How To Quickly Create Folders Based on Cell Values in Excel

Step 1

Create a folder on your desktop for the incident. You WILL want to save the excel spreadsheet into that folder.

In e-ISUITE Enterprise navigate to your incident

Custom reports, navigate to the custom report titled: FOLDER_CREATION-FIRENET

Highlight Report; Hit Edit Report button (upper right corner)

Hit Download Data as Excel (bottom left) (Save to the folder on your desktop for your incident)

Unhide and Name Column "I" of the spreadsheet "Naming Convention" (highlight column H to K, right click, unhide)

Copy the following function into Column "I" Row "2"

 =CONCAT(PROPER(CONCAT(LEFT(E2,FIND(",",E2,1)),LEFT(RIGHT(E2,LEN(E2)-FIND(", ",E2,2)),2))),CONCAT("_",LEFT(F2,FIND("-",F2,1)-1),RIGHT(F2,LEN(F2)-FIND("-",F2,1))," (",G2," ",H2,")"))

You should see the following: Student, S_O110 (FS AD)

Paste through the entire range of "I"

Step 2

1. Open the workbook and select the range of cells that you want to use within column "I"
2. Click **Developer** > **Visual Basic**, a new **Microsoft Visual Basic for applications** window will be displayed, click **Insert** > **Module**, and input the following code into the Module:

```
SUB MAKEFOLDERS()
DIM RNG AS RANGE
DIM maxRows, maxCols, r, c AS INTEGER
SET RNG = SELECTION
maxRows = RNG.ROWS.COUNT
maxCols = RNG.COLUMNS.COUNT
FOR c = 1 TO maxCols
R = 1
DO WHILE r <= maxRows
IF LEN(DIR(ACTIVEWORKBOOK.PATH & "\" & RNG(r, c), vbDIRECTORY)) = 0 THEN
MKDIR (ACTIVEWORKBOOK.PATH & "\" & RNG(r, c))
ON ERROR RESUME NEXT
END IF
R = R + 1
LOOP
NEXT c
END SUB
```

3. Click ▶ button to execute the code (ribbon bar upper left corner). All the selected cells have been created to folders with their values. And the folders are placed into the path as same as the active workbook.

Show the Developer Tab in Excel

- The Developer tab isn't displayed by default, but you can add it to the ribbon.
- On the File tab, go to Options (very left bottom) > Customize Ribbon.
- Under Customize the Ribbon and under Main Tabs, select the Developer check box.
- After you show the tab, the Developer tab stays visible, unless you clear the check box or reinstall a Microsoft 365 program.