



## Registry Tip

# Opening of Text Files in Manage Ministry Invoices and Statements

Release/Revision Date	Location of Change in this Document	Comment
May 27, 2011		Initial Release

**Audience:** All Stakeholders

**Purpose:** This tip outlines the steps to be taken when opening a .txt file in the Ministry Invoices and Statements section of the Registry.

**Background:** The .txt file in Manage Ministry Invoices and Statements displays incorrectly if a user chooses the “View” option. In order to be able to view the txt file correctly:



Click Download, which will open the following window for your next actions of “Open” or “Save”.



If the user chooses open to open the file it will then be opened in Notepad for a txt file. If the user chooses to save the file, a dialog box will display requiring the user to specify where to save the file to.



Petroleum Registry of Alberta

**More information:**

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