

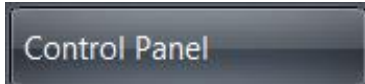
PRINTOUTS

EXCEL : IMPORT/OPENING OF CSV FILE (EXCEL 2010)

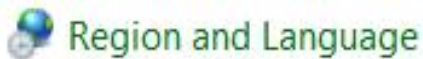
Printouts that are exported from AfriClock as a CSV file to Excel, might in some instances appear to be corrupted. Where columns are not shown separately, a setting adjustment needs to be done on the computer, in order to display reports in the correct format. The reason for this being that in South Africa commas are used in numbers, and this has an influence on CSV data files.

To do the adjustment, follow the steps below:

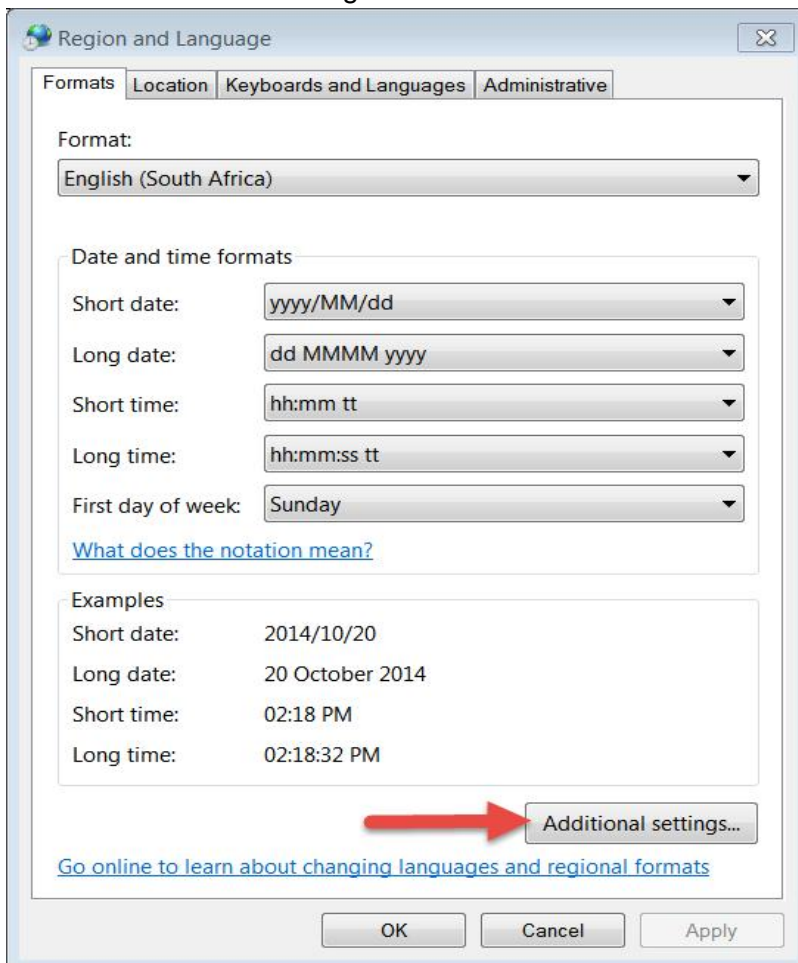
1. Click on the computer on: Control Panel.



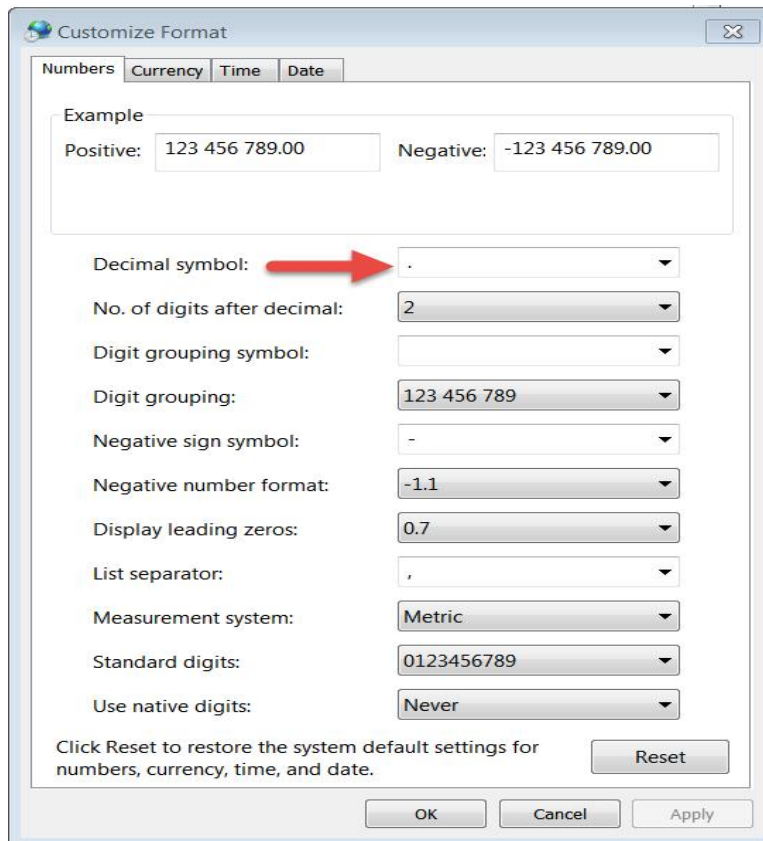
2. Select the item: Region and Language.



3. Click on: Additional settings.



4. Select the item line for: Decimal symbol. Change to a point (.)

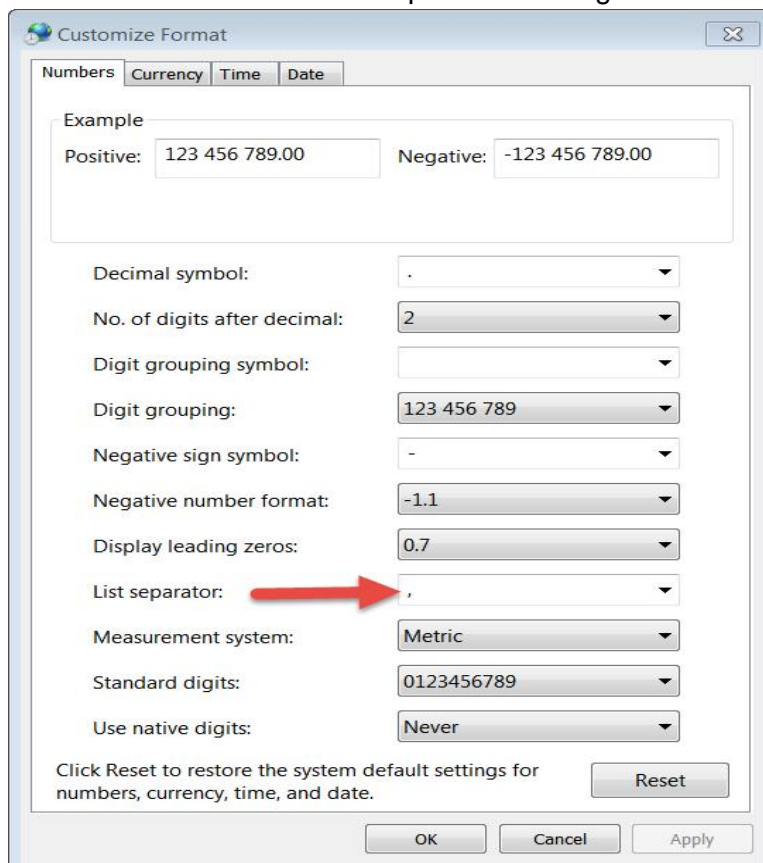


The screenshot shows the 'Customize Format' dialog box with the 'Numbers' tab selected. The 'Example' section shows 'Positive: 123 456 789.00' and 'Negative: -123 456 789.00'. The 'Decimal symbol' dropdown is highlighted with a red arrow pointing to a period (.)

Decimal symbol:	.
No. of digits after decimal:	2
Digit grouping symbol:	
Digit grouping:	123 456 789
Negative sign symbol:	-
Negative number format:	-1.1
Display leading zeros:	0.7
List separator:	,
Measurement system:	Metric
Standard digits:	0123456789
Use native digits:	Never

Click Reset to restore the system default settings for numbers, currency, time, and date.

5. Select the item line for: List separator. Change to a comma (,)



The screenshot shows the 'Customize Format' dialog box with the 'Numbers' tab selected. The 'List separator' dropdown is highlighted with a red arrow pointing to a comma (,)

Decimal symbol:	.
No. of digits after decimal:	2
Digit grouping symbol:	
Digit grouping:	123 456 789
Negative sign symbol:	-
Negative number format:	-1.1
Display leading zeros:	0.7
List separator:	,
Measurement system:	Metric
Standard digits:	0123456789
Use native digits:	Never

Click Reset to restore the system default settings for numbers, currency, time, and date.

6. Click at the bottom on: OK (to save changes).