

SAFETYNET Print/Save Function – Apply to Move Records to Excel

Introduction

This document provides instructions to extract records displayed in the SAFETYNET grid and export them to MS Excel.

Reports Module - Record Summary – Print-Save

The Reports - Record Summary area houses the Print/Save function. Access the Reports area by clicking on Reports in the top menu of SAFETYNET. The Print /Save function is accessed by clicking on Reports-Record Summary-Print /Save. See Figure 1. The first submenu is Record Summary, then Print/Save. The reports available in the Reports area depend on the primary module selected: Inspection or Crash. Record Summary is common to both Inspection and Crash modules.

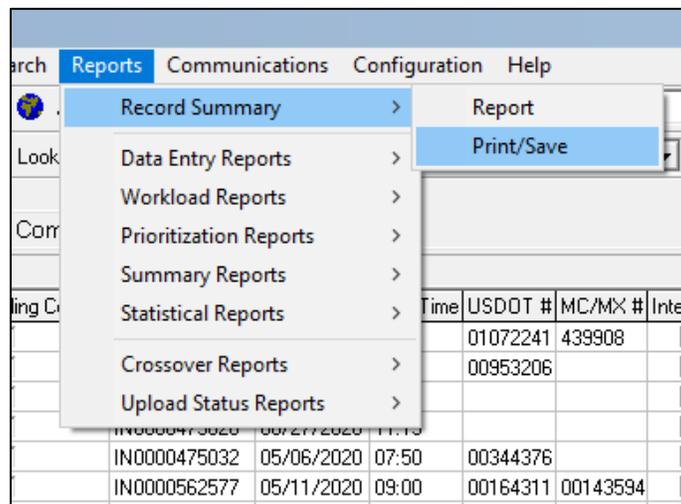


Figure 1. Record Summary Items

Print/Save

This function allows the user to extract the records as displayed in the SAFETYNET grid. Those records are saved to a file that can be brought into MS Excel. The SAFETYNET Manual provides a detailed description of this function.

From SAFETYNET to Excel

- Choose the Inspection or Crash module.
- Display all records or run a query to narrow down the results. For example, if only the inspection records from 2020 are needed, set up and run a query to display only those records on the main grid. Customize the grid by using the Pick Grid Columns function to add or take away columns from the grid.

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- c. Once the records are finalized on the grid, go to the Top Menu and click Reports – Record Summary – Print/Save. The Inspection Records window opens (if in the Crash module, this window will be the Accident window). See Figure 2.

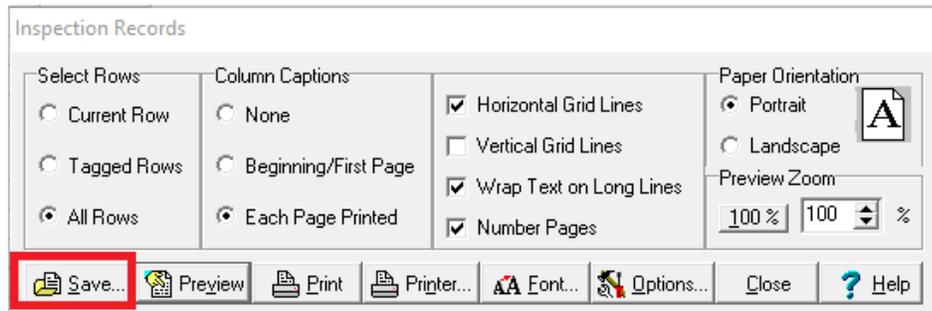


Figure 2. Inspection Records Window

- d. In the Select Rows section, select the All Rows option.
- e. Click the Save button. The Save As dialog window opens. See Figure 3.
- f. By default, the filename is Grid.txt. Rename the file if needed.
- g. By default, the RPTOUT folder is selected (Example: C:\SAFETYNET\RptOut folder). Click the Save button.

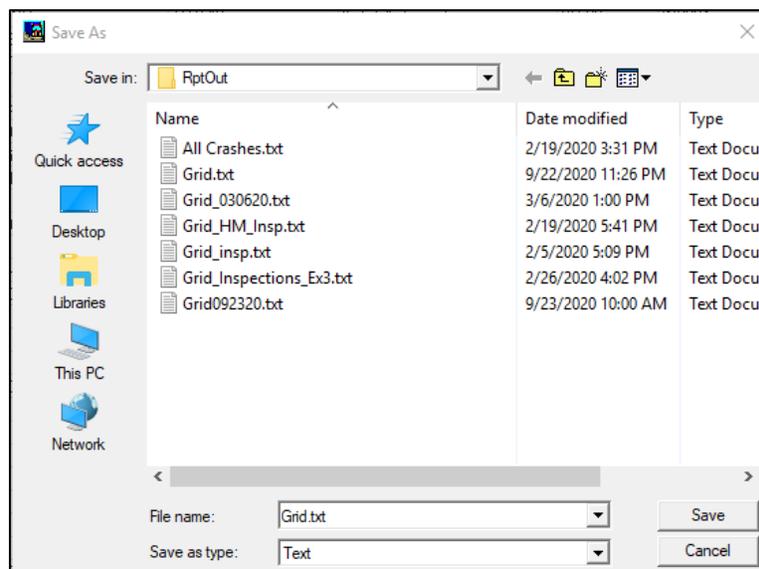


Figure 3. Save As Dialog Window.

- h. Click the Close button to close the Inspection Records window.
- i. Open MS Excel and click File – Open.

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- j. In the Open dialog window, navigate to the C:\SAFETYNET\RptOut folder and change the type of files to Text Files. See Figure 4.

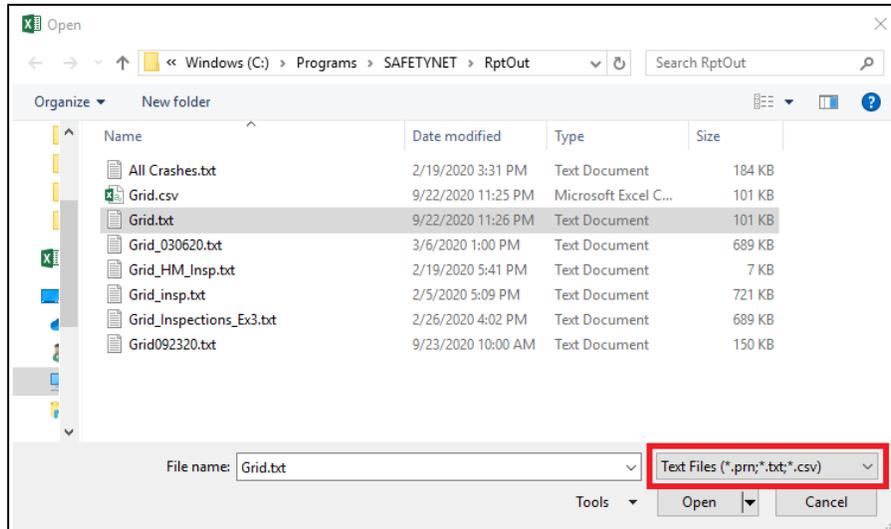


Figure 4. MS Excel Open Dialog Window.

- k. Select the Grid.txt file (or the name given in step f) and click the Open button.
- l. Use the MS Excel wizard to import the records. Select the Delimited radio button and check the **My data has headers** checkbox. See Figure 5.

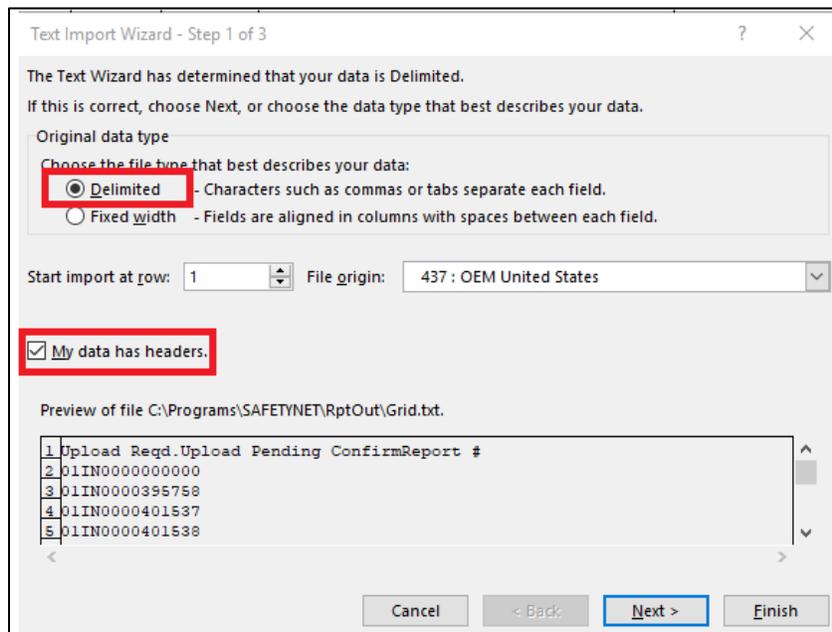


Figure 5. Text Import Wizard Step 1 of 3 Window.

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- m. Click the Finish button. The records will now be in the spreadsheet. See Figure 6.
- n. At this point, the file is still a TXT file. In MS Excel, click on File – Save As and change the file extension to .XLS or .XLSX – depending on your version.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Upload Req'd.	Upload Pending Confirm	Report #	Start Date	Start Time	USDOT #	MC/MX #	Interstate	Carrier Name	Driver Last Name	Insp. Level	Location Code
2	0	1	IN0000395758	7/9/2020	17:05	1072241	439908	1	PREFERRED MATERIALS INC	COOPER	III - Driver-Only Inspection	SR-48
3	0	1	IN0000401537	6/29/2020	12:35	953206		1	PEARL RIVER OYSTER CO	DUNN	I - Full Inspection	SR-49
4	0	1	IN0000401538	6/30/2020	13:15			1	HAMNERINC	GRAHAM	II - Walk-Around	SR-5
5	0	1	IN0000475026	6/27/2020	11:15			0	SOUTHERN STEEL LLC	TRAVIS	II - Walk-Around	SR-55
6	0	0	IN0000475032	5/6/2020	7:50	344376		1	NEW-WAY MARKETING INC	TRAVIS	II - Walk-Around	SR-60
7	0	1	IN0000562577	5/11/2020	9:00	164311	143594	1	SCHNEIDER NATIONAL BULK CARRIERS	ROGERS	II - Walk-Around	SR-63
8	0	0	IN0000562584	4/28/2020	16:45	148974	149541	1	ARNOLD TRANSPORTATION SERVICES INC	COOPER	II - Walk-Around	SR-662
9	0	0	IN0000562585	3/16/2020	11:15	156881	177822	1	UPSTAGING INC	COOPER	II - Walk-Around	SR-68
10	0	0	IN0000577059	4/8/2020	10:22	128677	150140	1	FAR WEST PRODUCE EXCHANGE INC.	KOLE	III - Driver-Only Inspection	US-231
11	0	0	IN0000577061	5/4/2020	1:19	77767	60271	1	HARPER TRUCK LINE INC	MADSEN	III - Driver-Only Inspection	US-27
12	0	0	IN0000577062	1/3/2020	16:46	1414140		1	JAY DUNHAM TRUCKING	DUNN	II - Walk-Around	US-30
13	0	0	IN0000577078	7/25/2020	17:30	379318	211423	1	HOFFMAN HENRY H.(HOFFMAN TRUCKING)	GRAHAM	III - Driver-Only Inspection	US-35
14	0	0	IN0000577080	2/14/2020	11:26	632455		1	HOWARD IDELL TIMBER CO	GRAHAM	I - Full Inspection	US-37
15	0	0	IN0000577106	4/13/2020	14:14	247898	176106	1	TRI-STATE DELIVERY INC	COOPER	III - Driver-Only Inspection	SR-13
16	0	0	IN0000577124	1/19/2020	11:48	94081	128527	1	MAY TRUCKING CO	GRAHAM	III - Driver-Only Inspection	SR-135
17	0	0	IN0000577145	7/23/2020	11:48	550755	272372	1	DANIELS RICHARD TRANSPORTATION INC	ROGERS	III - Driver-Only Inspection	SR-232
18	0	0	IN0000577150	7/2/2020	13:39	59806		1	ANTHONY FOREST PRODUCTS CO INC	COOPER	III - Driver-Only Inspection	SR 25
19	0	0	IN0000577154	4/12/2020	13:35			0	MENARD DELORES G	COOPER	II - Walk-Around	I70 EB
20	0	0	IN0000577169	7/13/2020	16:00	1070703		1	IESI	ROGERS	II - Walk-Around	1394E
21	0	0	IN0000577171	6/19/2020	8:05			0	CHARLIE T TRUCKING	TRAVIS	II - Walk-Around	2269S
22	0	0	IN0000577180	4/19/2020	20:25	182117		1	TED MONROE TRUCKING	TRAVIS	II - Walk-Around	I-469
23	0	0	IN0000577183	5/21/2020	7:05	178951	174444	1	TNX	ROGERS	II - Walk-Around	I-69
24	0	0	IN0000577205	2/26/2020	16:50	1158248	466258	1	ANDERSON DONNA E	GRAHAM	III - Driver-Only Inspection	SR-38
25	0	0	IN0000577210	5/22/2020	12:10	592719	286141	1	FREER SUSAN TRUCKING	WEST	III - Driver-Only Inspection	SR-403
26	0	0	IN0000577213	7/24/2020	6:53	277356	192952	1	MOORE GLEN TRANSPORT INC	COOPER	III - Driver-Only Inspection	SR-427
27	0	0	IN0000577215	4/24/2020	8:10	748212	380265	1	SOUTHLAND HAULERS	TRAVIS	III - Driver-Only Inspection	SR-431
28	0	0	IN0000577231	2/1/2020	8:59	480979		1	GENESIS CRUDE OIL LP	WEST	III - Driver-Only Inspection	SR-5
29	0	0	IN0000577232	5/31/2020	9:21			1	FRAZIER TRUCKING	COOPER	III - Driver-Only Inspection	SR-51

Figure 6. Records in MS Excel.

The records now make up an MS Excel file where users can generate custom reports, share data, and conduct analysis.