## User Documentation for PrepForSAS.bas macro

V0.1 – 26/02/2015 - BAL

PrepForSAS.bas is an Excel macro designed to automate routine tasks on the daily VHF Excel extract that are useful to data managers and analysts who need to perform analyses. These tasks are:

* Format the ReportDate field to use a friendly format m-dd-yyyy
* Remove all 500 unused fields (from 520 to 40). SAS does not like to import Excel files with more than 255 columns. This smaller file allows for easy import into SAS. I expect that as other fields become necessary, the Macro will be updated to include them.
* Rename the file, appending –smalled to the file name

This Macro was built in Excel 2010, but should run in earlier versions.

Note: this Macro will not save any changes to your file, it will rename your file then make changes. If any errors occur then your original file will remain unmodified.

Instructions for use:

1. Open file to process
2. If Developer menu item is not visible in ribbon, add it by
   1. Right clicking in the ribbon and choosing “Customize Toolbar”
   2. Excel Options | Customize Ribbon
   3. Under “Customize Ribbon”, check Developer
3. Click on Developer | Visual Basic in the ribbon
4. Right click on VBA Project and choose Import File
5. Select PrepForSAS.bas, click OK
6. In Menu, choose Run | Run Macro
7. Choose PrepareDailyExtract, click Run (should take about 20 seconds)
8. Click “Yes” at the prompt
9. Close Microsoft Visual Basic for Applications