WELS OPERATOR

Convert CSV to XLSX

Step by step guide

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Abstract

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The purpose of this document is to present user with the basic understanding of how to download a CSV report from WELS System and convert it to a regular XLSX file format.

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1 Report Handling
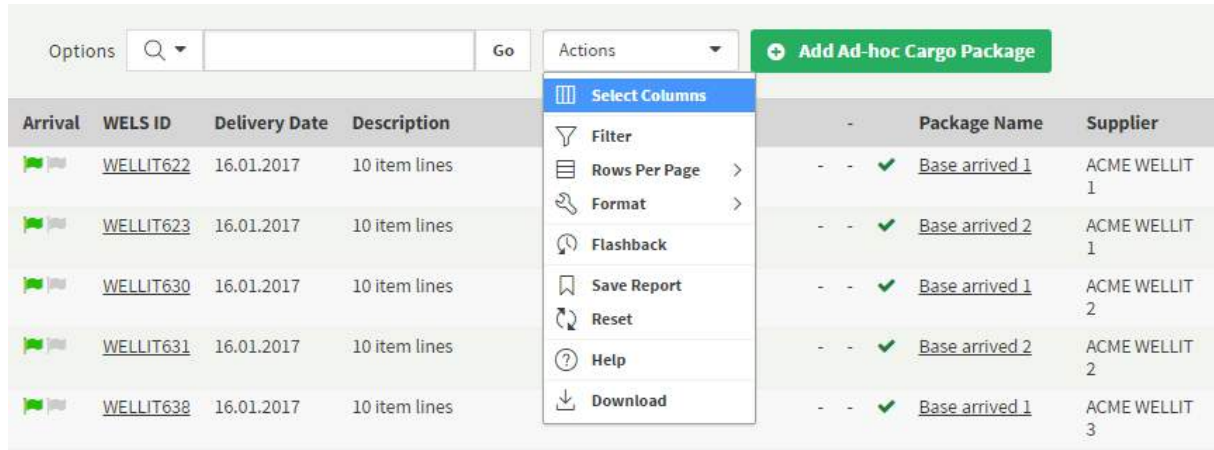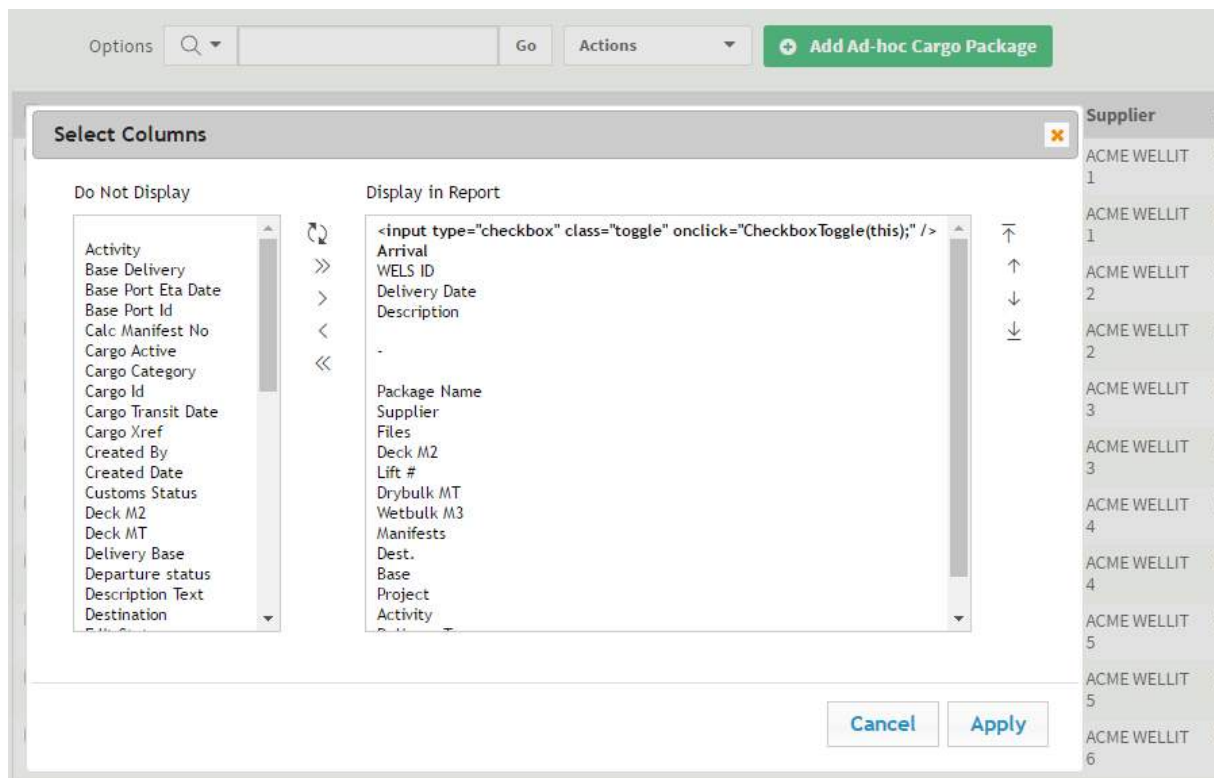This chapter will briefly present the basic report handling in WELS.

1.1 Modify Columns
If the column modification is needed for a certain report (to avoid 'html' tags, add or remove columns etc.), in the interactive report area click on Actions - Select Columns.

Afterward, select the desired columns by adding or removing them to the right panel

After the report has been modified press 'Apply' to save the changes. The report will be ready for download at that stage.

1.2 Download Report
To download the report press 'Actions -> Download -> CSV

The report will be downloaded to your hard drive. Locate it on your PC and open it in Microsoft Excel.

1.3 Convert Report

The report will be in CSV (Comma separated values) format, this is not very readable by humans. Use Microsoft Excel (or similar) to convert the file.

Depending on the version and region of Excel, the file might open correctly. If it does not, it will one long column like this:

To make this readable, switch to 'DATA' tab in the upper menu and press 'From Text'.

A browser window will appear, and the downloaded file is to be selected here. After the file has been chosen press open, and the following windows will appear:

Mark the file type as 'Delimited' (meaning that each column in a single row is separated; not an entire row with continuous data) and mark 'My data has headers' (meaning that the first row contains headers, not the data), as shown above. Please note that the values are separated by a Comma (,), as you can see on the line number one ("Qty", "Unit", "Dim"). To separate the file correctly we need to remember whether the file is separated by a Comma (,) or a Semicolon (;). Press next to get to the following window:

Text Import 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

```
<input type="hidden" name="f02" value="false" class="apxstatechkval" id="ap
<input type="hidden" name="f02" value="false" class="apxstatechkval" id="ap
<input type="hidden" name="f02" value="false" class="apxstatechkval" id="ap
<input type="hidden" name="f02" value="false" class="apxstatechkval" id="ap
```
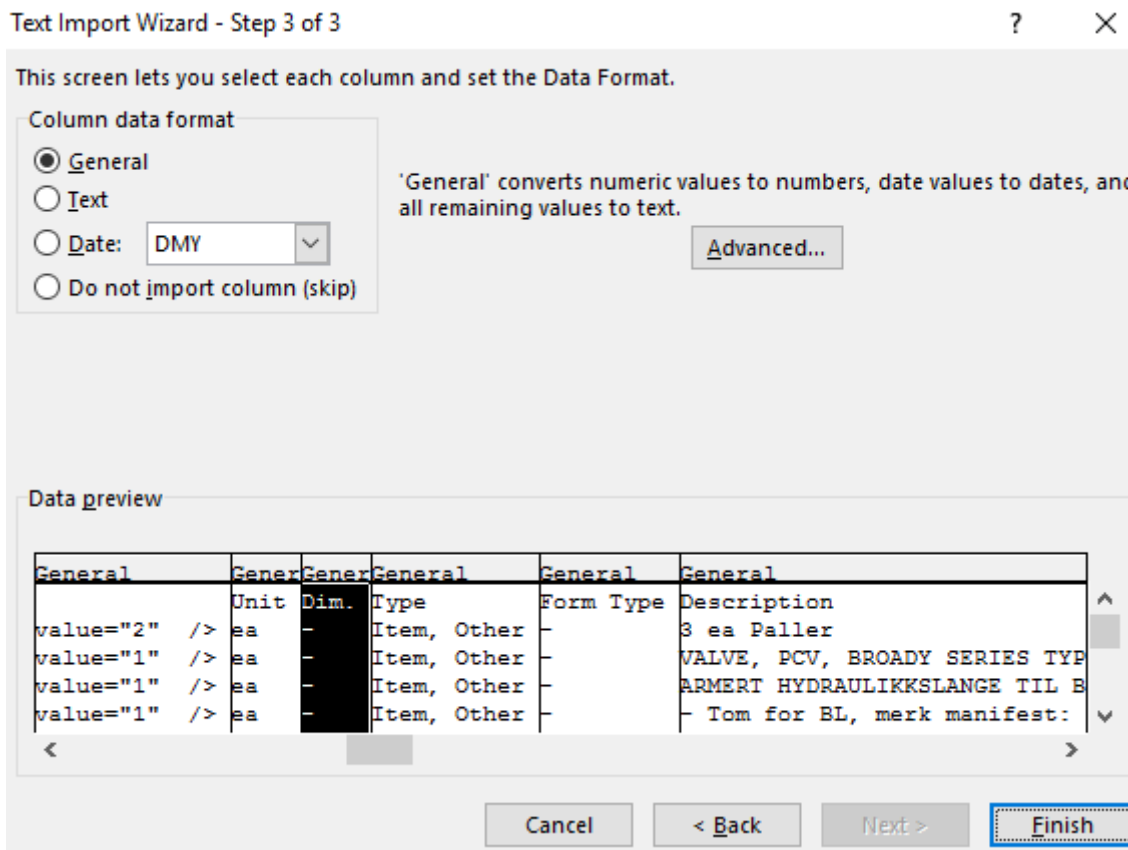
[Cancel]   [< Back]   [Next >]   [Finish]

Since the values are Comma separated in this case we mark the Comma delimiter as shown above and press next. The following window appears:

Now the final adjustments for single columns can be made. Choose a column by clicking on it and choose column type above. It can be 'General', 'Text', 'Date' or the entire column can be skipped by choosing 'Do not import this column' (in a case that the column doesn't look alright). After the necessary adjustments press 'Finish'. The following prompt will appear:
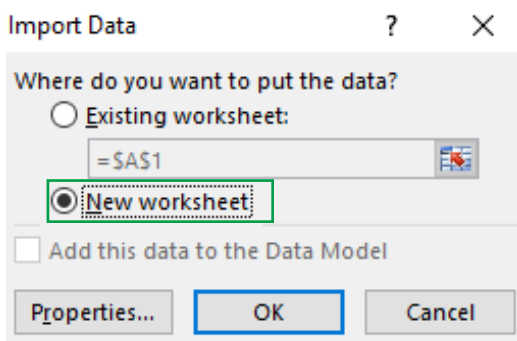
Choose 'New worksheet' and press 'OK' to import the data. Two worksheets will be available (the original and the imported one - switch at the bottom of the page), which makes it possible to compare the imported and the original file side by side.

Save the file as a regular Excel (or as PDF) file by pressing File - Save as.