

**Step 1:** Open data file in a notepad or Double click on the file and choose the notepad application.

**Step 2:** Select the file menu Save As option

**Step 3:** Change the Save as Type to “Text Documents (\*.txt)”

**Step 4:** Rename the file name

**Step 5:** Click on the Save button to save the file.

**Step 6:** Finally follow the roster import process.