



Web TimeSheet Support Bulletin

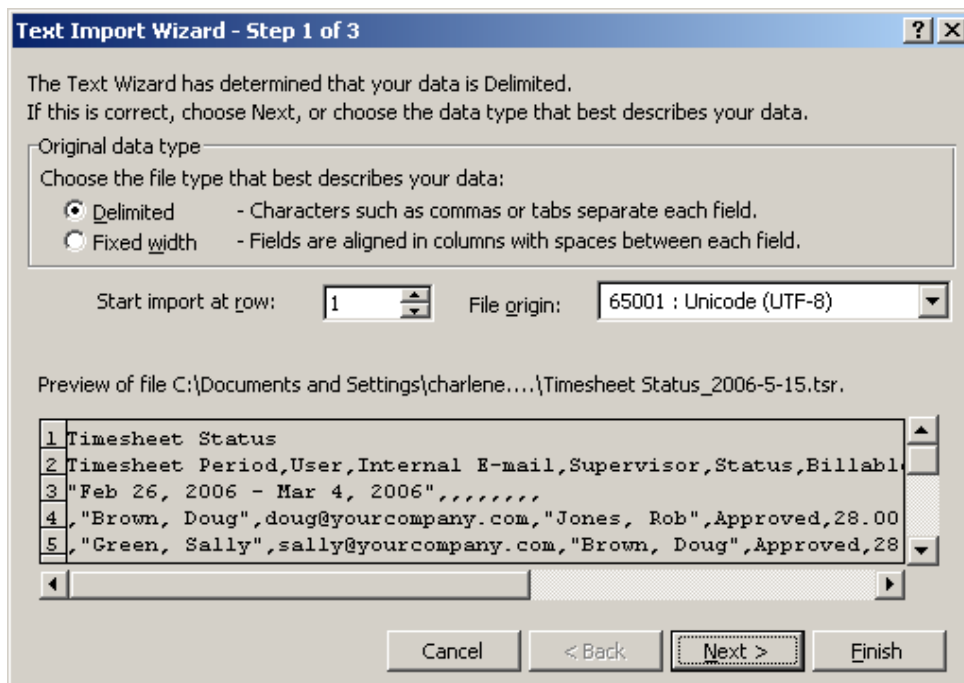
Exporting Extended Characters from Non-Latin Character Sets to Excel

Extended characters for character sets other than Latin, such as Cyrillic and Arabic, can be viewed in Web Timesheet without any issue, but there are limitations in Excel and the CSV format in displaying the correct character set. When report data is exported to Excel, characters such as ł and ź are typically automatically converted to the closest Latin character.

An alternate method of exporting data has been created to support extended, non-Latin characters. To enable this feature, within the SYSTEMPREFERENCES table of the database, change the PREFERENCEVALUE setting for the CSV.Unicode variable to "1". Note that this change is system wide and will affect everyone who is using the **Excel** button in the **Reports** module.

Once this option has been enabled in the database, exported files must be saved and then opened from within Excel. Files can no longer be opened in Excel directly. 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. (To help reduce the chances that someone will try to open the file directly in Excel, the file is saved with the extension .tsr (for *TimeSheet Report*.)
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 will be displayed.
7. In the **File origin** drop-down list box, select **65001: Unicode (UTF-8)**.



8. Select **Next**.



9. Clear the **Tab** checkbox and enable the **Comma** checkbox in the **Delimiters** section.

The dialog box is titled "Text Import Wizard - Step 2 of 3". It contains the following elements:

- Delimiters section:** Contains checkboxes for Tab, Semicolon, Comma, Space, and Other: [].
- Treat consecutive delimiters as one
- Text qualifier:** A dropdown menu currently set to double quotes (" ").
- Data preview section:** A scrollable area showing a table of data.

Timesheet Status	User	Internal E-mail	Sup
Timesheet Period			
Feb 26, 2006 - Mar 4, 2006	Brown, Doug	doug@yourcompany.com	Jon
	Green, Sally	sally@yourcompany.com	Bro

At the bottom of the dialog box are four buttons: Cancel, < Back, Next >, and Finish.

10. Select **Finish**.

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