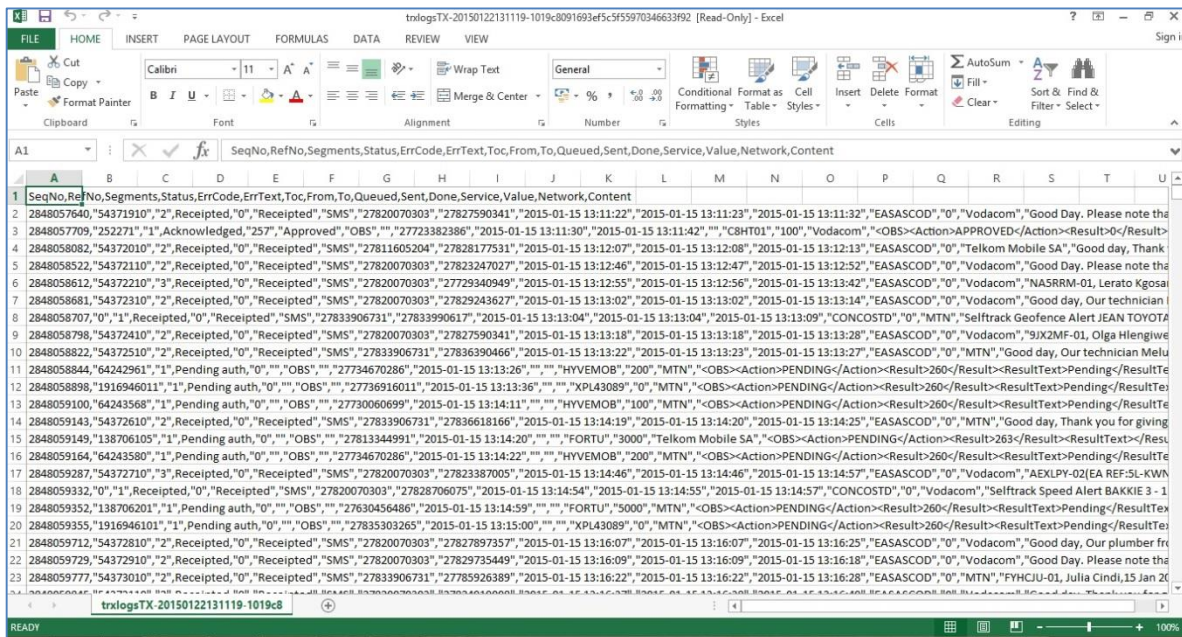


Windows 8+ CSV File Fix

Problem:

Downloaded CSV files commonly used for transaction logs & bulk upload files appear in a single column and comma or semi-colon separated. These files often return errors on upload and will sometime cause display errors in transaction logs when using the 'text to column' feature in excel.



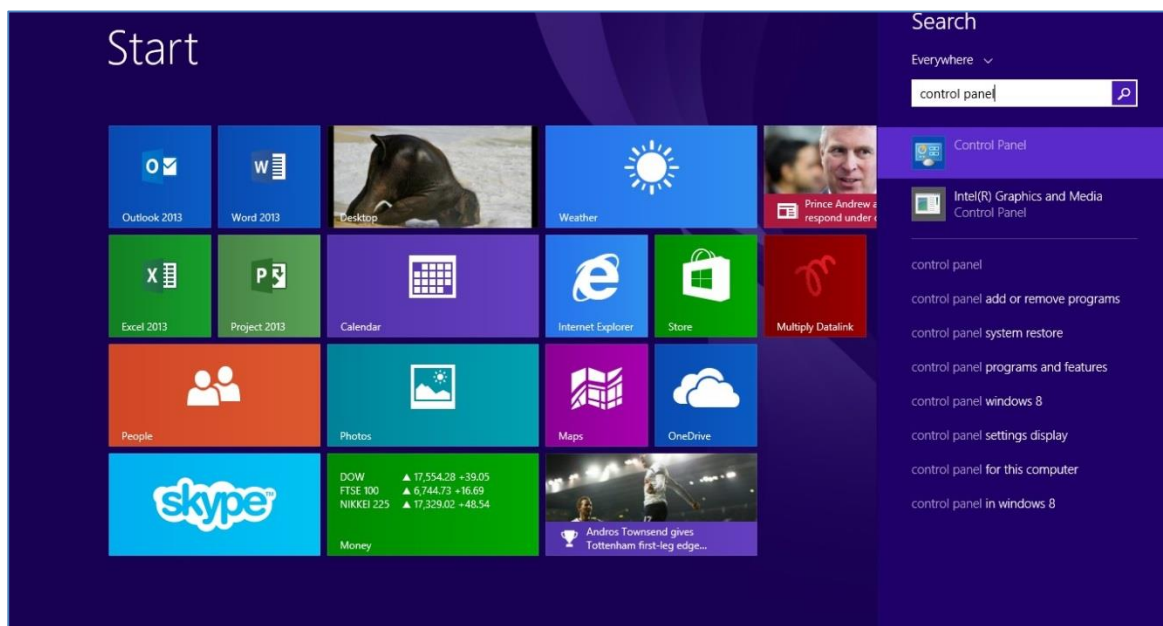
Cause:

Modern shipping of Windows 8/8.1 based PC's has *regional* settings configured for the States. This causes Excel to use the incorrect separators for CSV files.

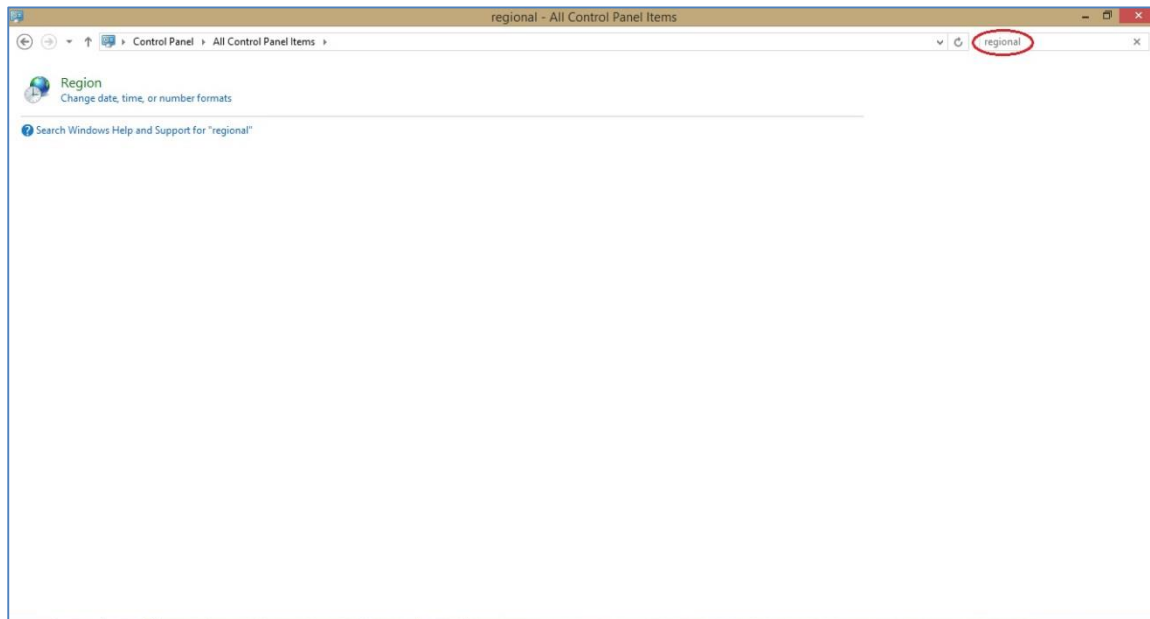
Solution:

Change separator values to local settings:

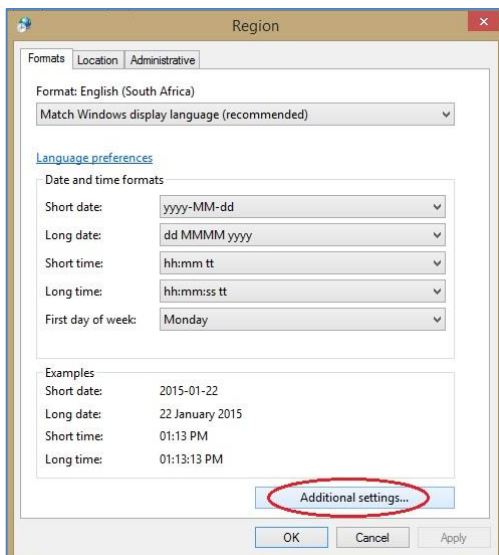
- 1) From the start menu, type 'control panel' and select the **control panel** icon in the search results.



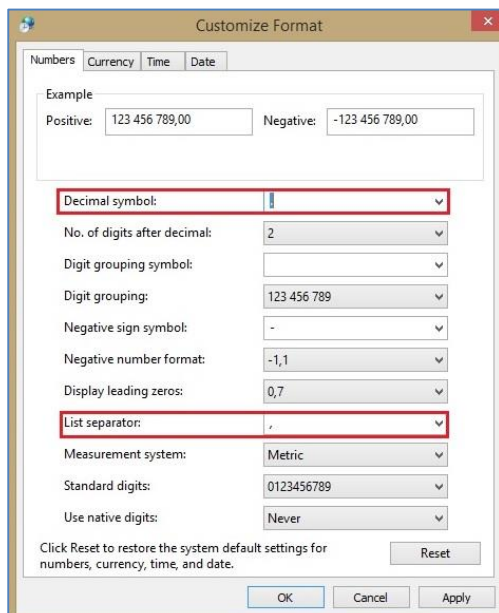
2) Type '**region**' in the top right search bar and select **region** from the search results.



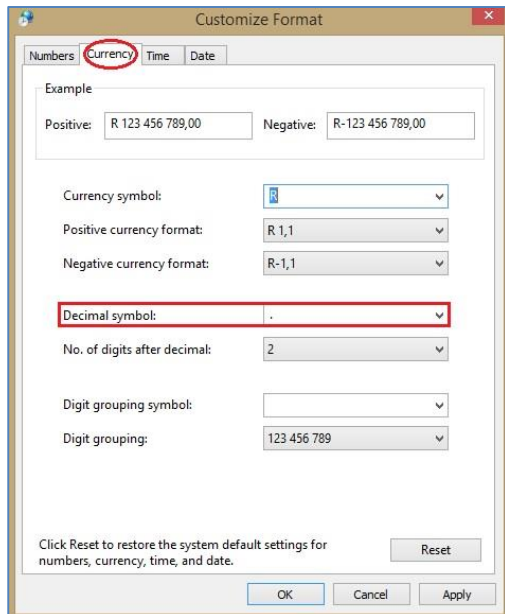
3) Select **Additional Settings...**



4) Change the Decimal Symbol to a '**full stop**' and the list separator to a '**comma**'.



- 5) Select the '**Currency**' tab to the top-right and make sure the '**Decimal symbol**' is set to a '**full stop**' and select '**OK**' to both windows.



You must create a *new* Excel sheet and save as a new CSV file to use the new settings (This only needs to be done once).

Opening a file that was saved prior the above solution will still use the old incorrect separators. This is due to the file been saved with the old regional configuration in it. Any new file created after these steps will automatically inherit the new regional settings.

Transaction logs or bulk upload CSV files should now display correctly and without the need to use the 'text to column' feature.

If you are experiencing any further difficulties, please notify ticketman@intarget.co.za for further assistance.