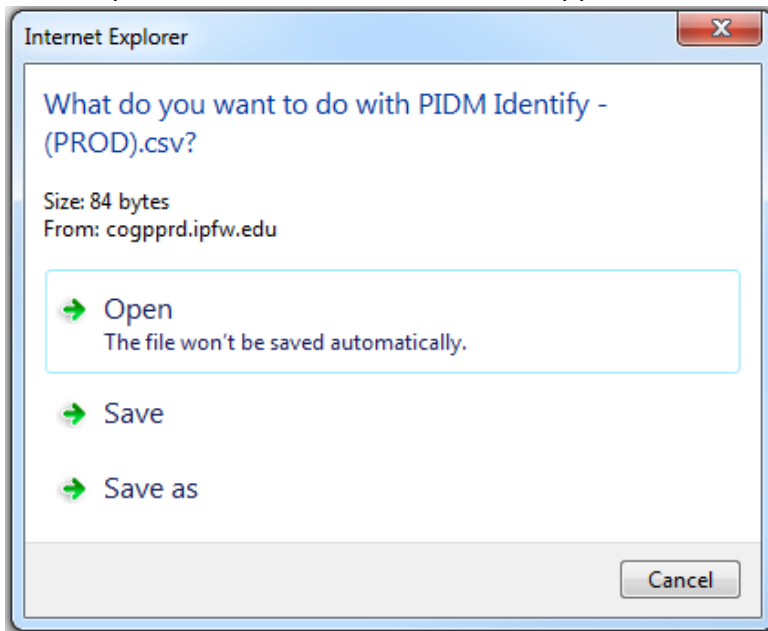# Extracting Pop Selection Data from Cognos

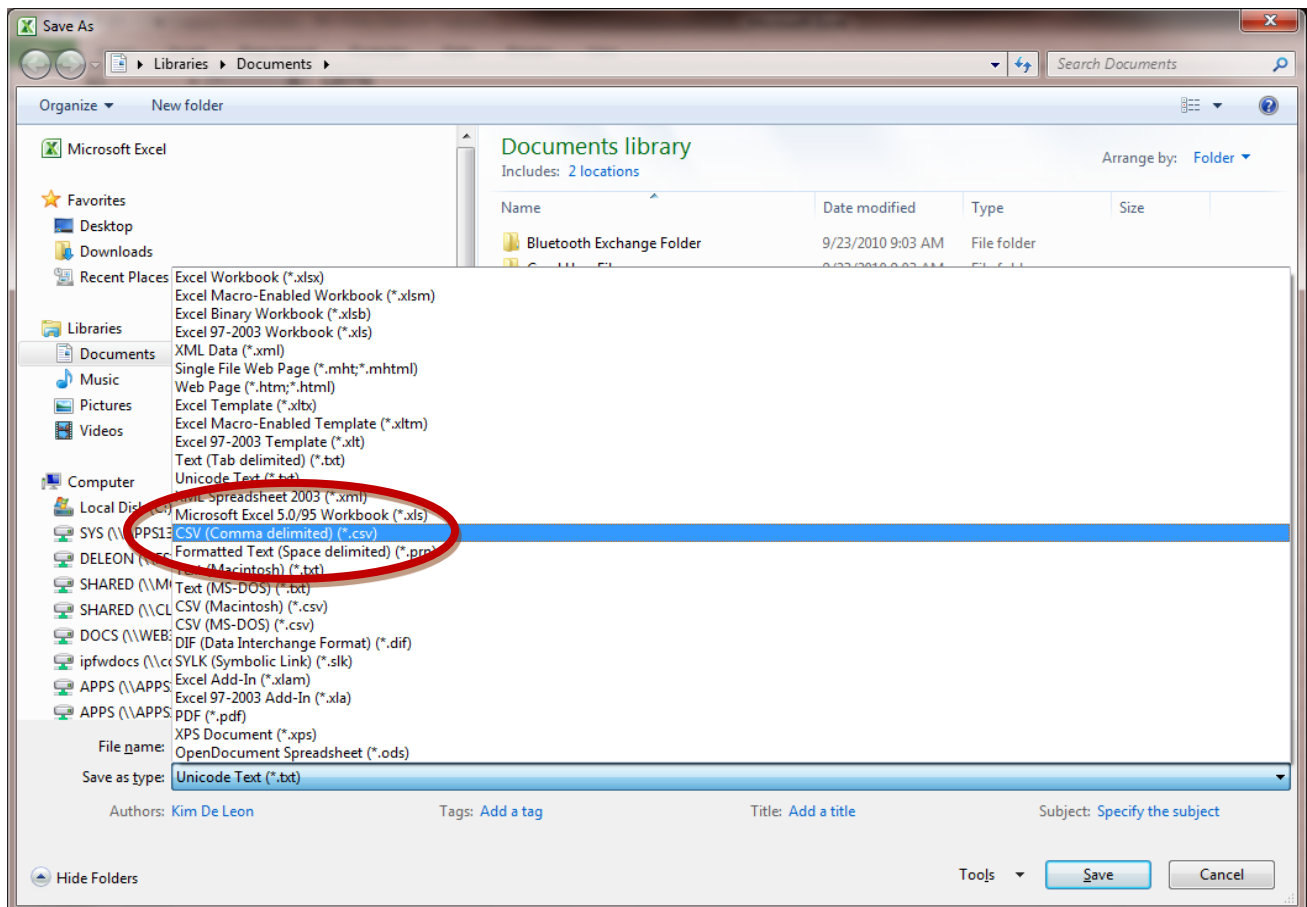1. The Cognos report must have PIDM in the first column and must have 2 columns (PIDM and name, PIDM and ID, etc).
   a. It ignores column headers.
   b. Also if first column must be PIDM.

2. Run the desired report in .csv output from Cognos.

3. Select Open when the File Download box appears

4. You can remove any records that you wish at this point, by deleting the row (**Remember PIDM must be the first column and then you must have at least one other column of data**).
   a. If duplicate PIDM's are present, click the **Data tab** in Excel and click on **Remove Duplicates**. Only one unique PIDM can be used in this process.
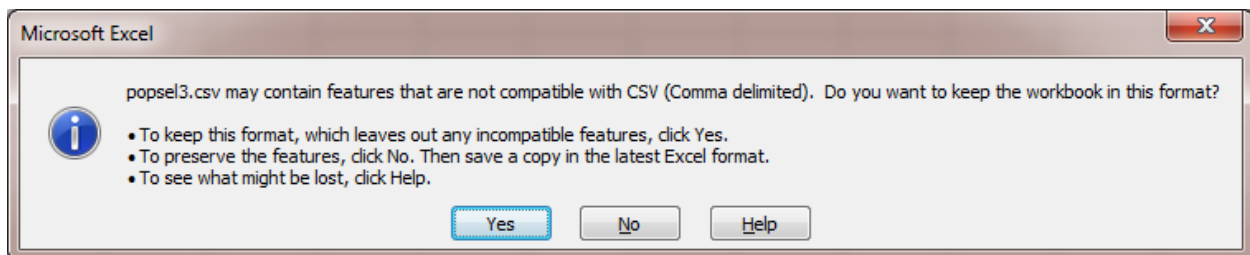
5. Saving the File
   a. Save the file in your department M: drive
   b. In Save As window, change Save As type to CSV(Comma delimited)(*.csv)
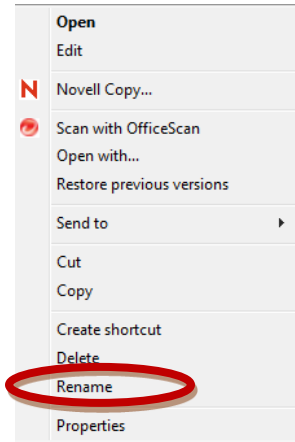   c. Name the file in the File name box: pop_sel_data

6. Click **Save**

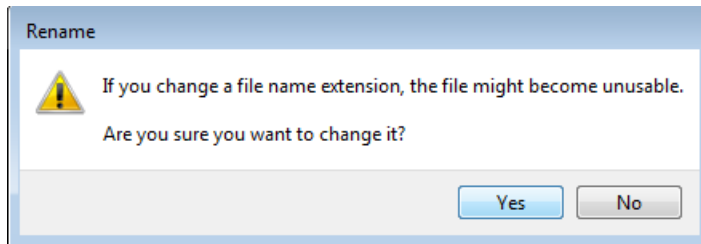7. A warning window appears about CSV compatibility, click **Yes**

8. Close excel

9. Go into your M drive, and find the report you just saved. (**pop_sel_data.csv**)

10. Right click the file name and click on "**Rename**"

	Open
	Edit
N	Novell Copy...
🔴	Scan with OfficeScan
	Open with...
	Restore previous versions
	Send to ▶
	Cut
	Copy
	Create shortcut
	Delete
	Rename
	Properties

11. Change **pop_sel_data.csv** to **pop_sel_data.dat**

12. You will get a message asking if you are sure you want to change it, click **Yes**

Rename

⚠️ If you change a file name extension, the file might become unusable.

Are you sure you want to change it?

[Yes]   [No]

13. You are now ready to process the population selection in Banner by running GZPCPSL.