Change CSV Delimiter (correct CSV data not showing as separate columns)

09/16/2024 2:09 pm MDT

DocBoss relies on a user setting to determine whether to use commas or semicolons when downloading data. If your download appears as a single column of run-together text, it is likely that your computer/excel is expecting a different separator value.

You can change the separator in your user setting - but you can also just convert the report to use the downloaded format.

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1. Navigate to Data and select "Text To Columns"

2. Choose Delimited

3. Click Next

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1. Unmark Tab and mark Comma option

2. Click Finish