Edit Data via CSV When Using Values Containing Commas or Quotes

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Save file as CSV (Comma delimited)

To get proper format of CSV file for further uploading to Docboss - please save your file using Save As ->CSV (Comma delimited) option.

Multiple values cell

If CSV file contains cells where multiple values are allowed, please use the following rules for entering values:

- Use comma as delimiter between values inside cell.
- If value contains comma inside itself - value should be framed in quotes " "
  Example: Values for cell are Include A and Include B,C
  In Excel you should enter them as Include A, "Include B,C"
- If value contains quote, but no commas inside - quote should be encoded with quote ", no framing required
  Example: Values for cell are Include A and Include "New""
  In Excel you should enter them as Include A, Include ""New""
- If value contains comma and quote inside itself - quote should be encoded with quote " and value should be framed in quotes " "
  Example: Values for cell are Include A and Include B,"New"
  In Excel you should enter them as Include A, "Include B,""New"" "