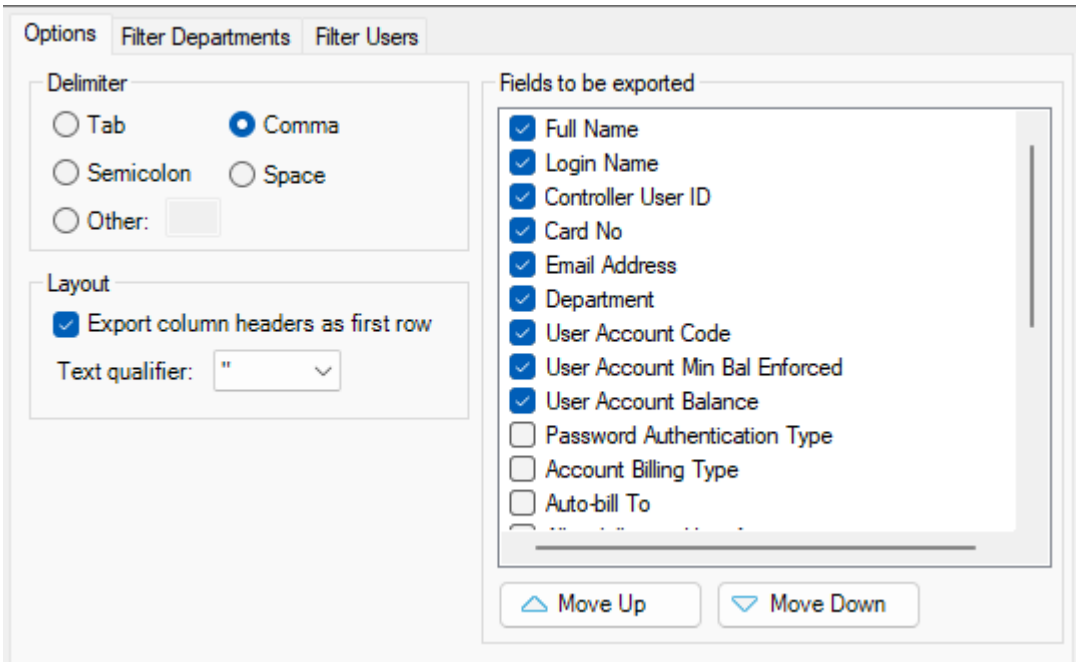
How to create a comma separated file containing users

A **Users Export** flat file can be used for importing into other systems. The fields required can be added, removed or re-ordered as needed. Also, the delimiter can be customised if required.

Create a Flat File Export

1. Open PDReports.
2. Navigate to **Flat File Exports** > **Users Export**.
3. On the **Options** tab, choose the delimiter. In this example, we will be using **Comma**. The delimiter is the character that is used to separate each line of data into columns.
4. In the **Layout** frame, tick the **Export column headers as first row** checkbox and choose the **Text qualifier** (leave as double inverted commas).
5. In the **Fields to be exported**, tick all the fields you would like in your report. You can move the headings up or down by selecting the heading and clicking on the **Move Up** or **Move Down** buttons.



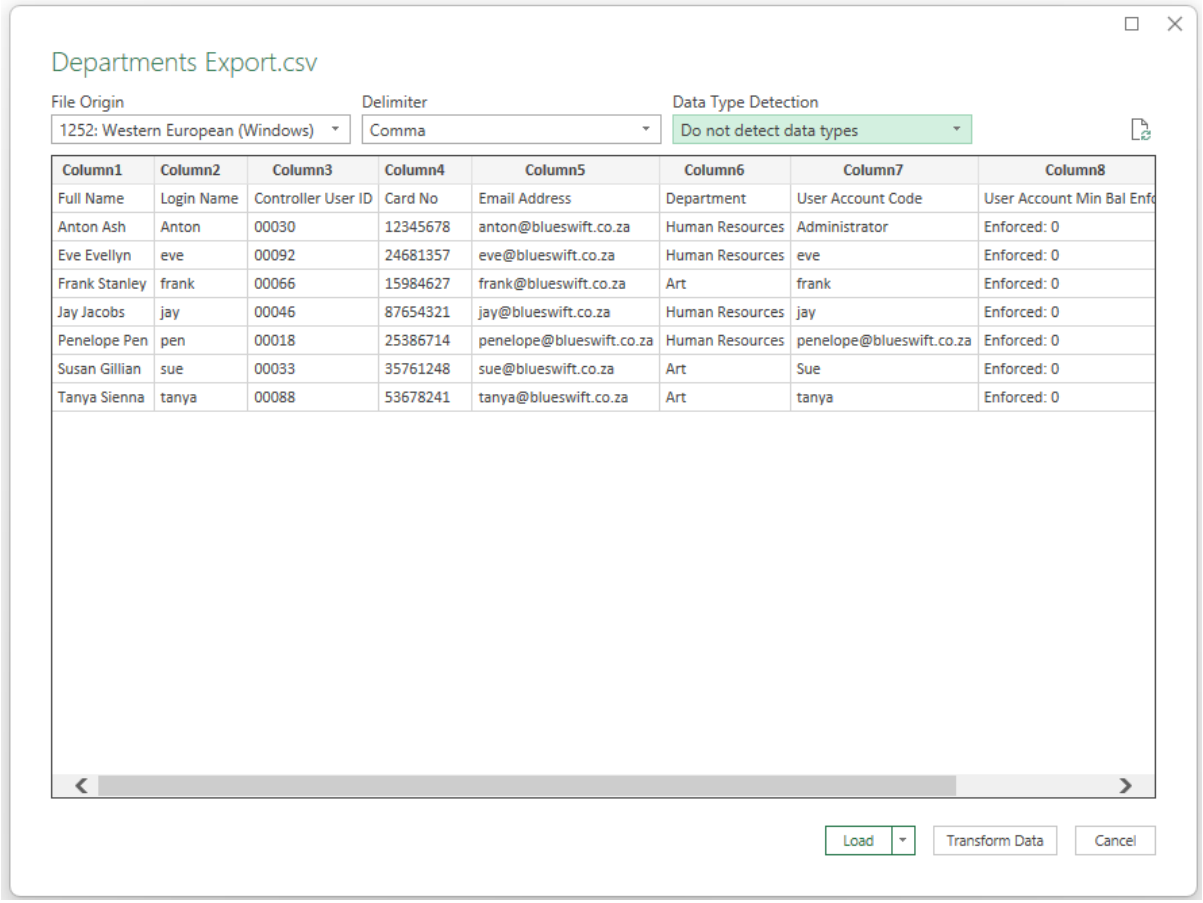
6. If you would like only a subset of users exported, click on the **Filter Departments** tab.
   - Tick the **Filter departments** checkbox.
   - Tick the departments containing the users you would like exported.
7. Click **Run Export**.
8. Save your file.
9. Open the file in Excel.

View the output in Excel

If the file was saved as a Comma Separated File (.csv) then normally Excel is the default application associated with the file extension (.csv). This means that when the file is opened, Excel will likely auto-format the data into columns and change the columns formats. The problem with this is that if a column contains only numeric data (e.g. the Controller User ID or PIN number), it will change the column data type to Number. This means that if a user's PIN is 00123, it will only show 123 in the cell which is incorrect.

To avoid Excel auto-formatting columns into Number data type, follow these steps:

1. Open Excel (without double clicking the file).
2. Choose a **Blank workbook** in the templates window.
3. Click on the **DATA** ribbon, then **From Text/CSV**.
4. In the **Import Data** dialog, browse to where the file is saved. Select it and click **Import**.
5. In the Import dialog, leave the **Delimiter** option that was chosen when exporting (in our example, it is **Comma**).
6. Click on the **Data Type Detection** dropdown and select **Do not detect data types**.
7. Click **Load**.



Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Full Name	Login Name	Controller User ID	Card No	Email Address	Department	User Account Code	User Account Min Bal Enfo
Anton Ash	Anton	00030	12345678	anton@blueswift.co.za	Human Resources	Administrator	Enforced: 0
Eve Evellyn	eve	00092	24681357	eve@blueswift.co.za	Human Resources	eve	Enforced: 0
Frank Stanley	frank	00066	15984627	frank@blueswift.co.za	Art	frank	Enforced: 0
Jay Jacobs	jay	00046	87654321	jay@blueswift.co.za	Human Resources	jay	Enforced: 0
Penelope Pen	pen	00018	25386714	penelope@blueswift.co.za	Human Resources	penelope@blueswift.co.za	Enforced: 0
Susan Gillian	sue	00033	35761248	sue@blueswift.co.za	Art	Sue	Enforced: 0
Tanya Sienna	tanya	00088	53678241	tanya@blueswift.co.za	Art	tanya	Enforced: 0

Document revision date: 2024/07/12
Software version: 2.4.12.3
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