



The California Outcomes Measurement System  
Treatment (CalOMS Tx)

**Error and Submission Detail Report  
Flat File Extract Instructions**

**File Version 1.0**

**California Department  
of Alcohol and Drug Programs**

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# CalOMS Tx Error and Submission Detail Report Flat File Extract Instructions

Run the Error and Submission Detail Report through ITWS choosing “Flat File” as the report format. Save the report to your computer.

**Note: Double clicking on the document alone will not separate the data in a readable format.**

1. Open Excel.
2. Click the saved File → Open.
3. Change “Files of Type” to “All Files”.
4. Select the file.

**Note: This should open the “Text Import Wizard”.**

5. Select “Delimited” and click “Next”.
6. Uncheck “Tab”.
7. Select “Other” and enter “|” in the textbox next to “Other”.
8. Change “Text Qualifier” to “None” and click “Finish”.