

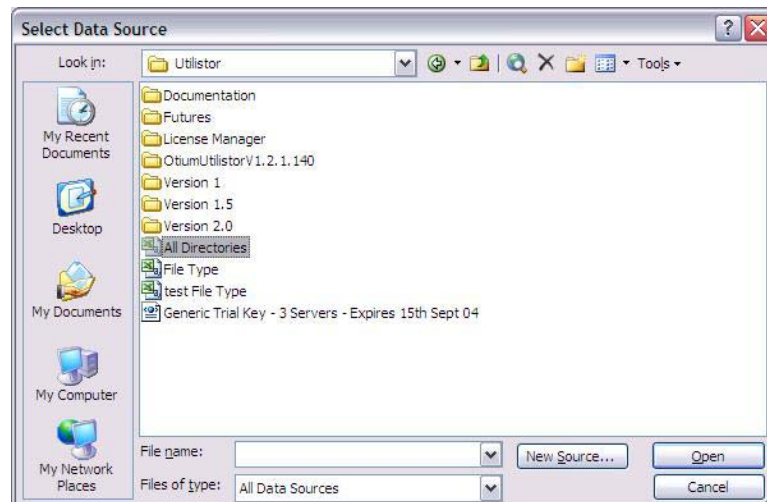
## Importing Utilistor CSV into Excel

Utilistor DSR Reports can be produced in two formats, PDF and CSV. CSV (Comma Separated Variable) reports can then be imported into another application and used to automate storage management procedures.

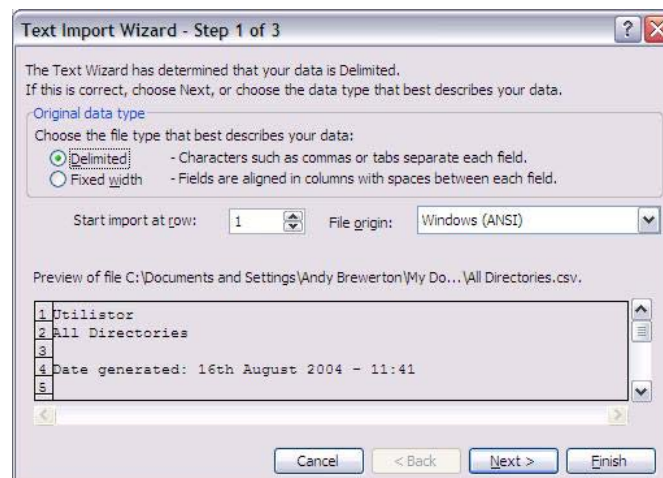
Utilistor CSV files are not actually 'comma' separated, they are in fact 'semi-colon' separated. The reason for this is that some of the DSR output may contain comma's that are part of a text string, and not a field separator. There is no data within the Utilistor Database that contains a semi-colon, so Otium have chosen this character as the field separator.

To import a 'semi-colon' separated file into Microsoft Excel, follow these instructions:

- Start Excel and create a blank spreadsheet.
- Select '**Data > Import External Data > Import Data**' from the Menu Bar.
  - The following browser is displayed:



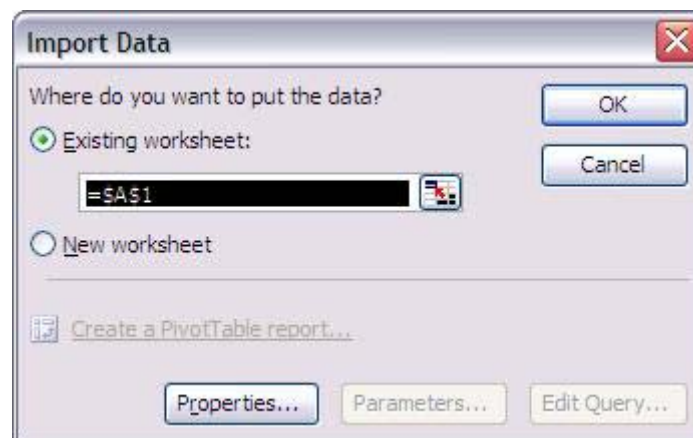
- Select the Utilistor CSV file and click on 'Open'.
- The Text Import Wizard then starts:



- Click the 'Next' Button



- Deselect the 'TAB' box, and select the 'SEMICOLON' box then click 'Finish'
- You are then asked to place the data, by default this will start in A1. Change this if required and then click on 'OK'.



- The data has now been imported and each data field will have been placed in a separate column.