



Web TimeSheet Application Note

Specifying the Character used to Delimit Report Columns in Excel

The comma symbol (,) is the default column delimiter for Web TimeSheet Excel reports. However, it is not the default delimiter in Microsoft Excel across all geographic locations. As a result, reports will not display as intended in Excel for customers using certain regional settings (that is, settings for which the comma symbol is not the default delimiter).

To address this issue, affected customers can specify what column delimiter Excel uses when displaying Web TimeSheet dynamic reports. The specified delimiter applies:

- Only to Web TimeSheet dynamic reports, not to Classic reports
- To all users in the Web TimeSheet system.


If no delimiter is specified, the comma symbol will be used by default.

To specify a new Excel delimiter:

1. Determine the delimiter your server is currently using. To do this:
 - If you are using Windows XP or Windows Server 2003:
 - a. Open the Windows **Control Panel**.
 - b. Select **Regional and Language Options**.
 - c. From the **Regional Options** tab, select the **Customize** button. The **Customize Regional Options** window displays.

Your server's current delimiter appears in the **List separator** field in this window.
 - If you are using Windows 2000:
 - a. Open the Windows **Control Panel**.
 - b. Select **Regional Options**.
 - c. Select the **Numbers** tab.


Your server's current delimiter appears in the **List separator** field on this tab.

 For reports to display correctly on client machines, the **List separator** set on each client machine must match the one set on the server.

2. Open the `ApplicationSettings.config` file. This file is typically located at `C:\Program Files\Replicon Inc\Web TimeSheet\APP`.
3. On a new line between the `<appSettings>` and the `</appSettings>` tags, add the text:

```
<add key="CsvDelimiter" value="[insert delimiter here]" />
```
4. Replace `[insert delimiter here]` with the **List separator** found in step 1. For example, if the **List separator** field displayed a semi-colon (;), the new line should read:

```
<add key="CsvDelimiter" value=";" />
```
5. Save the `ApplicationSettings.config` file.
6. Restart the Web TimeSheet service.

 Web TimeSheet's ASP uses the comma as a delimiter for Excel reports; therefore reports will not display as intended for ASP users whose regional settings **List separator** is not a comma.