How to bring the historical data from FTH1 into excel 2007

- 1. Type the following in the address bar
 - a. Clubname.web extension/members/historical
 - b. Enter your username and password, if prompted
- 2. Right-click and Save as:
- a. Historical.txt
- 3. Open Excel
- 4. Import from editor.cgi
 - a. Click on Data
 - b. Click on From Web
 - c. In the address bar, type
 - Clubname.web extension/admin/editor.cgi?historical+EDIT
 - d. Click Go
 - e. Enter your username and password, if prompted
 - f. Click the yellow arrow to select the entire table
 - g. Click Import
- 5. Import the historical.txt file
 - a. Open or select sheet 2
 - b. Select cell B1
 - c. Click on Data
 - d. Click on From Text
 - e. Locate the text file
 - f. Click import
 - g. Choose delimited, click Next>
 - h. Choose Tab, click Next>
 - i. Choose General, Click Finish
 - j. Click OK
- 6. Copy the titles from Editor
 - a. Click back to Sheet 1
 - b. Select Cell B1
 - c. Press Ctrl + Shift + RightArrow
 - d. Press Ctrl + V
 - e. Select Sheet 2
 - f. Select cell A1
 - g. Press Ctrl + C
- 7. Caveats

a. If you have added any new roles to the duty roster, some of the data may not be in the correct columns.