

## **ADRC Activity Reporting – Creating xml from xls Specifically Developed for Non-Beacon users who use xls**

The following information was prepared to support ADRCs who are not using Beacon and are gathering information in an xls format. The following steps will help these ADRCs create xml from xls. This information is intended to be shared with IT departments supporting ADRCs. Technical questions should be directed to Charles Rumberger, Bureau of Information Technology, DHFS, [RumbeCK1@dhfs.state.wi.us](mailto:RumbeCK1@dhfs.state.wi.us).

### **Steps to create an xml from xls document for ADRCs:**



Template ADRC  
10-10-07.XML



Test file 8 rows  
10-10-07.xls

1. Save the attached xml template to your shared drive.
2. Open excel.
3. Open your excel data document (Data must be in the corresponding xml columns. A test file is attached.).
4. Reformat excel data columns if necessary.
5. Click on data tab in the toolbar.
6. Select xml then xml source to open the xml source pane.
7. At the bottom of the xml source pane click on xml maps.
8. In the window click on add.
9. Select the ADRC template.
10. Click open.
11. Click OK for a schema to be created.
12. Click OK for the map to be added or rename it and then click OK.
13. Click on cell A1 then right click on submission\_type in the source panel
14. Click on map element
15. In the pop up box make sure it has A1 then click OK.
16. Click on cell B1 then right click folder header\_record in the source panel.
17. Click on map element.
18. In the pop up box it should have B1:F1 click OK.
19. In the pop up box click match element data.type
20. Click on cell G1 and highlight the cells G1 through AG1.
21. Using the toolbar or right click function insert cell and use option shift cells down. This must be done to allow for multiple details records without losing the first record.
22. Click on cell G1 then right click on folder detail\_record.
23. Select map element.
24. In the pop up box it should have G1:AG1 click OK.
25. In the pop up box click match element data.type
26. Click in any blank cell and save as EX: 00000132 qtr 1 2008 (whatever you want to call it) select xml data as the file type from the dropped down options. Do not save as xml spreadsheet.
27. Click Continue in the pop up 'you will loose excel functions' OK.
28. Open with xml editor, xml spy (if you have it) or notepad to view your file.
29. Your file is ready for submission.