

Steps for file conversion

How to convert UAN Text file into Excel

1. First download the UAN text file and save it
2. Open a Blank Excel sheet
3. Click of Menu Bar "Data"
4. Click on "Form Text"
5. Select the downloaded UAN text file in 'Import Text File windows'
6. Click on "Import" Button
7. Click on Next Button
8. Tick the "Other Check Box and Type (comma symbol) i.e ,
9. Click the Next Button
10. Click the Finish Button then OK