

Download and Importing Alpha Detail Files

Log in to Alpha MCS

Click Menu

Click Download Q.

Click checkbox for file (Current_Claims, Current_Auths, or Current_Clients)

Click Download (if a new window appears, click Yes)

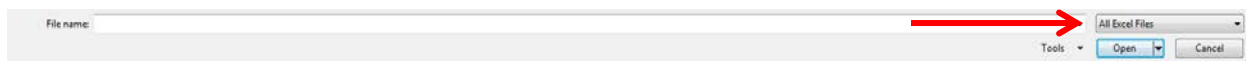
Save file to computer

Exit Alpha

Open Excel

Click File, Open

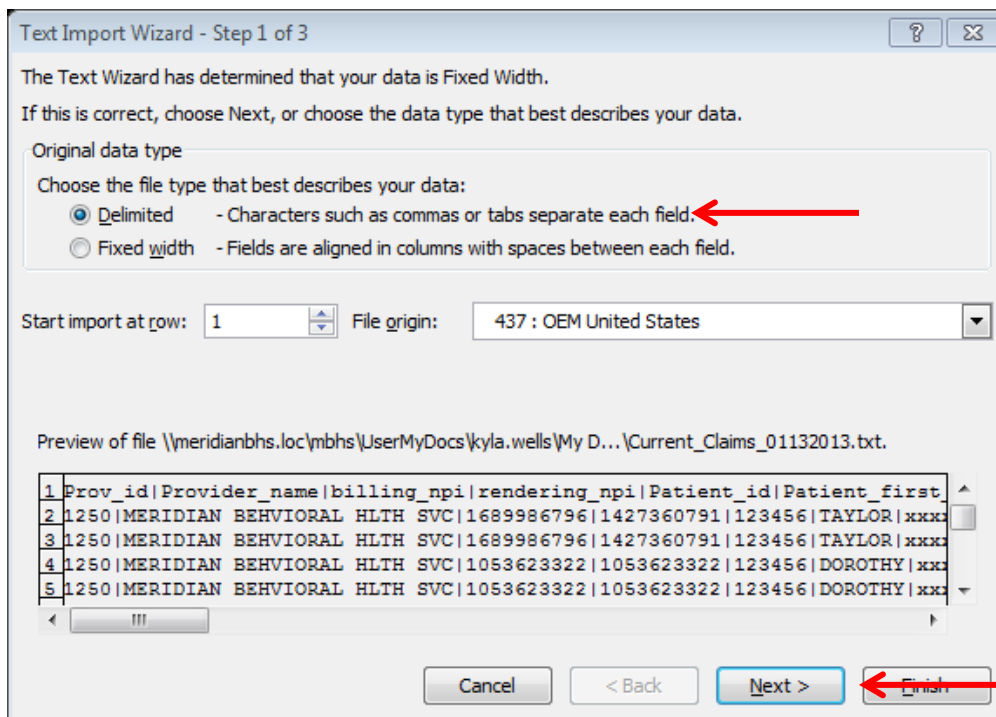
At the bottom right, next to File Name, change drop down box from All Excel Files to All Files:



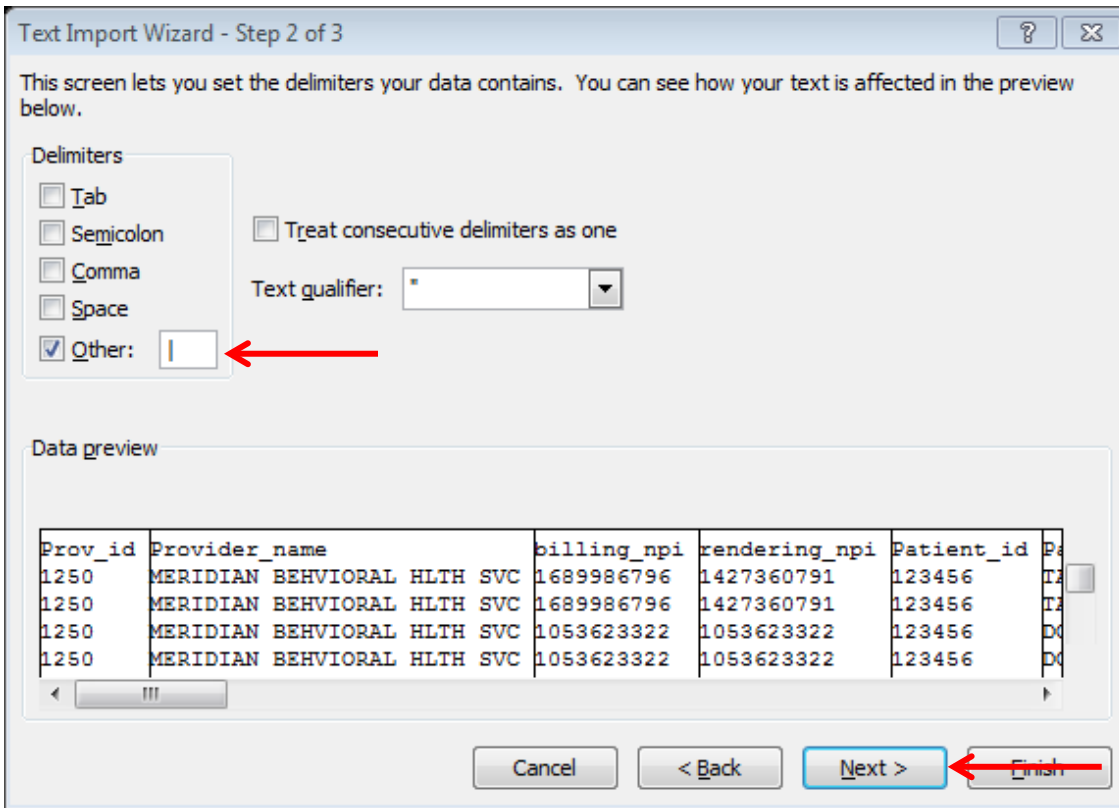
Locate and Select file

Click Open

A text import wizard will appear (step 1 of 3): Select Delimited, click next



A text import wizard will appear (step 21 of 3): Uncheck Tab and check Other. In the text box enter a pipe {} symbol by holding down the Shift key and the forward slash {} key. The Data Preview will change to organized columns. Click Finish.



Your file will appear in Excel columns.

