

MT+ How to work with CSV

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This process describes the steps to be performed by a beneficiary user in order to add mobility details using a **.CSV file** to the interface of Mobility Tool+.

The scenario is based on the addition of mobilities for a higher education project **KA103** and for activity type **Student mobility for studies between programme countries**.

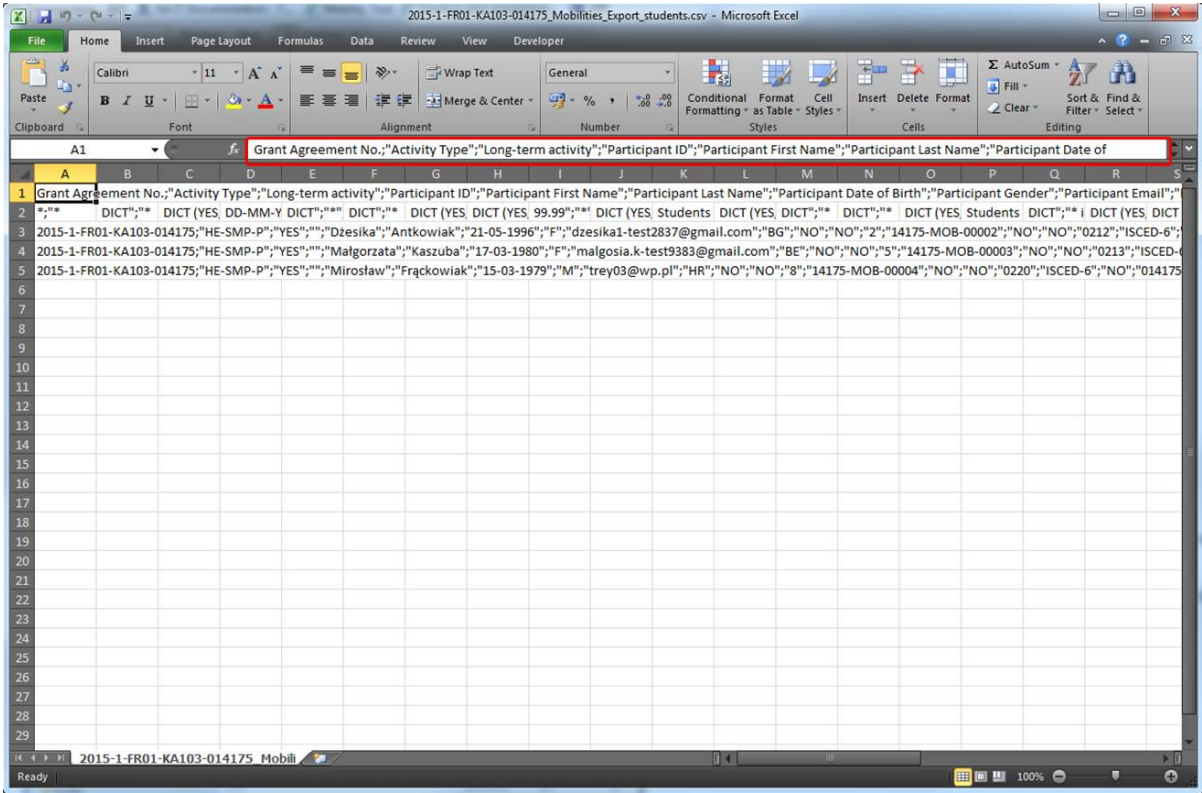
Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario.

Basic info on .CSV file

The **.CSV** file downloaded from Mobility Tool+ uses the semi-colon as the list separator. If the same value is not set in the regional settings of your PC, on opening this file, the contents of each row is entered in the first cell.

This makes the content difficult to read and update. If you just open the file, it will not work.

The file cannot be imported back into Mobility Tool+ in this format. You would receive an error message for only the first mobility stating **Not enough elements**. This is the standard message received if the number of columns is not correct.

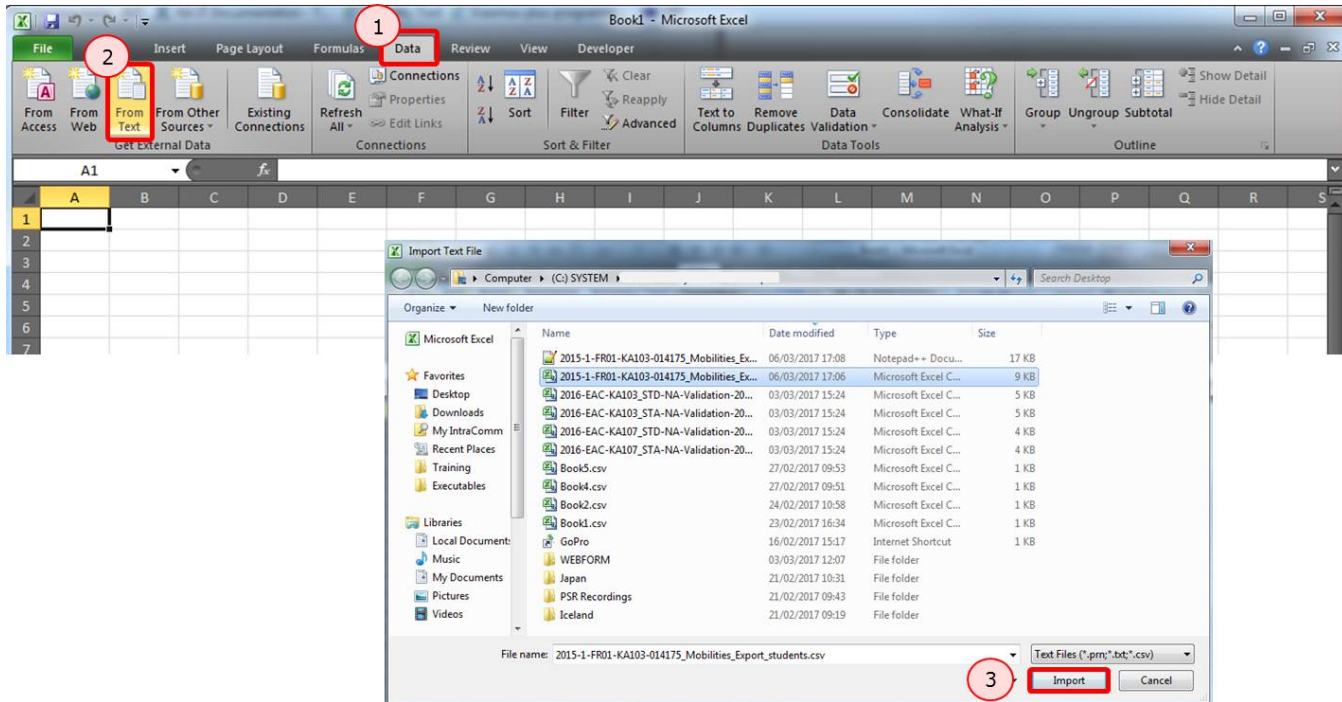


Steps

1. Open Excel and import the file via the "Data" tab

In order to use (read, modify) the file, you need to make some adjustments. Open a new worksheet.

1. In Excel, click the **DATA** tab in the title bar.
2. Select the option **From Text**.
3. Select the downloaded **.CSV** file and click the **Import** button.

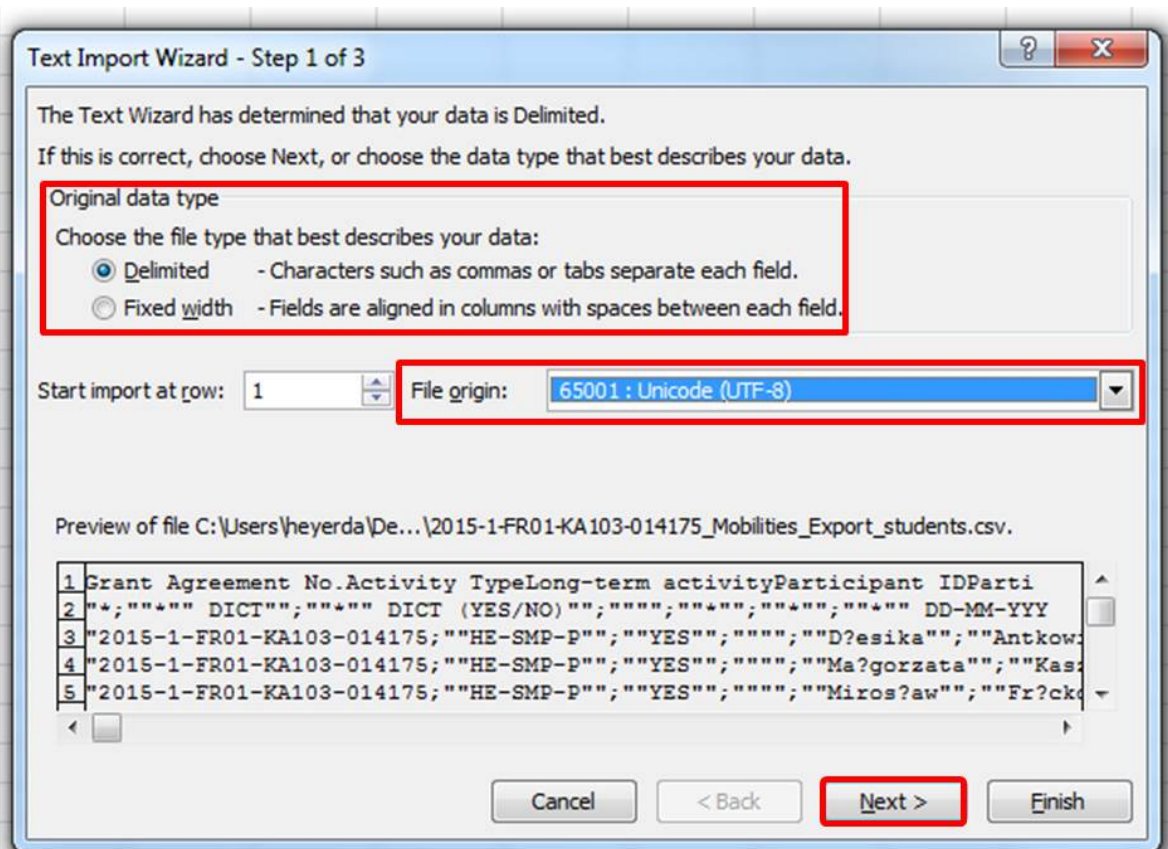


2. Follow the "Text Import Wizard" Step 1

The **Text Import Wizard** will open and consists of three steps.

In **Step 1**, in the **Original data type** section make sure the **Delimited** radio button is clicked and the **File origin** drop-down menu is set to **65001: Unicode (UTF-8)**.

Click on **Next**.



3. Follow the "Text Import Wizard" Step 2

In **Step 2** under **Delimiters** uncheck the box **Tab** and check the **Semicolon** option. In the **Data Preview** you will notice now several columns instead of just one.

The **Text Qualifier** should be set as a " quotation mark.

Click on **Next**.

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 oneText qualifier: "

Data preview

Project ID	Activity Type	Long-term activity	Participant ID
2014-1-FR01-KA103-000158	HE-SMS-P	YES	zxcxzc
2014-1-FR01-KA103-000158	HE-SMS-P	YES	zxcxzc
2014-1-FR01-KA103-000158	HE-SMS-P	YES	zxcxzc

Cancel

< Back

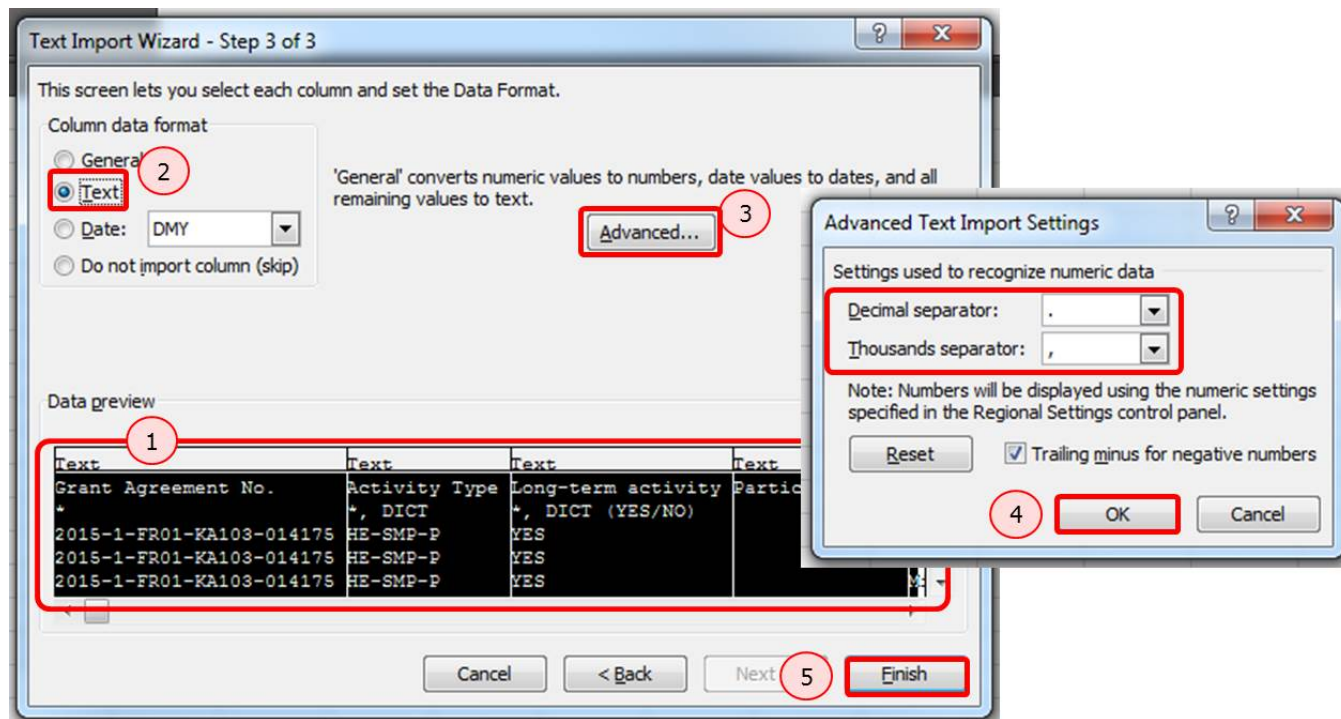
Next >

Finish

4. Follow the "Text to Columns Wizard" Step 3

In the next step, check the following info:

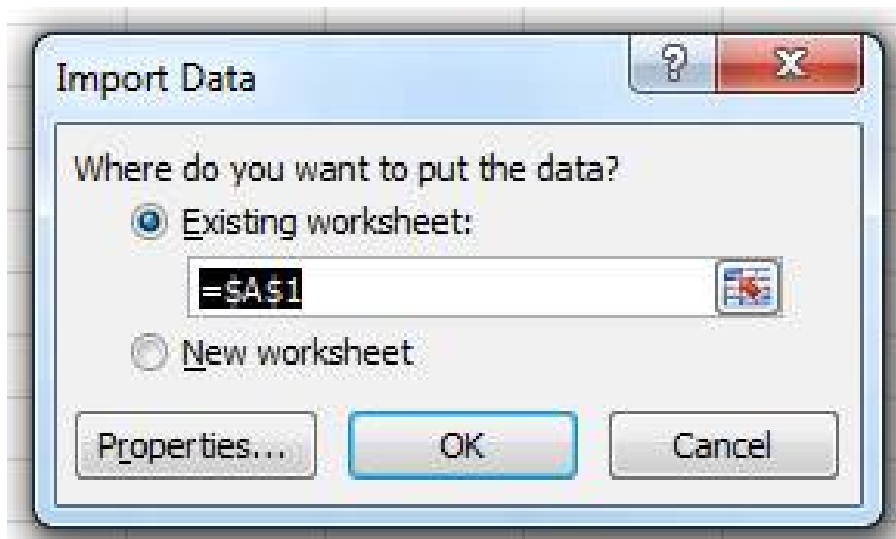
1. In the **Data preview**, select all columns. Do this by selecting the first column, scrolling to the right and while holding down the shift key, select the last column.
2. Set the Column Data Format to **Text**
3. Check the **Advanced options**. Ensure that the Decimal separator is set as a point and the Thousands separator is set as a comma.
4. Click **OK**
5. Click **Finish**



5. Import Data

A new window will pop up. You can select to import the information to the existing worksheet or a new worksheet.

Click **OK** after you selected the option most suitable for you.



6. Update the file

The *.csv file will now look like a standard excel file and information can easily be added, modified or deleted.

Book3 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

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 Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

A1

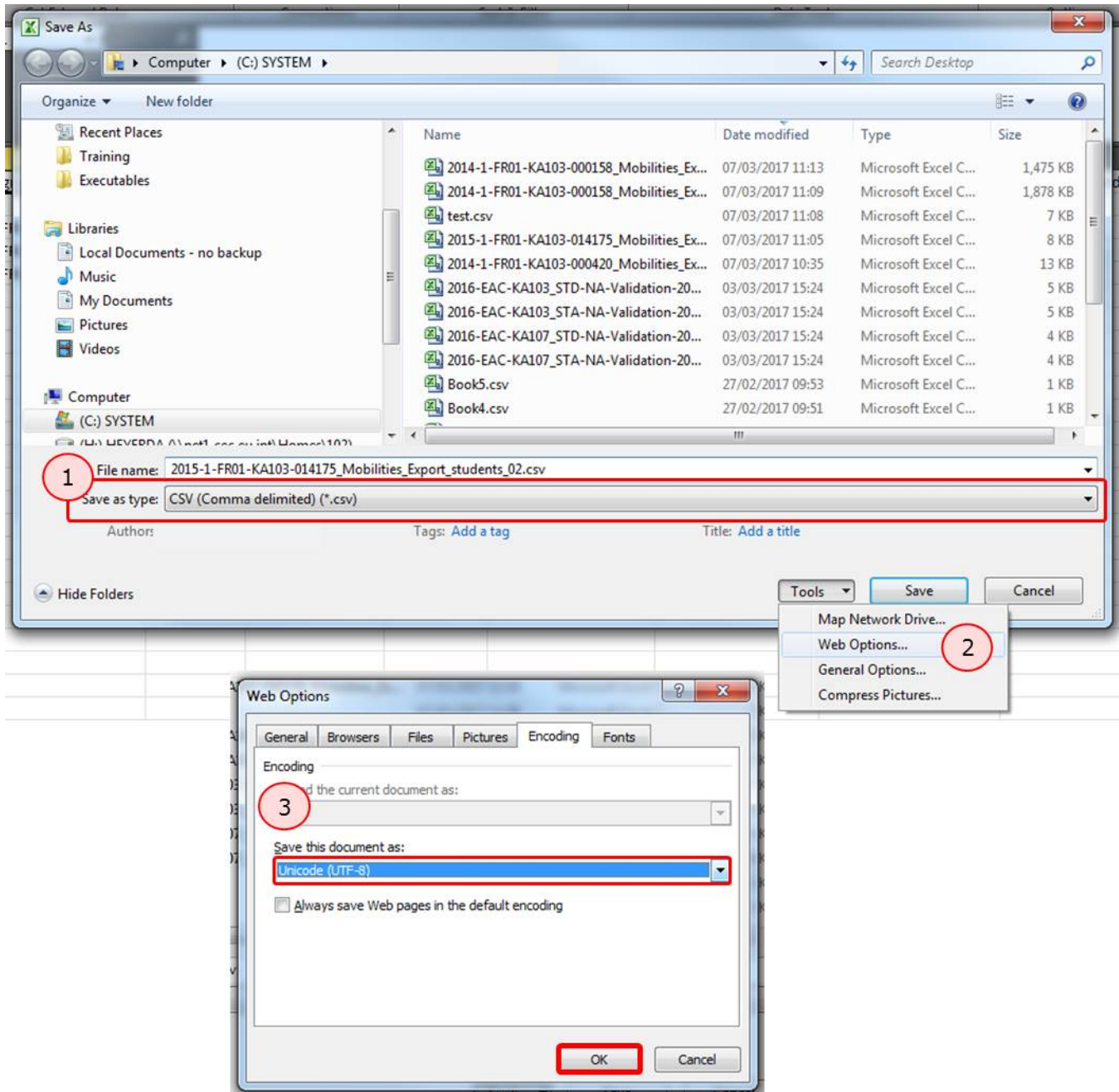
	A	B	C	D	E	F	G	H	
1	Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant
2	*	*, DICT	*, DICT (YES/NO)		*	*	*, DD-MM-YYYY	*, DICT	*
3	2015-1-FR01-KA103-014175	HE-SMP-P	YES		Dżesika	Antkowiak	21-05-1996	F	dzesika1-te
4	2015-1-FR01-KA103-014175	HE-SMP-P	YES		Małgorzata	Kaszuba	17-03-1980	F	malgosia.k
5	2015-1-FR01-KA103-014175	HE-SMP-P	YES		Mirosław	Frąckowiak	15-03-1979	M	trey03@wp
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Sheet1 Sheet2 Sheet3

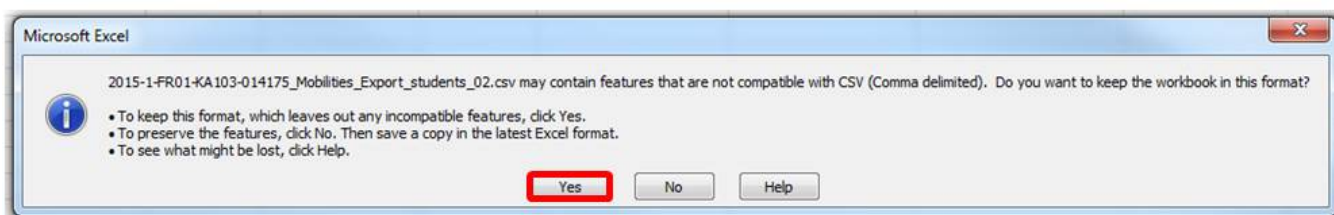
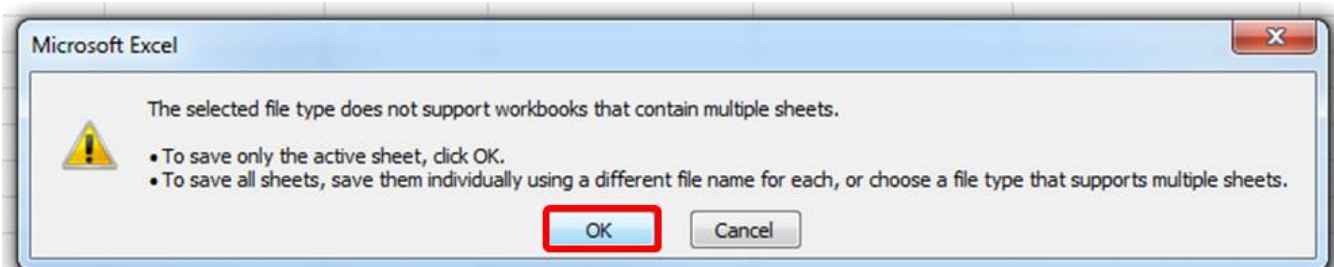
7. Save the file as *.CSV in Unicode (UTF-8) format

After adjustments have been made, you can save the file for re-import.

1. Select under Save as type: ***.CSV**
2. Under Tools, select **Web Options...**
3. In the **Encoding** tab of the newly opened window ensure the Save this document as: is set to **Unicode (UTF-8)**
4. Click **OK**
5. **Save** the file



Upon saving you might receive additional warning messages. Click **OK** and click **YES**.



Related articles

- [MT+ How to export and import mobilities using xls](#)
- [MT+ How to export the inbound participant reports](#)
- [MT+ How to read the error log](#)
- [MT+ How to work with CSV](#)
- [MT+ Manage export and import of mobilities](#)