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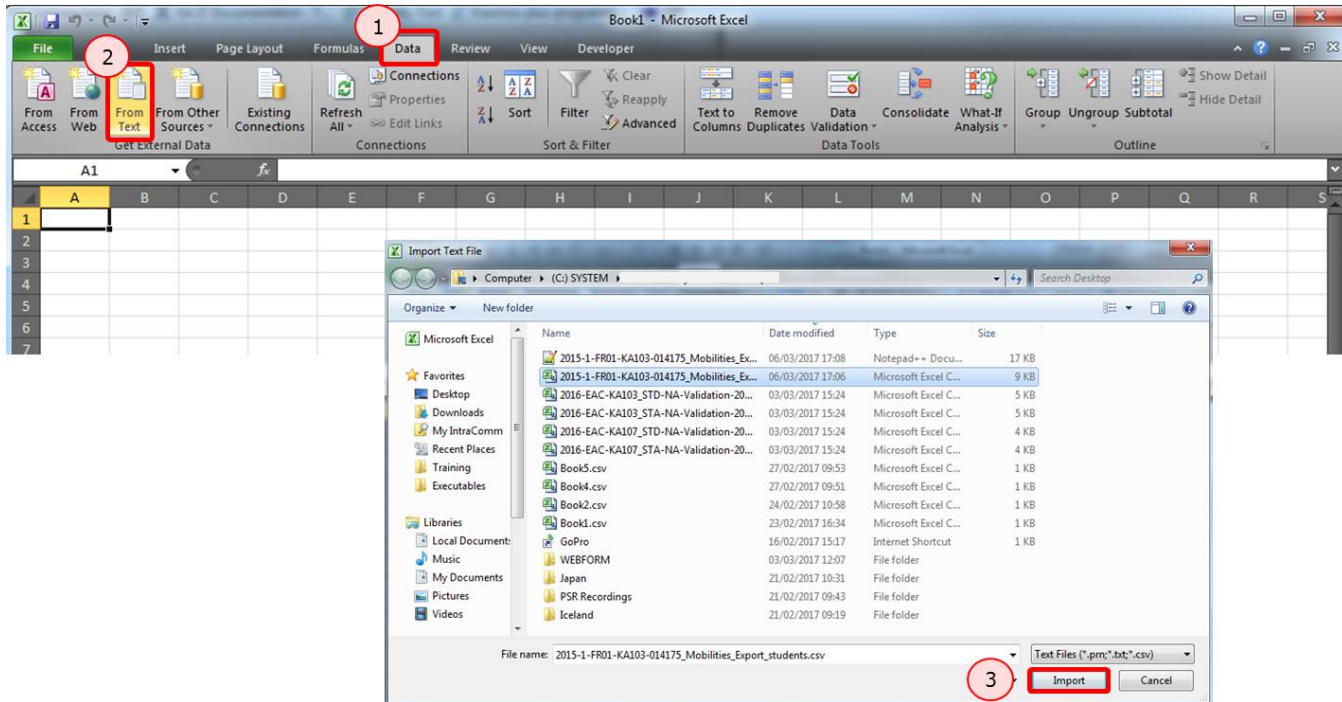
The file cannot be imported back into Mobility Tool+ in this format. You would receive an error message for only the first mobility stating **Not enough elements**. This is the standard message received if the number of columns is not correct.

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.**
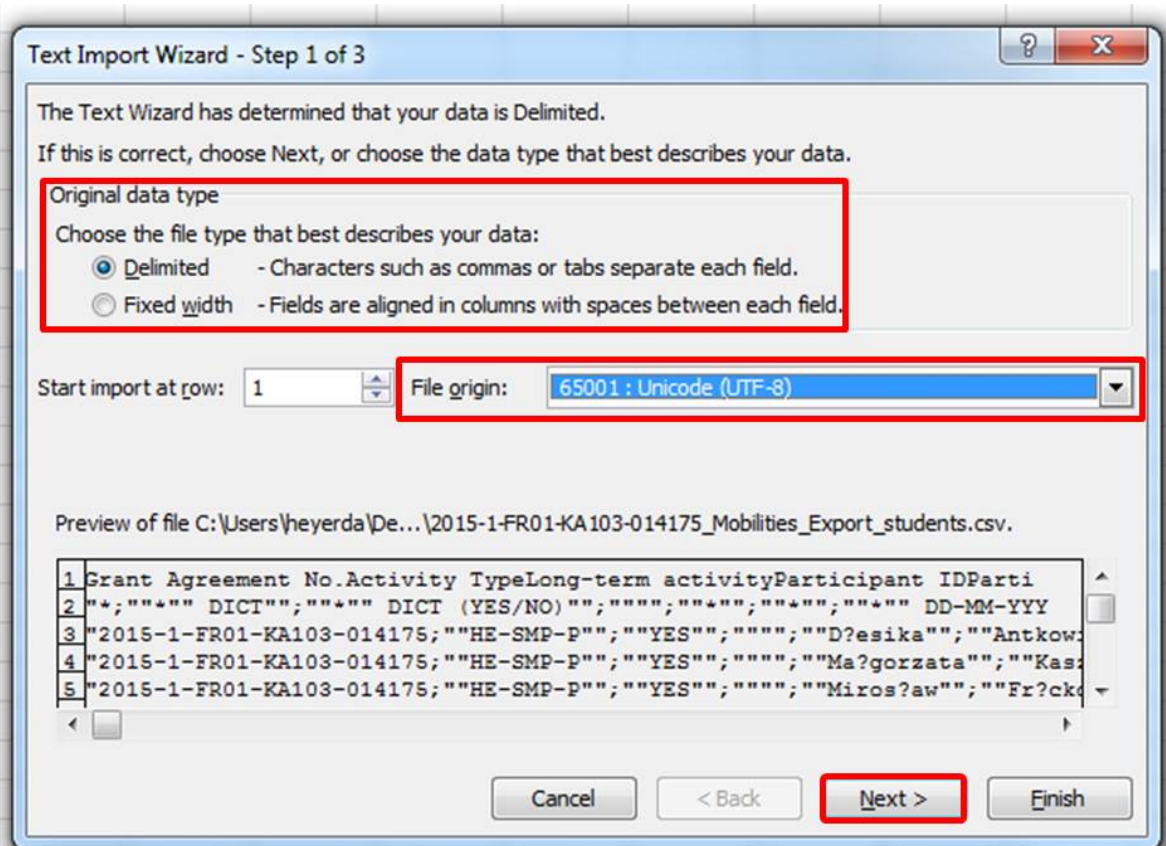3. Select the downloaded **.CSV** file and click the **Import** button.

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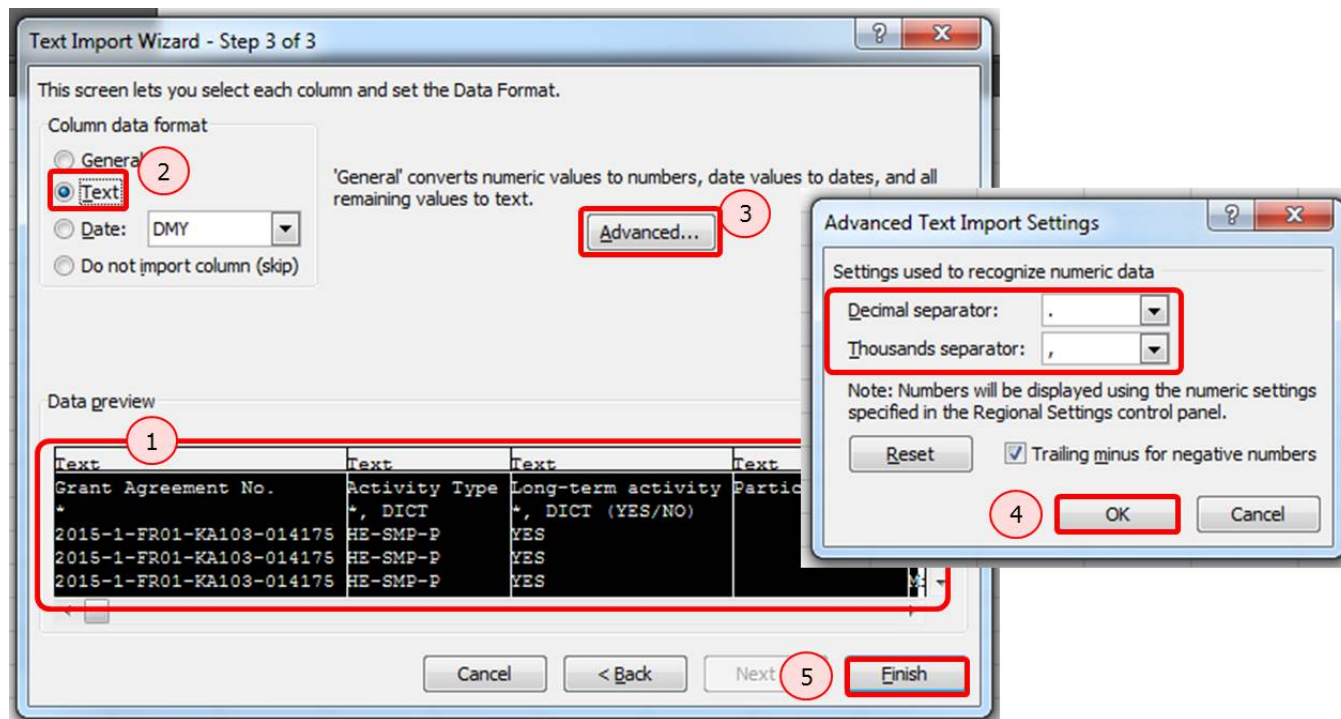
4. Follow the "Text to Columns Wizard" Step 3

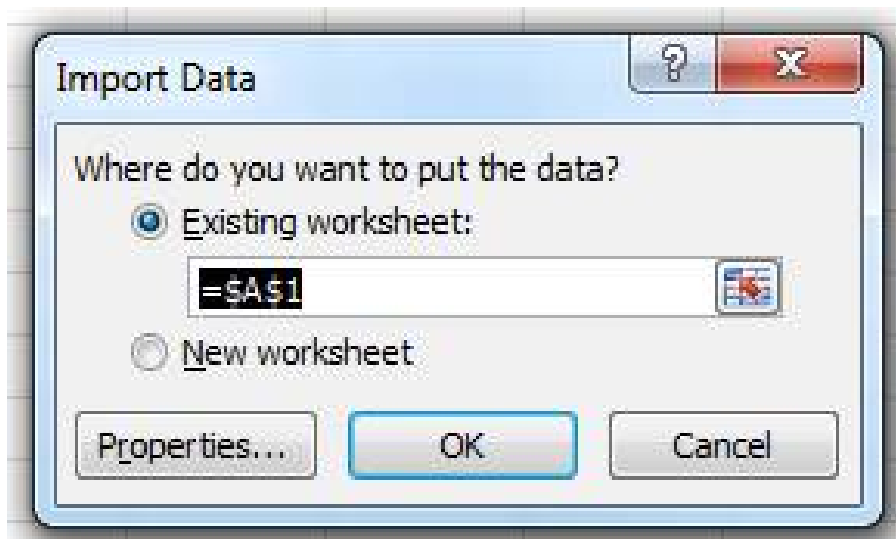In the next step, check the following info:

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.

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**.

Microsoft Excel

⚠ The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

[**OK**]   [Cancel]

Microsoft Excel

ℹ 2015-1-FR01-KA103-014175_Mobilities_Export_students_02.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

[Yes]   [No]   [Help]

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