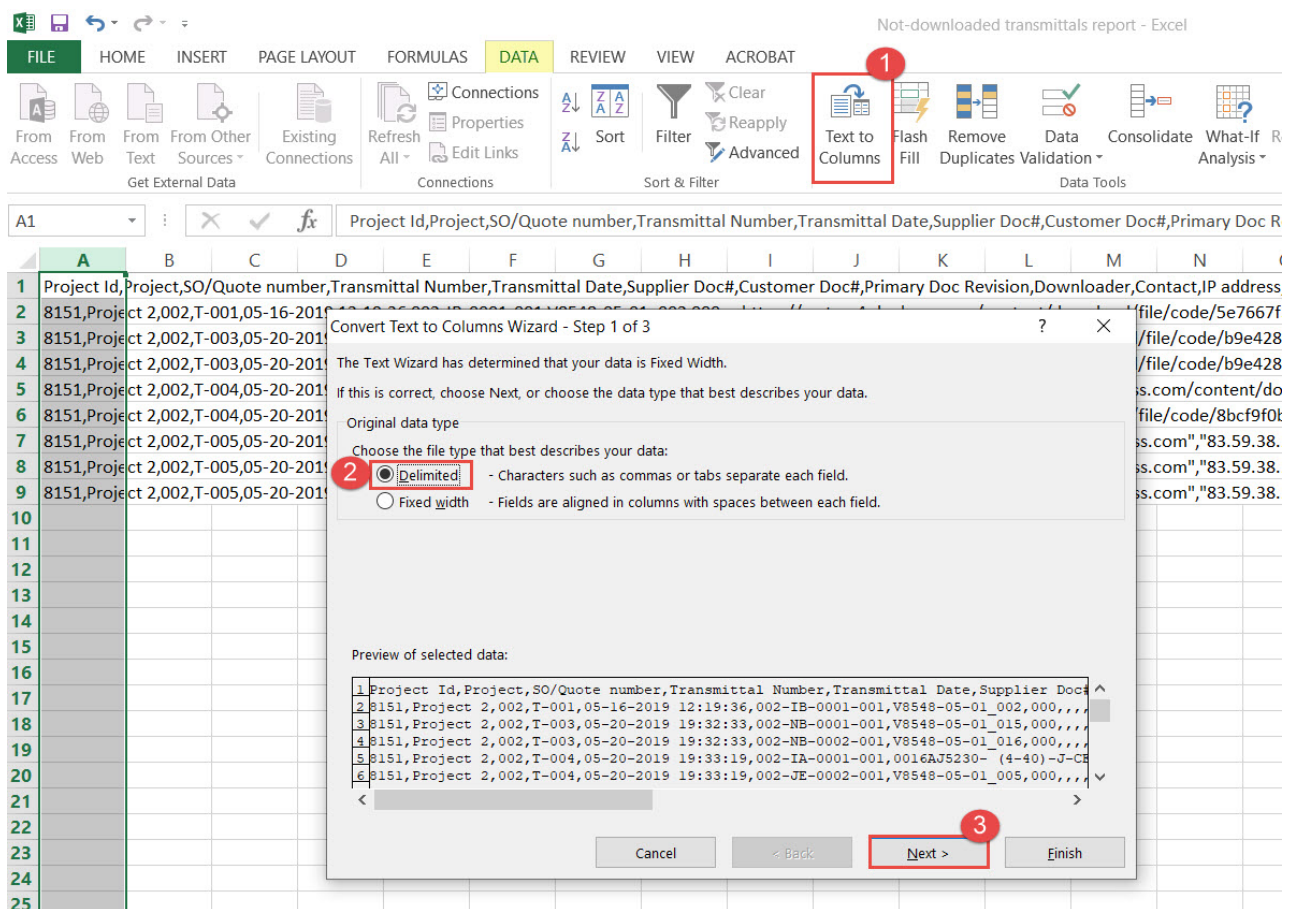


Change CSV Delimiter (correct CSV data not showing as separate columns)

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.



1. Navigate to Data and select "Text To Columns"
2. Choose Delimited
3. Click Next

Not-downloaded transmittals report - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Validation Consolidate Data Tools

A1 Project Id,Project,SO/Quote number,Transmittal Number,Transmittal Date,Supplier Doc#,Customer Doc#,Pri

Project Id	Project	SO/Quote number	Transmittal Number	Transmittal Date	Supplier Doc#	Customer Doc#	Primary Doc Revision	Downloader	Contact
8151	Project 2	002	T-001	05-16-2019 12:19:36	002-IB-000				file/coc
8151	Project 2	002	T-003	05-20-2019 19:32:33	002-NB-000				/file/cc
8151	Project 2	002	T-003	05-20-2019 19:32:33	002-NB-000				/file/cc
8151	Project 2	002	T-004	05-20-2019 19:33:19	002-IA-000				ss.com/
8151	Project 2	002	T-004	05-20-2019 19:33:19	002-IE-000				file/coc
8151	Project 2	002	T-005	05-20-2019 19:33:19	002-IA-000				ss.com"
8151	Project 2	002	T-005	05-20-2019 19:33:19	002-JE-000				ss.com"

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

Project Id	Project	SO/Quote number	Transmittal Number	Transmittal Date	Supplier Doc#
8151	Project 2	002	T-001	05-16-2019 12:19:36	002-IB-000
8151	Project 2	002	T-003	05-20-2019 19:32:33	002-NB-000
8151	Project 2	002	T-003	05-20-2019 19:32:33	002-NB-000
8151	Project 2	002	T-004	05-20-2019 19:33:19	002-IA-000
8151	Project 2	002	T-004	05-20-2019 19:33:19	002-JE-000

Cancel < Back Next > Finish

1. Unmark Tab and mark Comma option
2. Click Finish