**Instructions for creating Facility .csv file:**

1. First step, change your environmental delimiter on your system from “,” to “;”
2. Save file as CSV UTF-8 (Comma delimited) (This will remove functions/concat. Start version control (e.g., VISN-#\_Facility\_HS\_v1.csv))
   1. Exit Excel after saving.
3. Open in Excel (first csv version)
4. Reconfirm that the following health services did not slip through:
   1. Search and remove entire rows with: (Search Health service column or entire worksheet)
      1. n/a
      2. COVID-19 Vaccines
5. Delete the unused columns.
   1. Delete columns: B = Facility ID, E = Health Services, F = Health system
   2. Keep/Add columns:
      1. ID
      2. Facility Name
      3. VAMC System Health Service
      4. Facility description of services (blank) *[you need to add this column & leave blank]*
      5. Owner
6. Save again as CSV UTF-8
7. Open in Notepad to remove Excel link- then close the file.
8. Re-Open in Excel
9. Highlight Column A
   1. Conditional formatting>highlight cell rules>Duplicate values
   2. Look for duplicates and correct/delete as needed.
10. Save again as CSV UTF-8
11. Add brackets “$”
    1. Do not bracket ID
    2. Do not bracket title (headers)
    3. Open Developer
       1. View Code
       2. Select Worksheet in dropdown (default = General)
       3. Copy Bracket code between Private sub and End sub code (See code below)
    4. Select range (all except ID& headers)
    5. Save new csv with “$”
12. Open new version in notepad
    1. Select and find apostrophized words (‘) (e.g. Veterans’)
       1. Change any single quotes (‘) to two single quotes (‘’)
          1. Single quotes must be removed before next step
    2. Search (Ctrl H) and replace $ with single quote (‘)
    3. Look for Double/Triple quotes:
       1. “’ change to ‘ (double quote, single quote, to single quote) (e.g. single quote as a column divider)
       2. ‘” change to ‘ (single quote, double quote, to single quote) (e.g. single quote at end of column)
       3. “” change “ (Double-double quote, to single double quote) (e.g. Hyperlinks)
       4. “”” change ‘ (Triple Double quote, to single quote) (e.g. Hyperlinks at end of column)
13. Save as CSV UTF-8 – All files
14. Check if formatting is stable by opening file in excel and scrolling all the way to the bottom.

***(Do not save from excel anymore,*** *only use as a visual check) All files should be conformed withing columns, (See below)*

Like this: NOT like this!

Table

Description automatically generatedA picture containing application

Description automatically generated

*If code is broken in excel, find the lines that need correction, exit excel (do not save), open in notepad and resolve those lines and resave. Retest in excel for format.*

**Add bracket code by running VBA Script:**

Dim Rng As Range

Dim WorkRng As Range

On Error Resume Next

Set WorkRng = Application.Selection

Set WorkRng = Application.InputBox("Range", xTitleId, WorkRng.Address, Type:=8)

For Each Rng In WorkRng

Rng.Value = "$" & Rng.Value & "$"

Next

**Send to developer (Justin Linn): :**

1. Prep-file
2. Instructions
3. Final output file\*
4. Location of where to put Script