

Downloading with Extra! in MIRS

This set of instructions is intended for the various types of the Extra! emulator, including but not limited to myEXTRA! Personal Client version 6.3 and above, and myExtra! Enterprise version 7.11 and above.

Please note that these instructions may not be exact to your type or version of Extra! but will still serve as a helpful guide.

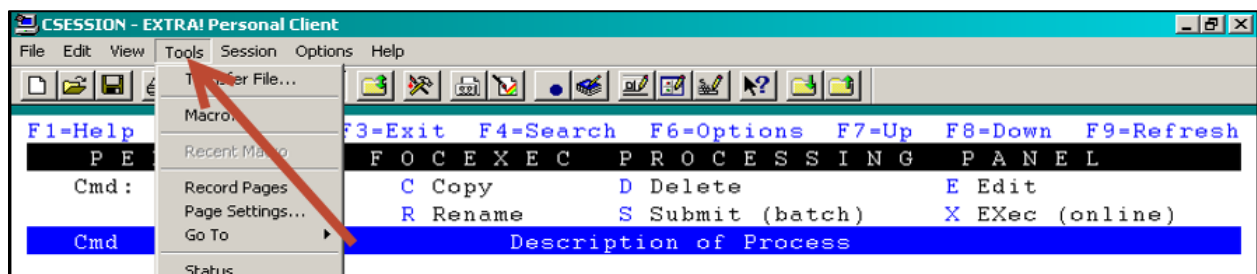
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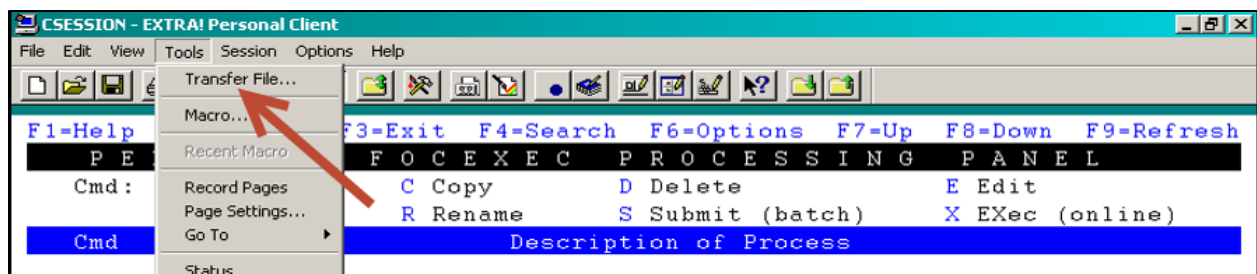
Settings Configuration

This section provides instruction on configuring your settings in Extra! upon the first time of downloading. After your settings are initially configured, you will not need to perform these steps to download.

1. In Extra!, login to MIRS.
2. Select Tools.



3. Select Transfer File.

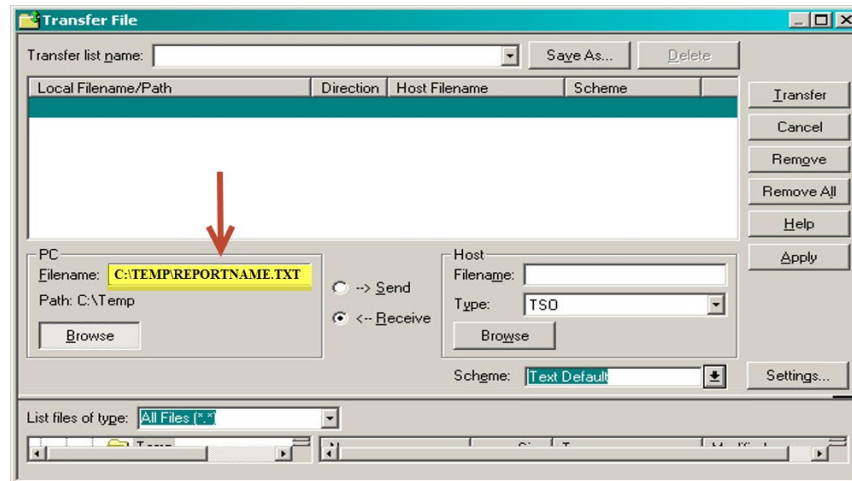


4. Enter the PC Filename.
 - a. This is the location your file will download to.


- b. Type in the folder path and report name place holder.

Example: C:\TEMP\REPORTNAME.TXT

TEMP is the folder. REPORTNAME is the report name placeholder.



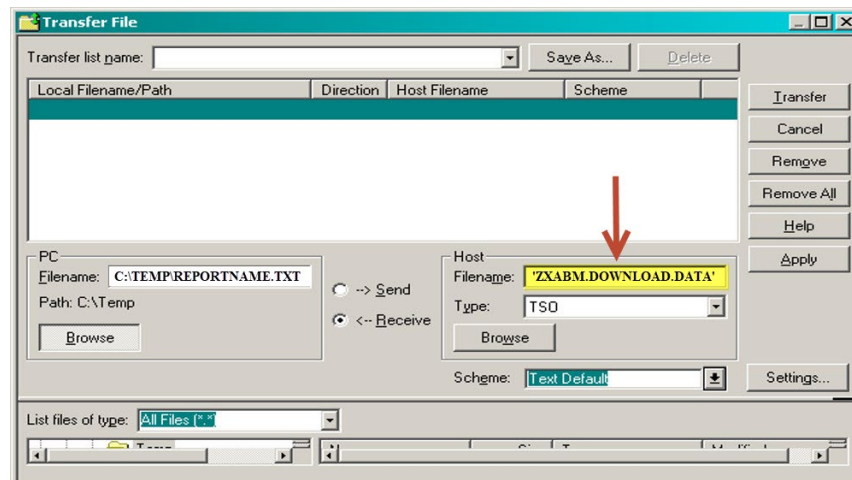
- c. It is recommended to use the C:\ Drive and temp folder for downloading. However, you can create a folder elsewhere if you like.

- d. Be sure to locate the folder in your File Explorer  to confirm the folder exists.

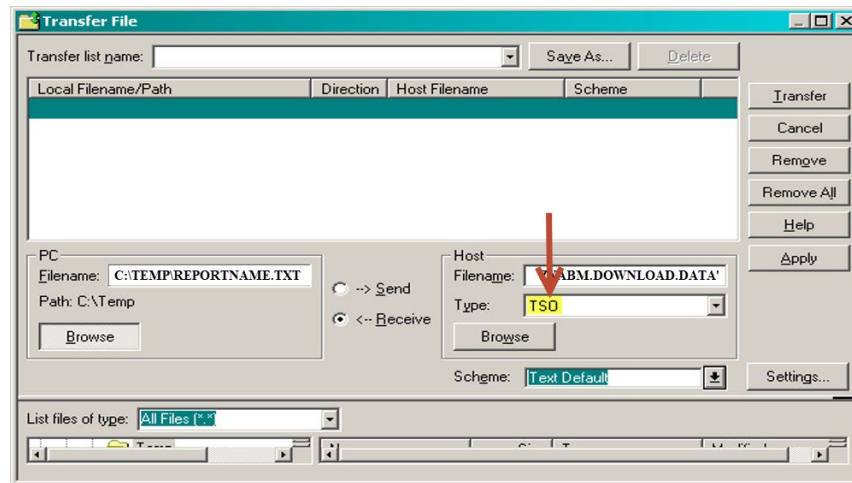
5. Enter the Host Filename.

- a. Include single quotes around the Host Filename.
b. 'your user ID here.DOWNLOAD.DATA'

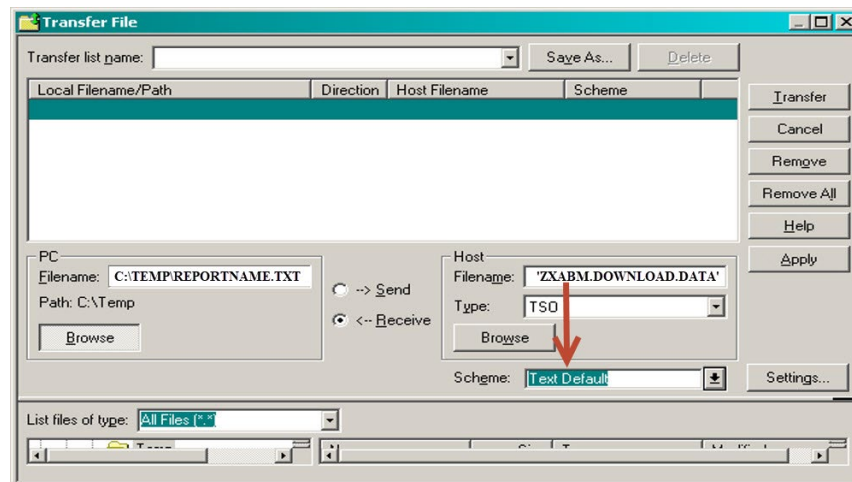
Example: 'ZXABM.DOWNLOAD.DATA'



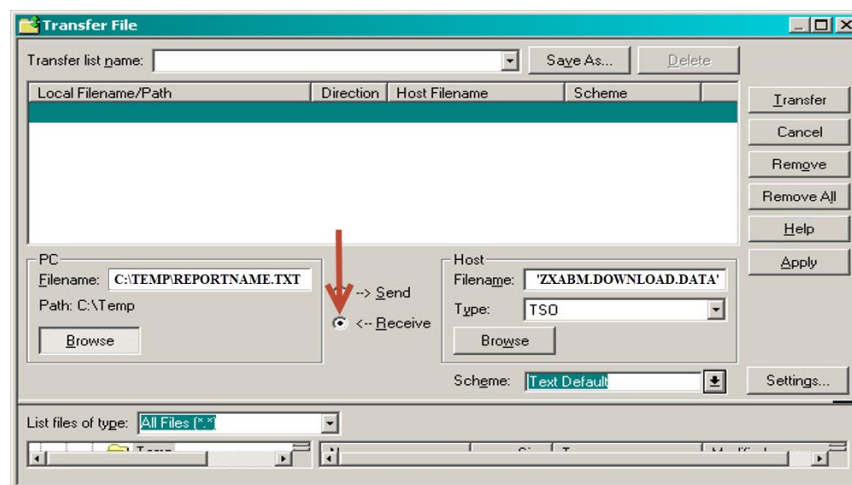
6. Select TSO for the Host Type.



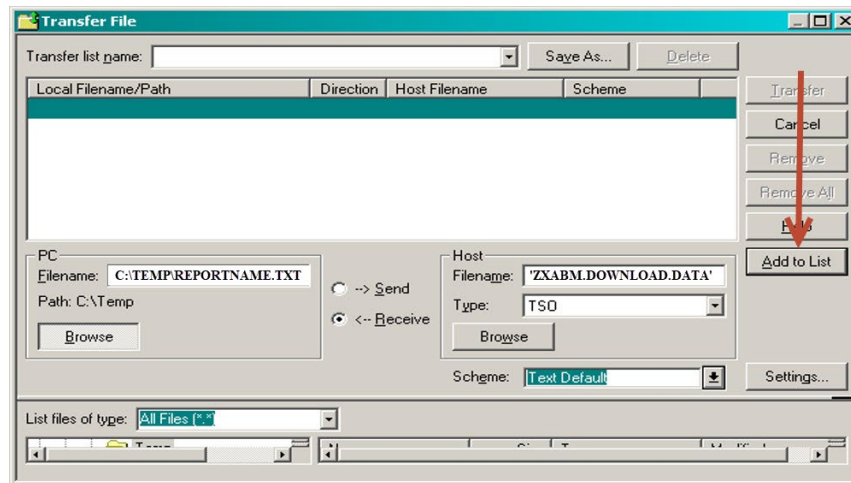
7. Select Text Default for Scheme.



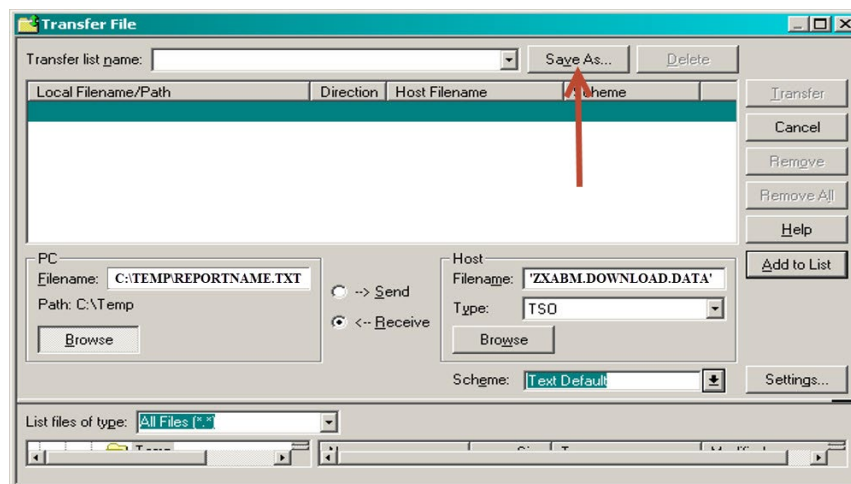
8. Select Receive.



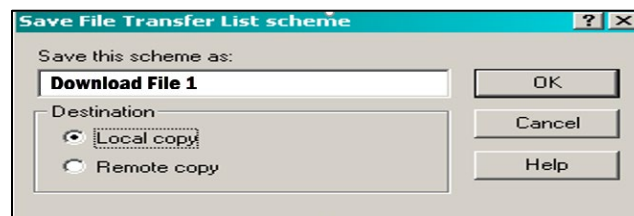
9. Click Add to List.



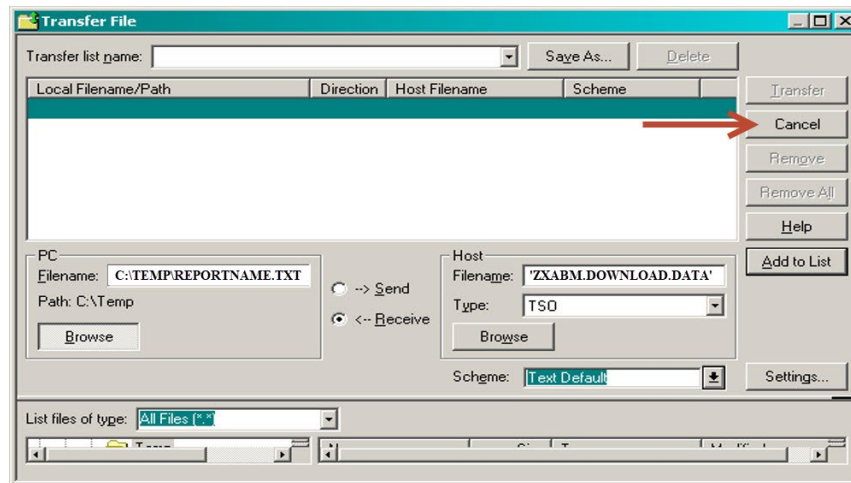
10. Click Save As.



11. Type Download File 1, select Local Copy, and click OK. (More File Transfer List Schemes with different settings and titles can be made as needed.)



12. Click Cancel.



Procedure Configuration

For each report that you download, the downloading report command will need to be entered into the procedure. Use this section every time you download.

1. Before configuring the procedure to download, execute the procedure to ensure there are no errors and that the report appears on the screen as expected:
 - a. Type the letter “X” next to the procedure and press Enter.
 - i. If the report output appears on the screen as expected, go to step #2.
 - ii. If the report provides the following error message, invoke the FOCUS environment to run the procedure (find FOCUS instructions on the [MIRS References \(ca.gov\)](#) page under “Additional References”).

(FOC295) A VALUE IS MISSING FOR: &FIELDNAME

Please note: *FIELDNAME* can be any fieldname. After the procedure is executed in the FOCUS environment, and the report appears on screen as expected, exit FOCUS, and go to step #2.

- iii. If the report provides a different error than the one above, carefully read the error message, refer to the line number in the error message and make corrections in the procedure as needed. Contact the MIRS Help Desk at ppsdMIRS@sco.ca.gov if you have any questions. After the procedure is

corrected, and the report is executed and appears on screen as expected, go to step #2.

2. From your personal or departmental library, type the letter “E” for edit next to the procedure, and press Enter.

F1=Help		F2=Create	F3=Exit	F4=Search	F6=Options	F7=Up	F8=Down	F9=Refresh
P E R S O N A L		F O C U S		P R O C E S S I N G		P A N E L		
Cmd:	B Browse	C Copy	D Delete	E Edit				
	P Print	R Rename	S Submit (batch)	X EXec (online)				
Cmd	Name	Description of Process						
—	OSPHMKSP	OSHP FOR KASPAR						
—	OTA	OT EXCLUDING CODE PAYSUF 'S' CORRECT HOURS EXCLUD						
—	OTC	HRS WORKED FOR INT						
—	OTPAY	OVERTIME PAID						
—	OUTOFSE	REPORT FOR EMPLOYEES WHO ARE OUT OF SERVICE IN CL						
—	OVERTIME	REPORT THAT LISTS OVERTIME						
—	OWNER	COUNT OF SSN UNDER THE CSCONF FILE FOR COST						
—	OWNERCD	REPORT TO SHOW OWNER CODES, FACILITIES, AND AGENC						
—	PACKDTST	TESTING PACKED DECIMALS						
—	PARKSDIF	PARKS AND REC AGY 548 AND 549						
—	PARMEND1	TESTING PARM DATE AND END DATE						
—	PARTIME	COUNT OF ACTIVE EMPLOYEES BY TIMEBASE						
e	PAY	BASIC LIST WITH PAY						
—	PAYALL	REPORT SHOWS EMPLOYEES WHO RECEIVED PAY DURING PA						
—	PAYBIRTH	REPORT WITH PAYPD AND BIRTHDATE REFORMATTED						
—	PAYDIFF	PAY DIFF						

3. Type the report command ON TABLE HOLD AS DOWNLOAD FORMAT TABT above the END command.

```
TABLE FILE CSPMTS
PRINT GROSS AS 'GROSS'
BY SSN SUBTOTAL
BY PAYPD AS 'PAY PERIOD'
ON TABLE HOLD AS DOWNLOAD FORMAT TABT
END
```

*Please note that the report command above will import column titles from MIRS, whereas the –INCLUDE DOWNLOTS report command does not.

4. Press F3 to save and exit the procedure.
5. Execute the procedure (type the letter “X” next to the procedure OR invoke the FOCUS environment).
 - a. HOLDING TABT FILE... will appear as one of the last messages on the screen. This indicates that the report is ready for downloading.
 - b. The report output will not appear on the screen.
6. Press Enter to exit back to your library (type FIN and press Enter if you are in FOCUS).
7. Press F6 for the MIRS menu.

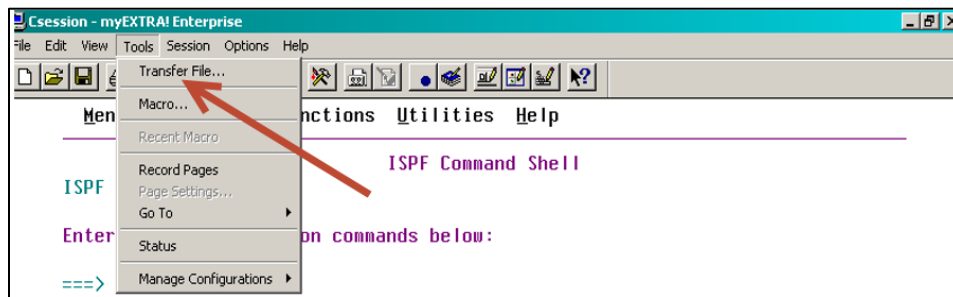
9. You will then be in the ISPF Command Shell.

[illegible]

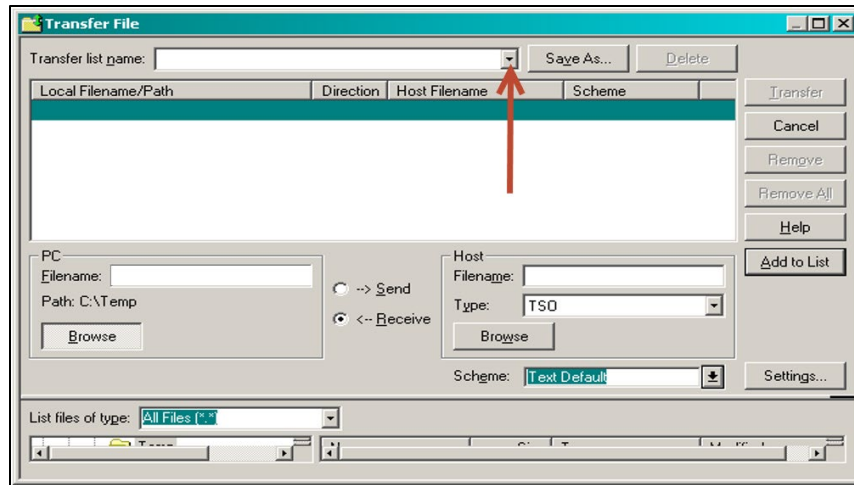
- ## 10. Select Tools.



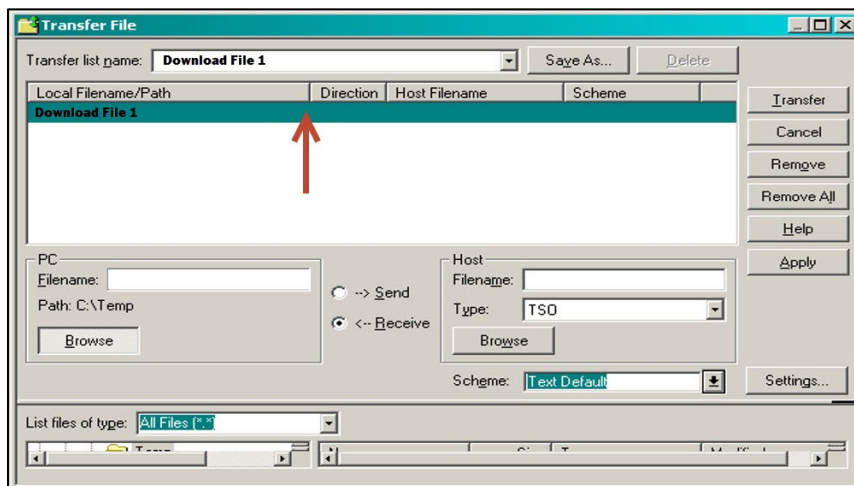
11. Select Transfer File.



12. Click on the drop down menu for Transfer list name and select Download File 1 or any other File Transfer List Schemes you have saved.



13. The File Transfer List Scheme will appear in the list below. Click on the File Transfer List Scheme from the list.

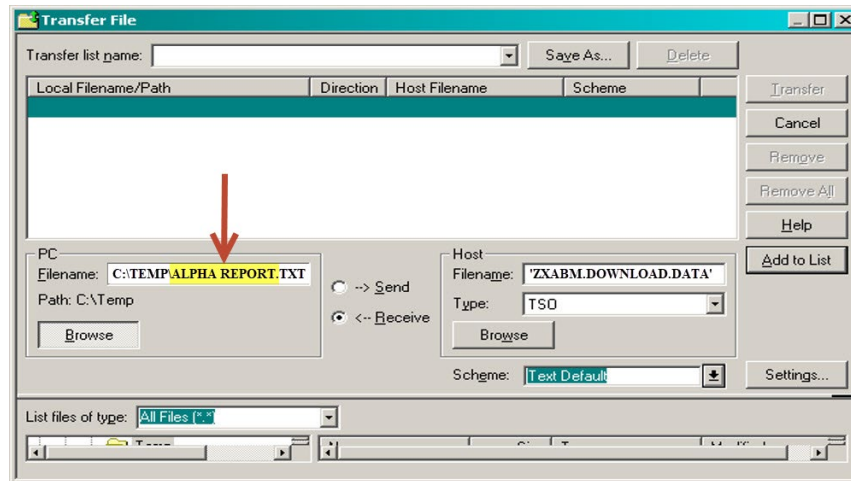


14. For PC Filename, change the report name to the title related to your report.

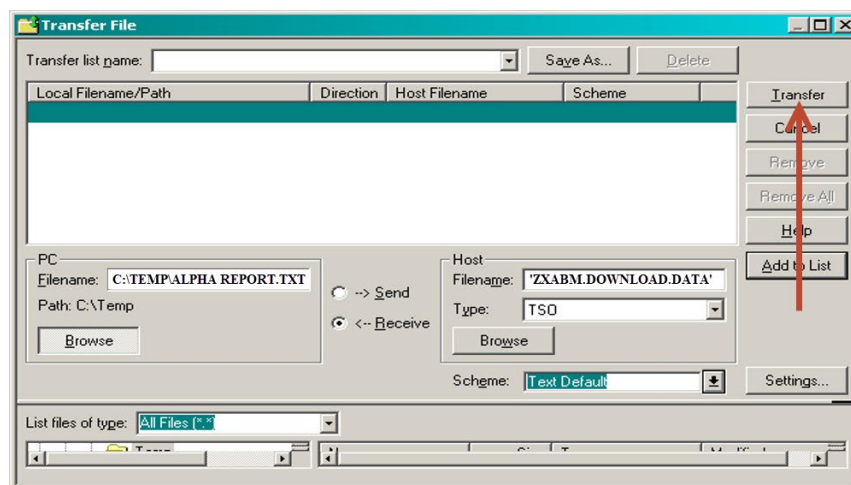
a. Example:

change C:\TEMP\REPORTNAME.TXT

to C:\TEMP\ALPHA REPORT.TXT



15. Click Transfer.



16. When asked 'Save changes to transfer list before continuing?', click No.

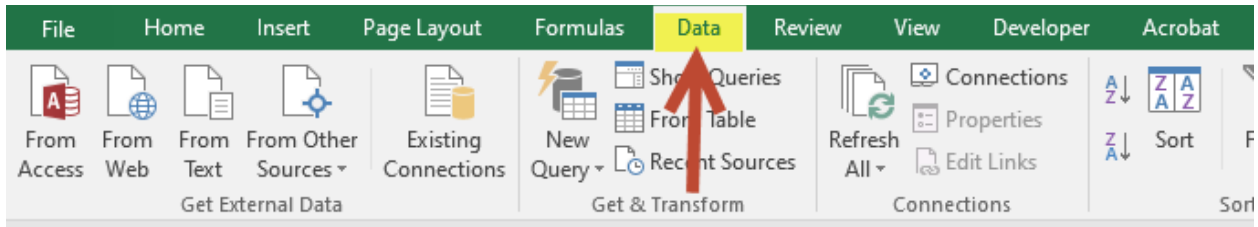
17. You may need to enter your password up to two times.

18. You can check the folder the report was downloaded to, to see that it was downloaded, but do not open it from there. Go to the next section: Formatting the Report.

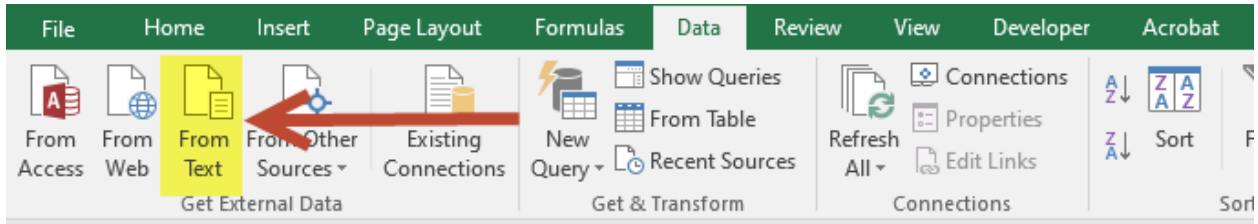
Formatting the Report

This section is for formatting the report in Microsoft Excel after it has been downloaded. Instructions for formatting reports in other programs is not provided.

1. Open Excel.
2. Click on the Data tab.



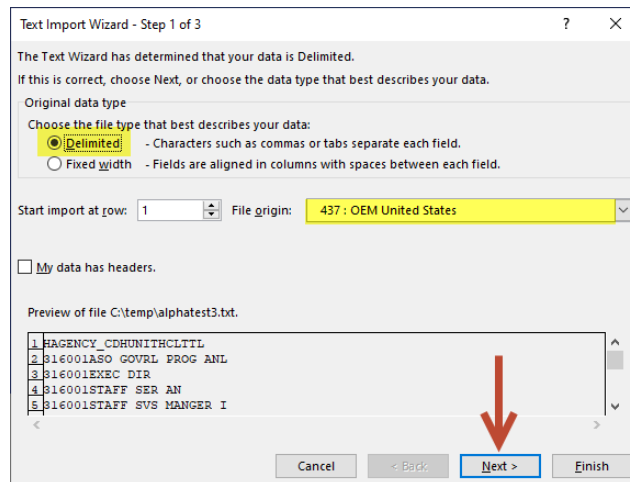
3. Click on From Text.



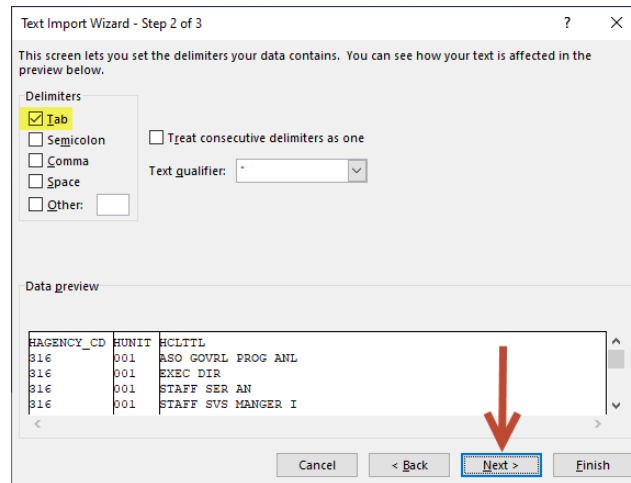
4. Locate and select the file that was downloaded. Select Import.

5. The Text Import Wizard will automatically pop up. If it does not, please see the Troubleshooting Steps at the end of these instructions.

6. Select Delimited and 437: OEM United States for the File Origin. Click Next.

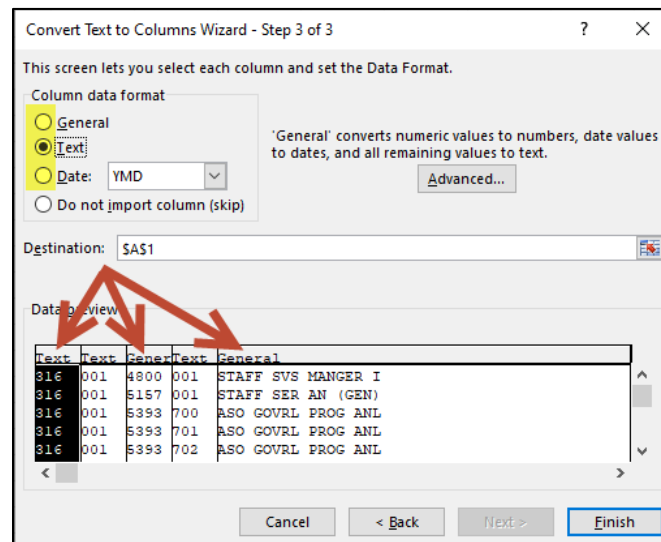


7. Select Tab. Click Next.



8. Click on the heading of each column and select the format. Format options:

- i. General: Excel will change the format according to the general format settings (e.g. zeros to the left will disappear, 1.00 will change to 1, etc.).
- ii. Text: Letters and numbers will stay the same (e.g. 001 will remain as 001).
- iii. Date: To retain YYMD formats from MIRS, select the Date format and choose YMD from the drop down list. Use the General or Text format for YYM formats from MIRS.



- b. Click Finish.

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General

☒ Text

☐ Date: YMD

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$A\$1

Data preview

Text	Text	General	Text	General
316	001	4800	001	STAFF SVS MANGER I
316	001	5157	001	STAFF SER AN (GEN)
316	001	5393	700	ASO GOVRL PROG ANL
316	001	5393	701	ASO GOVRL PROG ANL
316	001	5393	702	ASO GOVRL PROG ANL

Cancel < Back Next > Finish

9. Select Existing worksheet or New worksheet and click OK.

Import Data

Select how you want to view this data in your workbook.

☒ Table

☐ PivotTable Report

☐ PivotChart

☐ Only Create Connection

Where do you want to put the data?

☒ Existing worksheet:

=A\$1

☐ New worksheet

☐ Add this data to the Data Model

Properties... OK Cancel


10. Go to File and Save.

Troubleshooting Steps

If you receive error messages when downloading, or the data doesn't look right, try these troubleshooting steps. If the issue is not resolved, please contact the MIRS Help Desk at ppsdMIRS@sco.ca.gov.

1. Typos
 - a. Sometimes PC Filenames and Host Filenames are entered incorrectly. Change your entries to all capitalization to help identify any typos.

2. File Path cannot be found

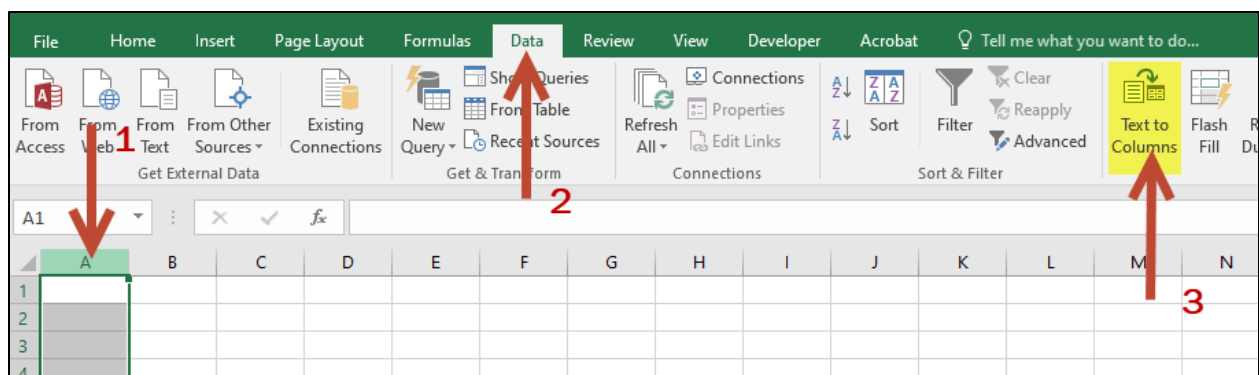
- a. Open your File Explorer , and go to the folder you are trying to save to.
Confirm the file exists. If it does not, change the PC Filename or create the folder.
- b. Confirm with your IT that you have access to the folder and that there are no firewalls preventing the download.

3. Missing or incorrect TSO data set name

- a. Make sure there are no typos in the Host Filename.

4. The Text Import Wizard did not automatically pop up in Excel

- a. This may be caused by Power Query (Queries & Connections) installed on your Excel program. To resolve:
 - i. Option 1: Contact your IT staff to remove Power Query from Excel
 - ii. Option 2: In MIRS, in the procedure, replace the ON TABLE HOLD AS DOWNLOAD FORMAT TABT command with the –INCLUDE DOWNLOTS command. When you transfer, change the format for the PC File name from .TXT to .XLS.
 - iii. Option 3: Load the data from Power Query to Excel and open the Import Wizard manually (formatting options may be limited with this option):
 1. Select the column you need to format
 2. Click on the Data Tab
 3. Click Text to Columns
 4. Repeat for each column you need to format



5. Data output is scrambled or has odd text.

a. Make sure the File Origin is set to 437: OEM United States.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437: OEM United States

☐ My data has headers.

Preview of file C:\temp\AGY_CODES (2).xls

1	3160014800001	STAFF	SVS	MANGER	I
2	3160015157001	STAFF	SER	AN	(GEN)
3	3160015393700	ASO	GOVRL	PROG	ANL
4	3160015393701	ASO	GOVRL	PROG	ANL
5	3160015393702	ASO	GOVRL	PROG	ANL

< >

Cancel < Back Next > Finish