



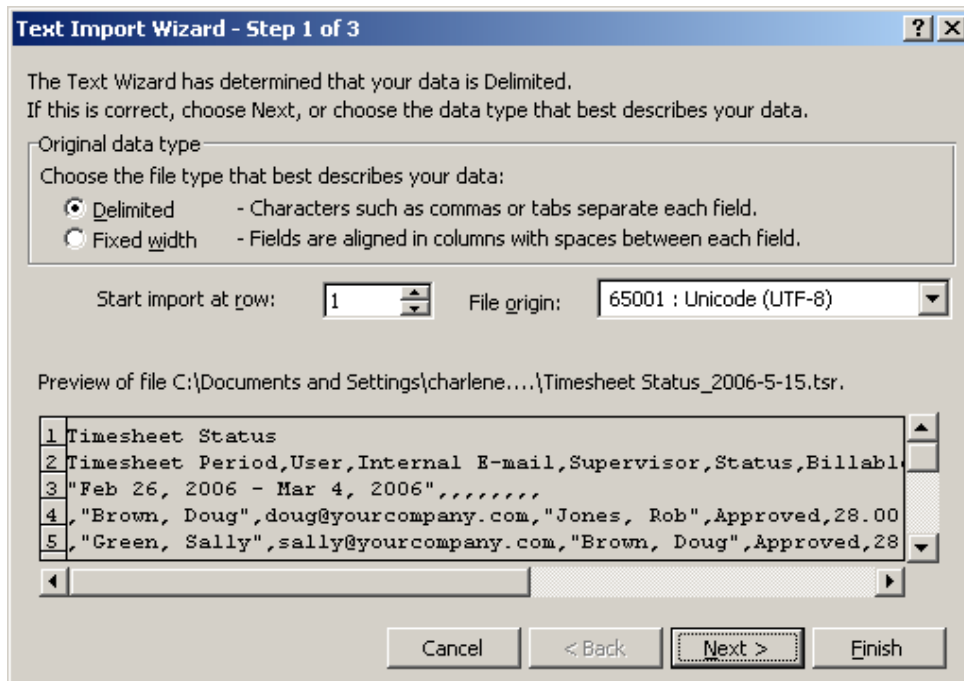
Web TimeSheet Application Note

Exporting Extended Characters from Non-Latin Character Sets to Excel

Extended characters for character sets other than Latin – such as Cyrillic and Arabic – are displayed correctly in Web Timesheet. However, Microsoft® Excel® and the CSV format are limited in their ability to display these characters. When report data is exported to Excel, characters such as ł and ź are typically automatically converted to the closest Latin character.

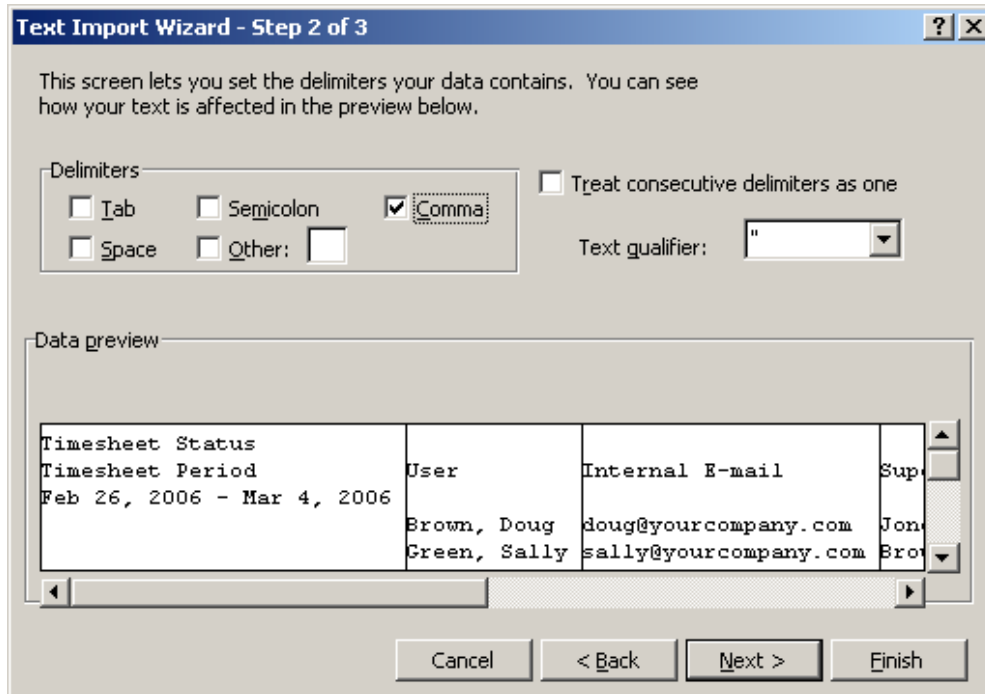
To export data and view it in Excel:

1. Generate the report in Web TimeSheet.
2. Select the **Excel** button.
3. Save the file to a known location, using the extension `.tsr` (for *TimeSheet Report*).
Using the `.tsr` extension will prevent Excel from automatically opening the file.
4. Within Excel, select **Open...** from the **File** menu.
5. In the **Open** dialog box, select **All Files (*.*)** in the **Files of type** field.
6. Locate the `.tsr` file that was saved in step 3 and select **Open**. The **Text Import Wizard** dialog box displays.
7. In the **File origin** drop-down list box, select **65001: Unicode (UTF-8)**.



8. Select **Next**.

9. In the **Delimiters** section, clear the **Tab** checkbox and enable the **Comma** checkbox.



10. Select **Finish**.

The file will open in Excel with the correct characters displayed.