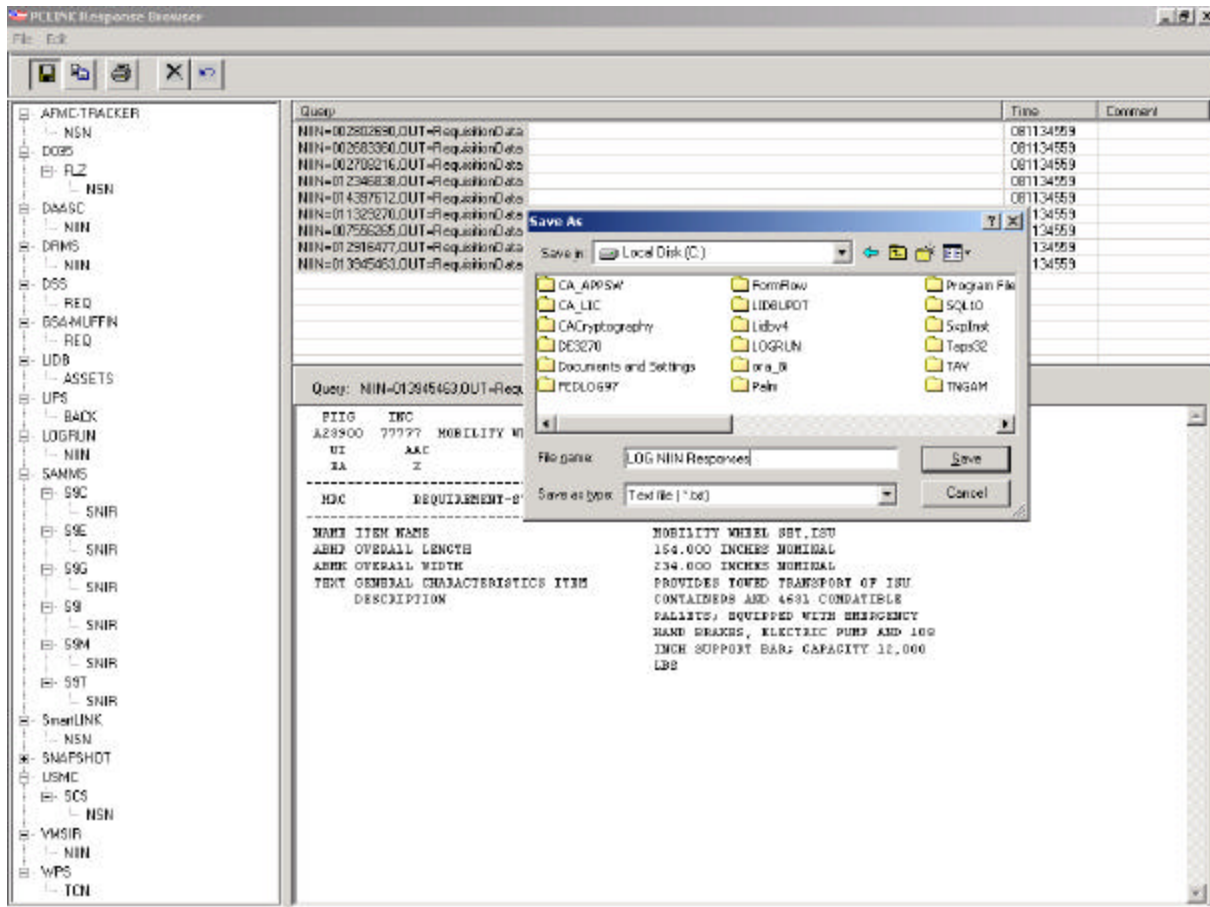


## Converting LINK Responses to Spreadsheets or Databases

You can now convert either your PCLINK or WEBLINK responses to spreadsheets or databases. There are two ways to do this. One is with our LINK Extract Utility Program, which pulls prescribed fields from particular responses, as described at the DAASC website, <https://www.daas.dla.mil/developer/HelpDoc/extractrsp.html>. The second way is to manually select the data you want from any of your responses by using the fixed width option of Microsoft Text Import Wizards. With the data in a spreadsheet or database, you can use all the features available in Excel or Access, such as sorting or filtering, for analyses and creating reports.

### LINK Extract Utility Program

1. Download and install the Extract Utility program from the website above.
2. **PCLINK.** Use the PCLINK Save feature to save all of your responses in a single text file. First click on the *Append* button to turn off the Append feature. Next, click on your first response. Go down to your last response, hold down the *Shift* key, and click on the last response. You will notice that all of the responses have been highlighted. After you have selected all of the responses, click on the *Save* button. A window will appear asking where you want to save the file and what you want to call it. In this example, we will save the file in the C:\ directory with the name *LOG NIIN Responses.txt*. After typing in the file name and selecting *Save As Type (\*.TXT)*, hit the *Enter* key or click on the *Open* button.

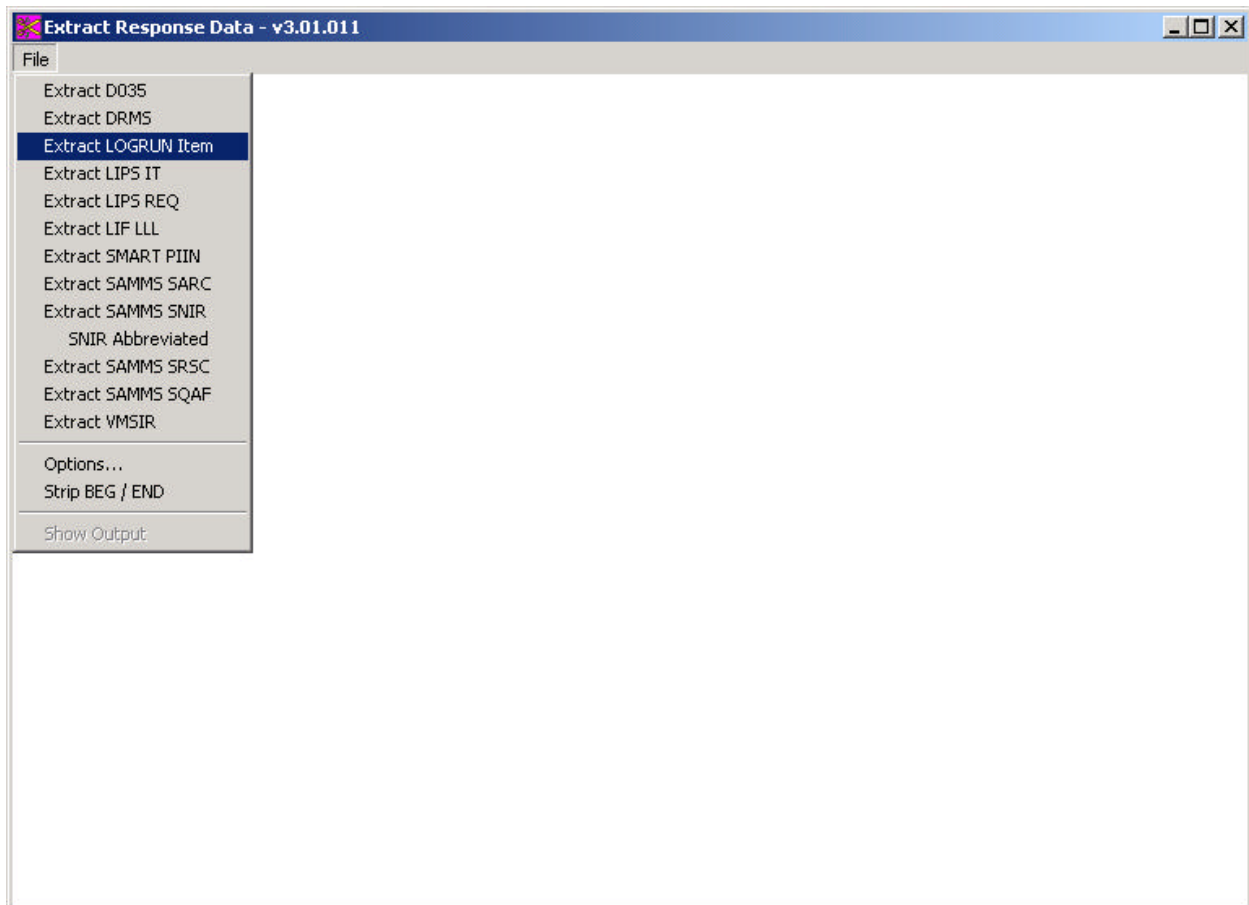


You will receive an instant notification in PCLINK that says *Saved to C:\LOG NIIN Responses.txt*.

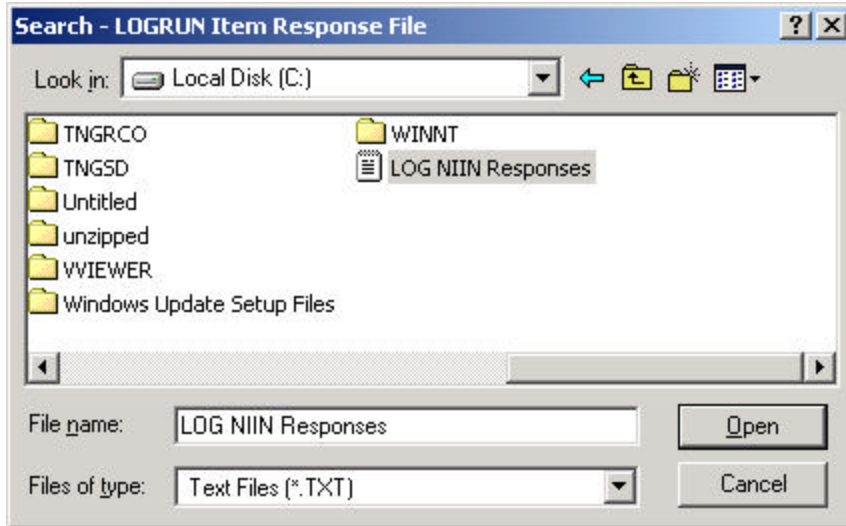
**NOTE:** In the example, we highlighted responses to LOGRUN NIIN Requisition Data. If you are saving several responses into a single file to extract information, they must all be from the same type of query and response (that is, all SAMMS SARC responses or all SAMMS SNIR responses).

**WEBLINK.** Copy and Paste your WEBLINK responses to a text editor, such as WordPad. Save multiple responses in a single file as type Text Only.

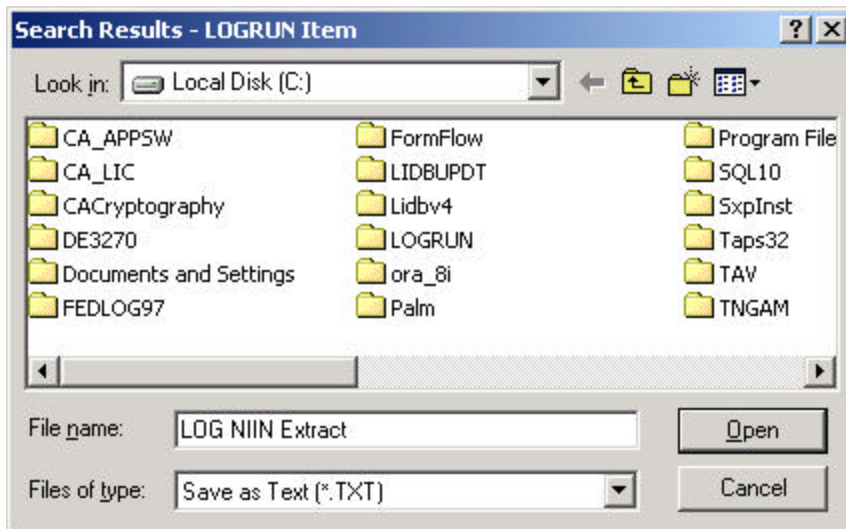
3. Double click on the Extract Utility icon on your desktop. Select *File* to get the drop-down menu. In our example, we want to extract LOGRUN Item (NIIN) Requisition data. So select *Extract LOGRUN Item* from the file menu.



You will now see a window that is asking where your response file is. We saved our response data under *C:\LOG NIIN Responses.txt*. Note that the default file type is *Rsp Files (\*.RSP)*. You have to go to the *Files of Type* box and select *Text Files (\*.TXT)* to see the file. Select the file and then hit the *Enter* key or click on the *Open* button to “open up” *LOG NIIN Responses.txt* for the Extract Utility.



The next window asks where you want to save the new comma-delimited file to be created by the Extract Utility, and what you want to call it. In our example, we will call the new file *LOG NIIN Extract.txt*, and save it under C:\. Hit the *Enter* key or select the *Open* button to create and save the new file.

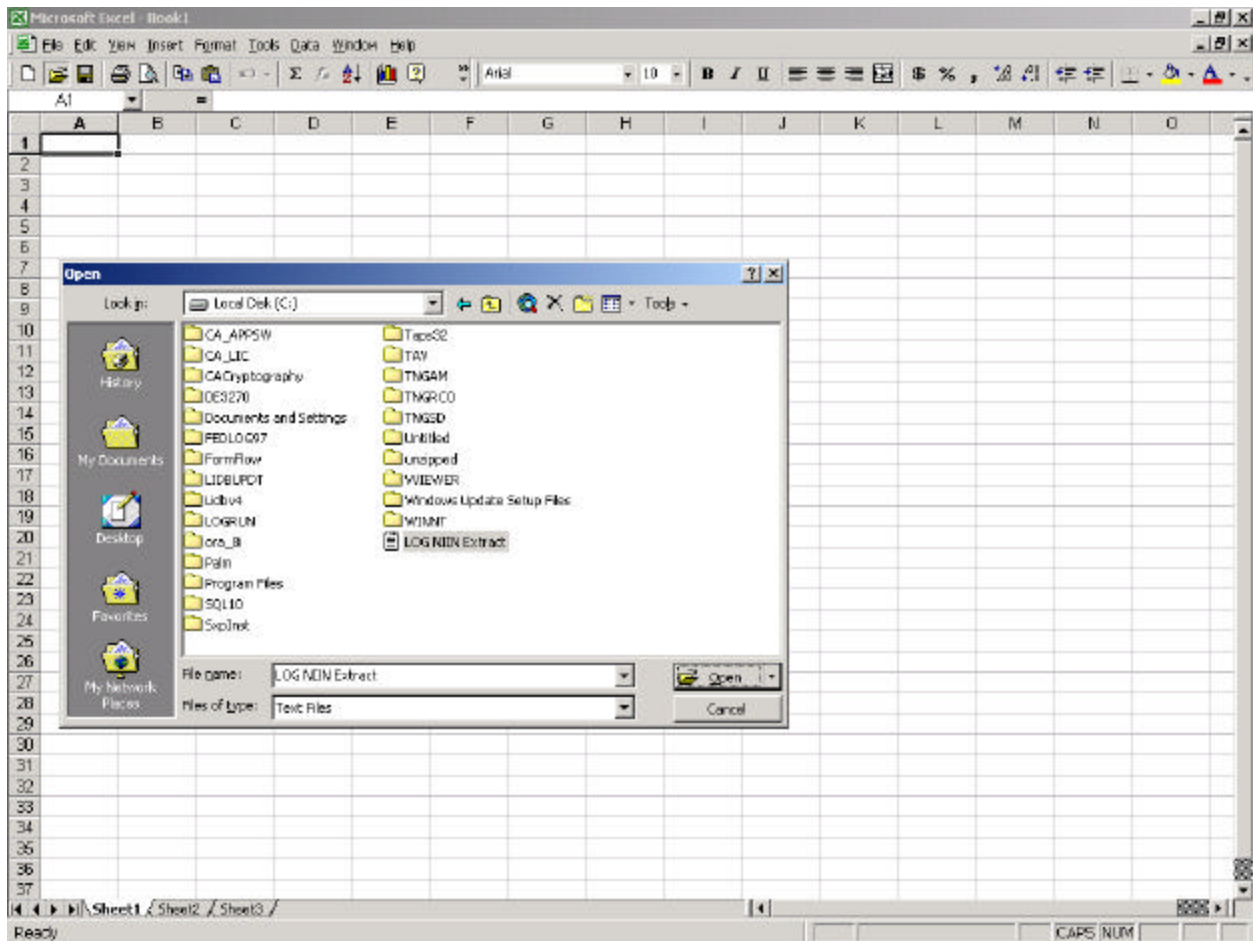


You will now see the file in comma-delimited format:

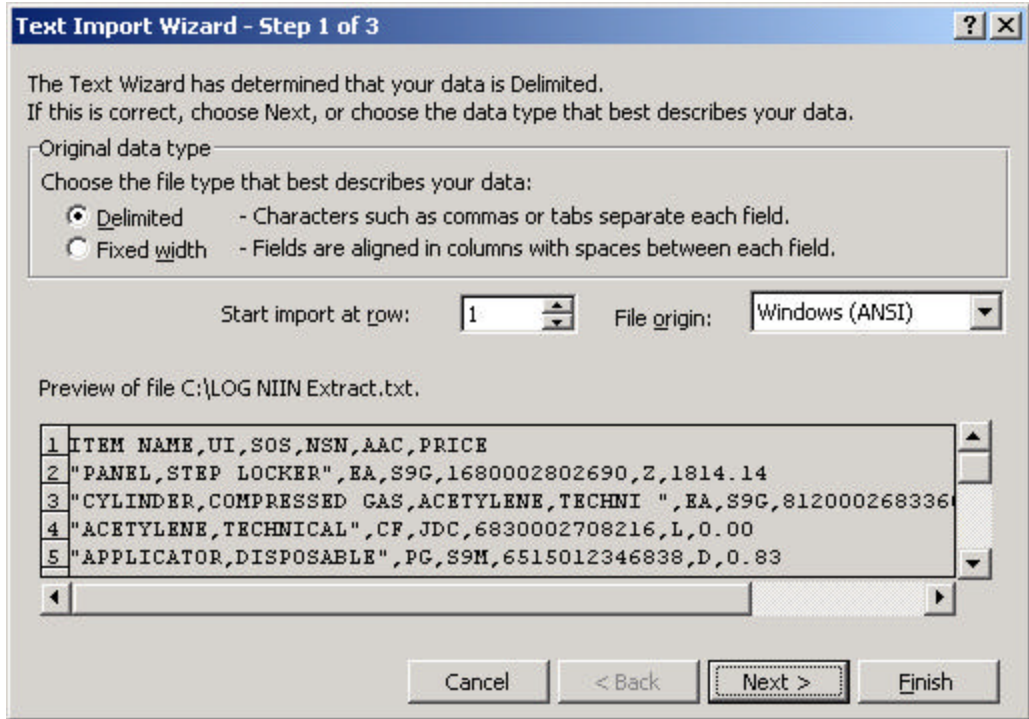
```
LOG NIIN Extract - Notepad
File Edit Format Help
ITEM NAME, UI, SOS, NSN, AAC, PRICE
"PANEL, STEP LOCKER", EA, S9G, 1680002802690, Z, 1814.14
"CYLINDER, COMPRESSED GAS, ACETYLENE, TECHNICAL", EA, S9G, 8120002683360, D, 191.26
"ACETYLENE, TECHNICAL", CF, JDC, 6830002708216, L, 0.00
"APPLICATOR, DISPOSABLE", PG, S9M, 6515012346838, D, 0.83
"BOOTS, SAFETY", PR, S9T, 8430014397612, D, 66.40
"TACHOMETER, ELECTRICAL, SELF-GENERATING", EA, S9G, 6680011329270, D, 301.92
"FUSE, CARTRIDGE", EA, S9E, 5920007556265, D, 111.60
"ARM, ADJUSTING, BELT TENSION", EA, S9C, 2920012916477, D, 132.53
"MOBILITY WHEEL SET, ISU", EA, S9I, 8145013945463, Z, 11721.05
```

Notice that the utility extracted data from the LINK response files and separated each data element with a comma. You will also notice that the utility includes column headers. This makes it ideal for downloading to a spreadsheet, which is the next step.

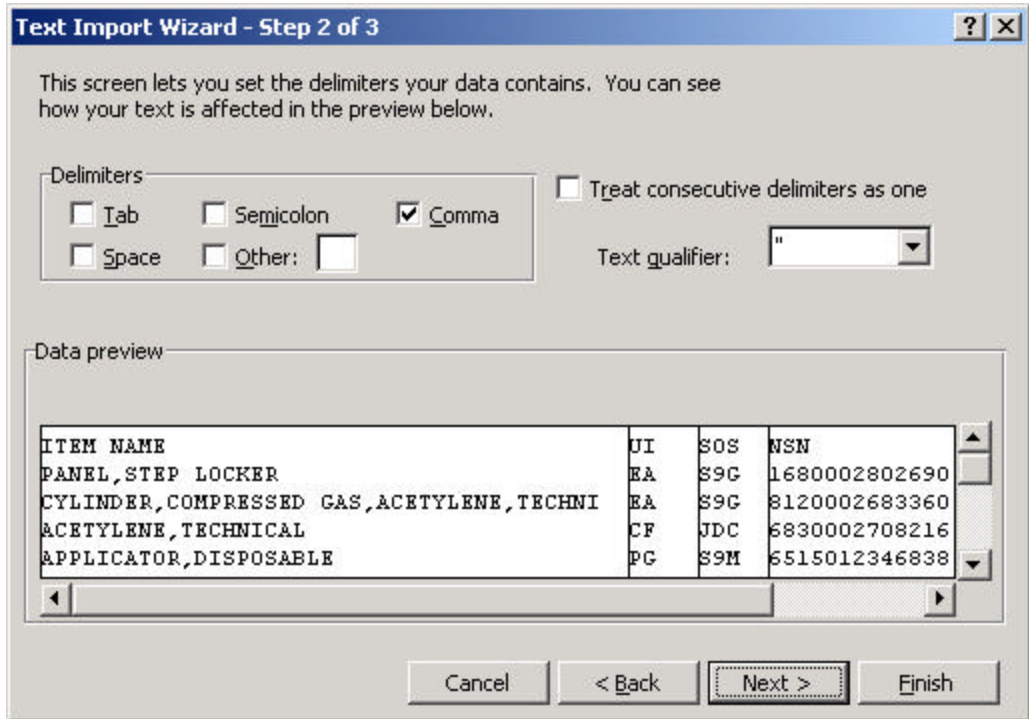
4. Open up Excel, and then select the file *C:\LOG NIIN Extract.txt* (you will have to go to the *Files of Type* box and select *Text Files (\*.TXT)* to see the file). Select the file and hit the *Enter* key or click on the *Open* button.



You will now see the first of three windows of the Text Import Wizard. The first window tells Excel if the data is delimited or fixed width. Our data is delimited (that is, separated) by commas. Select *Delimited* (if not already selected), then hit the *Enter* key or click on the *Next* button at the bottom of the window.

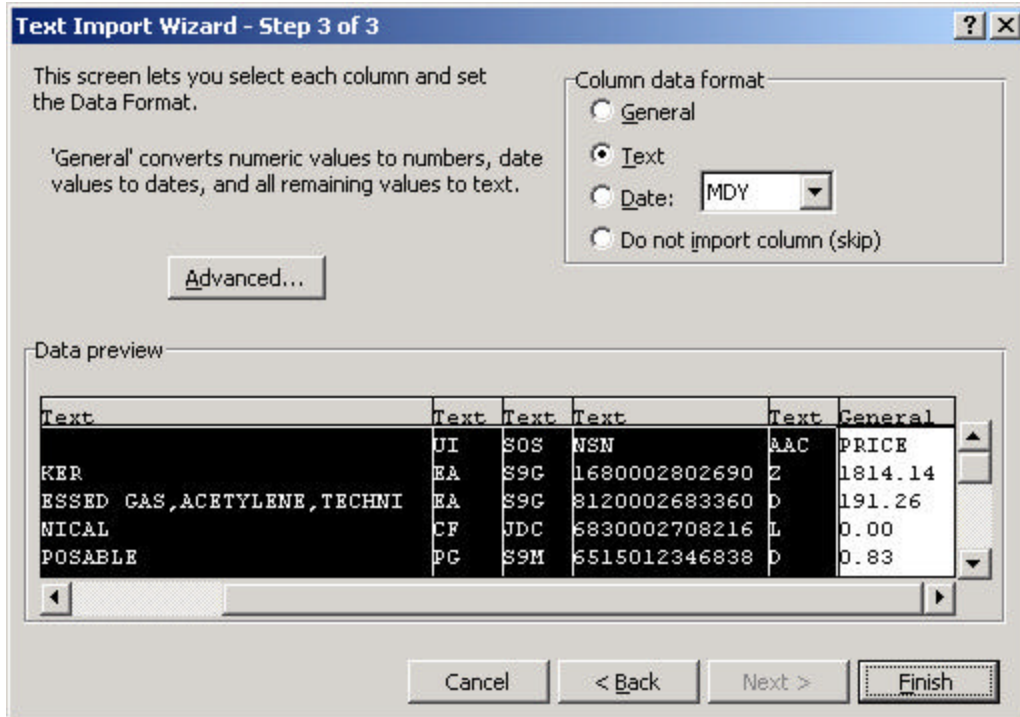


The second window tells Excel which character separates the data. In our example, commas delimit (separate) the data. When you select *Comma*, you will notice that columns appear. Click on the *Next* button.





In the last window, Excel asks for the data format. The default is *General*. You should change all column formats to *Text*, unless you want to perform calculations on those columns. So in our example, we will leave the *Price* column as *General*. Use the scroll bar to view the last column, then hold the *Shift* key down and click on the last column. This will highlight all of the columns. Next, select *Text* in the *Column data format* box. Click on the *Finish* button.



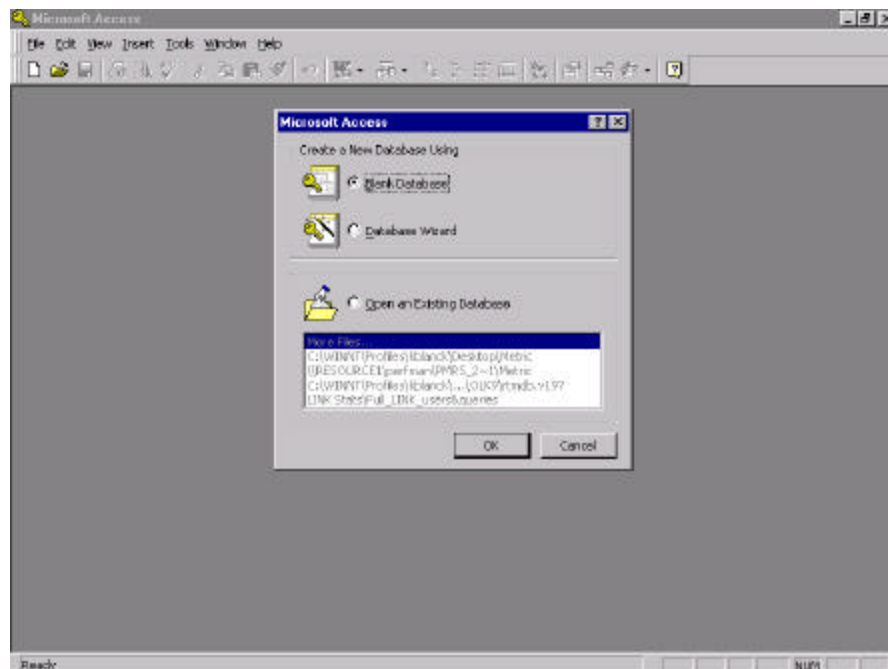
The response data is now displayed in a spreadsheet:

Microsoft Excel - LOG NIN Extract

	A	B	C	D	E	F	G	H	I	J	K	L
1	ITEM NAME	UI	SOS	NSN	AAC	PRICE						
2	PANEL,STEP LOCKER	EA	S9G	1690002602690	Z	1814.14						
3	CYLINDER,COMPRESSED GAS,ACETYLENE,TECHNI	EA	S9G	8120002683360	D	191.26						
4	ACETYLENE,TECHNICAL	CF	JDC	6830002708216	L	0						
5	APPLICATOR,DISPOSABLE	PG	S9M	9515012346898	D	0.63						
6	BOOTS,SAFETY	PR	S9T	8430014397612	D	66.4						
7	TACHOMETER,ELECTRICAL,SELF-GENERATING	EA	S9G	6680011329270	D	301.92						
8	FUSE,CARTRIDGE	EA	S9E	5920007566266	D	111.6						
9	ARM,ADJUSTING BELT TENSION	EA	S9C	2920012916477	D	132.53						
10	MOBILITY WHEEL SET,JSU	EA	S9I	8145013945463	Z	11721.05						
11												
12												
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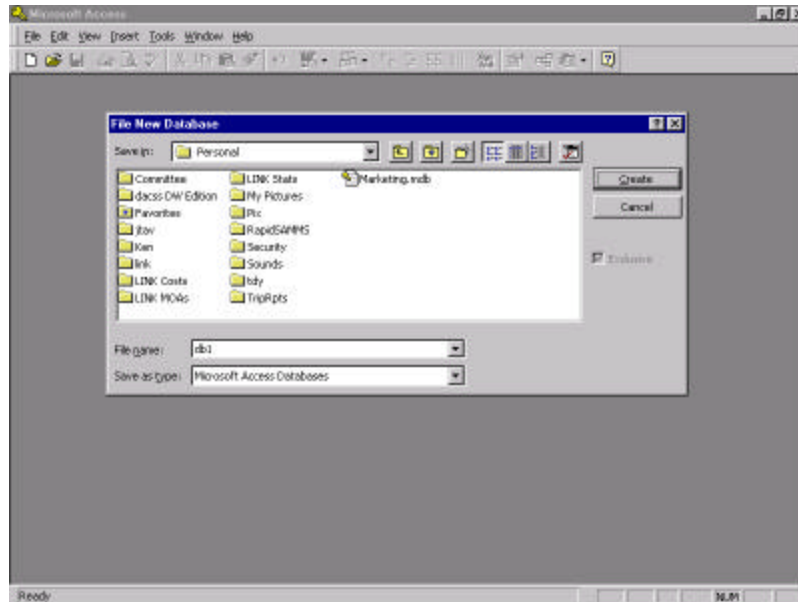
Ready

You can convert your LINK responses to databases in one of two ways: import either your delimited text file or your spreadsheet into Access. Open up Access and create a new blank database:

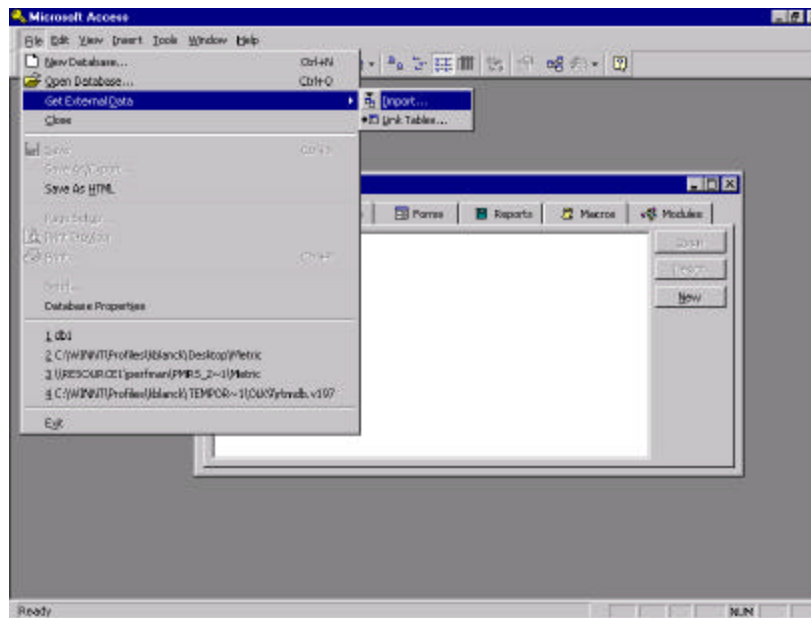




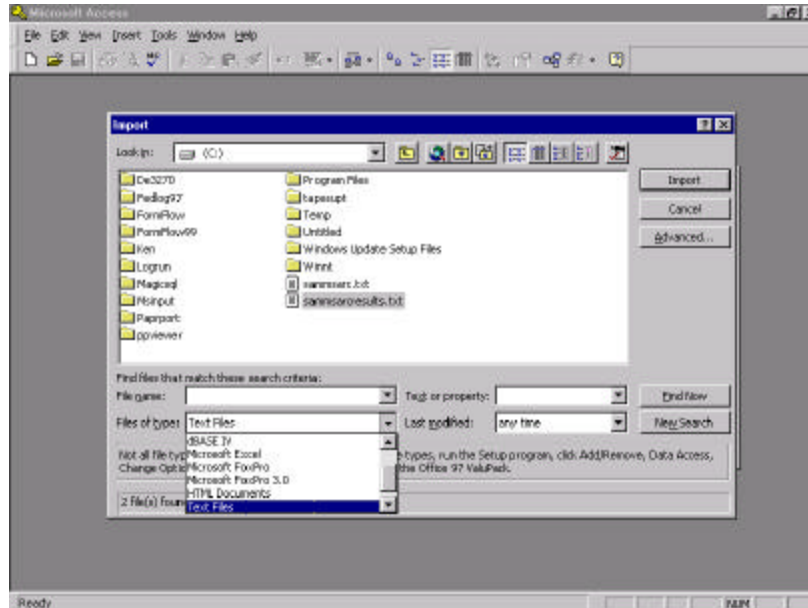
Selecting *OK* gives a pop-up box asking you for a filename. We will use the default filename *db1* (we can always rename it later). Select *Create*.



Select *File*, *Get External Data*, and then *Import*.



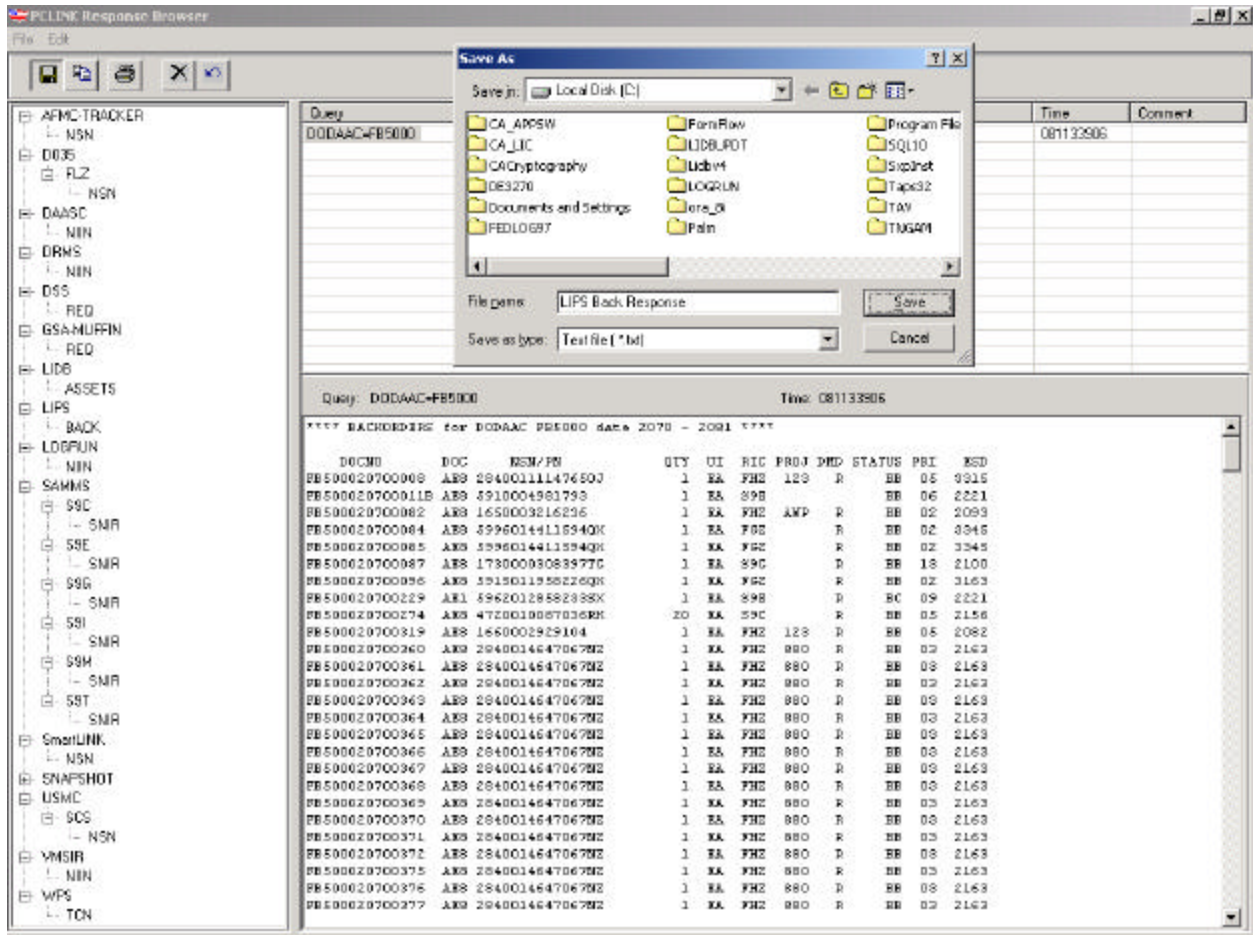
Select *Files of Type*, and then either *Microsoft Excel* or *Text Files*. Then select your file and click on *Import*.



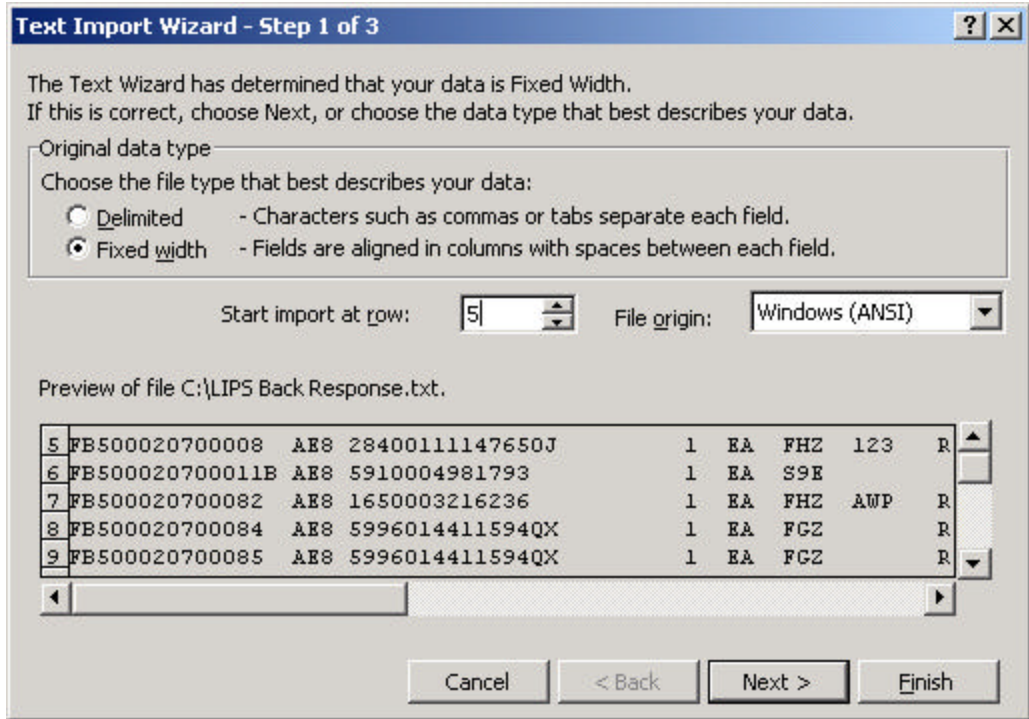
You will then get an import wizard similar to Excel. Follow the directions above on completing the import wizard, and Access will load your data into a new table.

### Manual Data Extraction

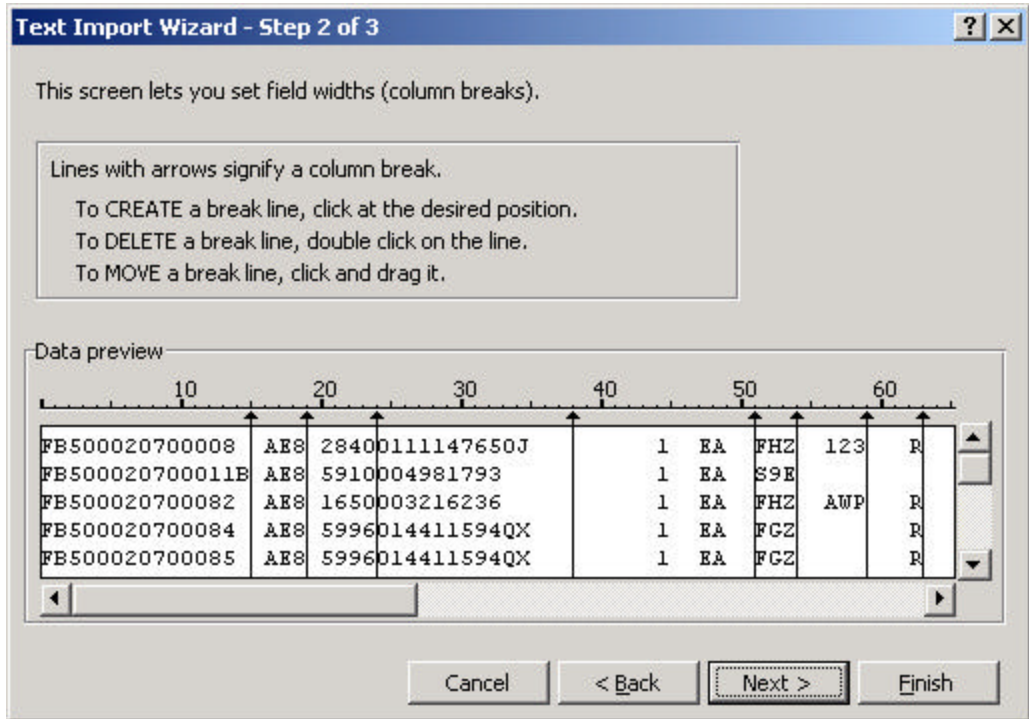
To extract data without using the LINK Extract Utility Program, save PCLINK or WEBLINK responses as a text file. In this example, we will use LIPS Backorder by DoDAAC responses to strip out document numbers and NSNs.



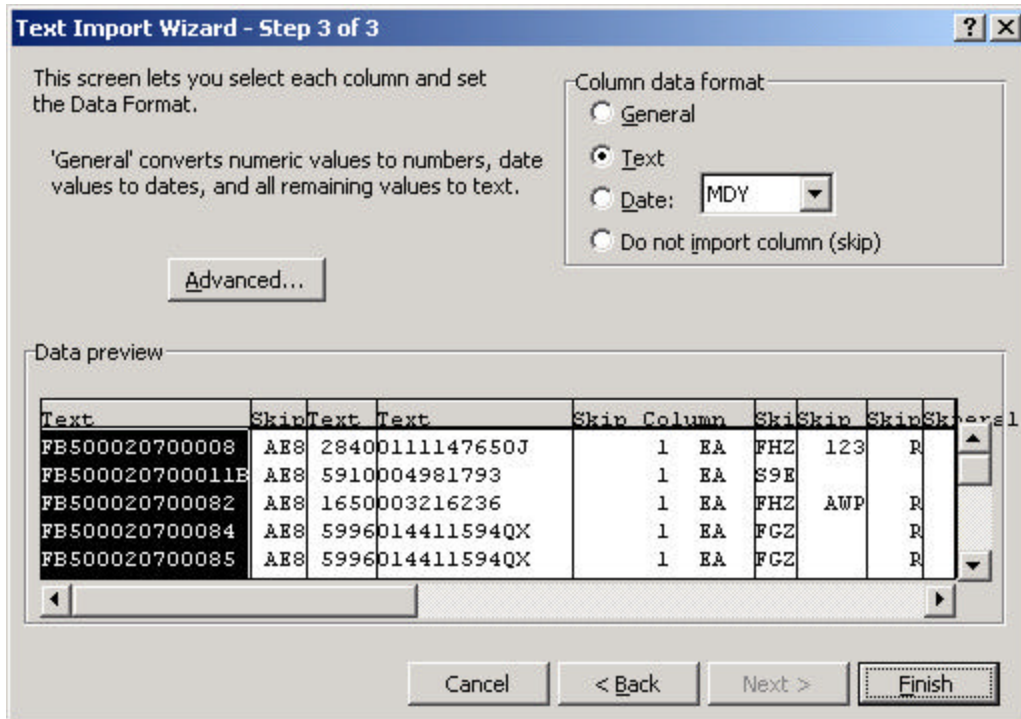
Now open the text file you just saved from within Excel. At step 1 of the Text Import Wizard, select *Fixed width*, if not already selected. Then select which row number to start importing data. Click *Next*.



At step two of the wizard, create, delete, or move lines to where you want your columns to be. Click *Next*.



At step 3 of the wizard, select which columns to import and which to skip, if any, and then select *Column data format*. Click *Finish*.



Your data is now in spreadsheet-format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	FB500020700008	2640	0111147650J											
2	FB5000207000118	5910	004981793											
3	FB500020700062	1650	003216236											
4	FB500020700064	5996	0144115940X											
5	FB500020700065	5996	0144115940X											
6	FB500020700067	1730	000308397TG											
7	FB500020700066	5915	0119682260X											
8	FB5000207000229	6962	0128882338X											
9	FB500020700274	4720	010087036RK											
10	FB500020700319	1660	002929104											
11	FB500020700360	2840	014647067NZ											
12	FB500020700361	2840	014647067NZ											
13	FB500020700362	2840	014647067NZ											
14	FB500020700363	2840	014647067NZ											
15	FB500020700364	2840	014647067NZ											
16	FB500020700365	2840	014647067NZ											
17	FB500020700366	2840	014647067NZ											
18	FB500020700367	2840	014647067NZ											
19	FB500020700368	2840	014647067NZ											
20	FB500020700369	2840	014647067NZ											
21	FB500020700370	2840	014647067NZ											
22	FB500020700371	2840	014647067NZ											
23	FB500020700372	2840	014647067NZ											
24	FB500020700375	2840	014647067NZ											
25	FB500020700376	2840	014647067NZ											
26	FB500020700377	2840	014647067NZ											
27	FB500020700379	2840	014647067NZ											
28	FB500020700380	2840	014647067NZ											
29	FB500020700381	2840	014647067NZ											
30	FB500020700382	2840	014647067NZ											
31	FB500020700383	2840	014647067NZ											
32	FB500020700384	2840	014647067NZ											
33	FB500020700385	2840	014647067NZ											
34	FB500020700386	2840	014647067NZ											
35	FB500020700387	2840	014647067NZ											
36	FB500020700388	2840	014647067NZ											
37	FB500020700389	2840	014647067NZ											

You may wish to sort your file now so you can spot any extraneous data, such as headers or footers, in your columns. You can now use the Data, Filter, Advanced menu item to strip out unique records only.

Best of luck from the LINK Program Management Office in your data extraction efforts. Please send us any comments or suggestions at [linkadm@dlis.dla.mil](mailto:linkadm@dlis.dla.mil).