word "GENERAL" and then type mmddyyyy then press the OK button.
5. Key-in the **PhilHealth Employer Number or PEN** in column A, 1st row.
6. Key-in the **Registered Employer Name** in column A, 2nd row.
7. Key-in the **Registered Employer Address** in column A, 3rd row.
8. Allot one (1) space before encoding the member information.
 - 8.1 In column A, enter twelve (12) zeroes as the member's PhilHealth Identification Number or PIN.



- 8.2 In column B, enter the **Member's Surname or Last Name**.
 - 8.3 In column C, enter the **Member's Suffix Name** (if any).
 - 8.4 In column D, enter the **Member's Given Name or First Name**
 - 8.5 In column E, enter the **Member's Middle Name**
 - 8.6 In column F, enter the **Member's Date of Birth** using MM/DD/YYYY format.
 - 8.7 In column G, enter the **Member's Sex** .
 - 8.7.1 "M" for Male
 - 8.7.2 "F" for Female
9. Enter the total number of member records in column A
- 9.1 Choose one column to highlight (from column B to G)
 - 9.2 The count of member records will appear on the lower portion of the window
 - 9.3 Format the cell where the count is placed
 - 9.3.1 Click the right mouse button, then, from the options choose "Format cells".
 - 9.3.2 When the format cells dialog box appears, choose "Custom" from the options.
 - 9.3.3 Delete the word "GENERAL" and then type 0 then press the OK button.
 - 9.3.4 Align text to the left.
10. Save file.
11. Convert Excel file into text file format.
12. To convert the excel file follow the following procedures:
- 12.1 Click Office Button  found at the upper left corner of the window
 - 12.2 Choose **Save As** then from the list select **Other Formats**
 - 12.3 The Save As dialog box will appear
 - 12.3.1 In the **Save In** field, choose the destination wherein the file will be saved.
 - 12.3.2 In the **Save As Type** field, choose **Formatted Text (Space Delimited)(*.prn)**
 - 12.3.3 Lastly, press the **Save** button.
 - 12.4 After pressing Save, a Microsoft Excel dialog window will appear, just click **OK**
 - 12.5 Another Excel dialog window will appear just click **YES**.



SAMPLE TEXTFILE FORMAT

019000022889
SYCIP, GORRES, VELAYO AND CO.
6760 AYALA AVENUE, MAKATI CITY FOURTH DISTRICT 1200

000000000000CANAPI	JR	JOHN MIKKOLO	MALACAY	04261988M
000000000000ROQUE		MARY ROSE	RAMIREZ	02191979F

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