

## Milo reporting tips (1)

### Separating delineated lists into separate cells

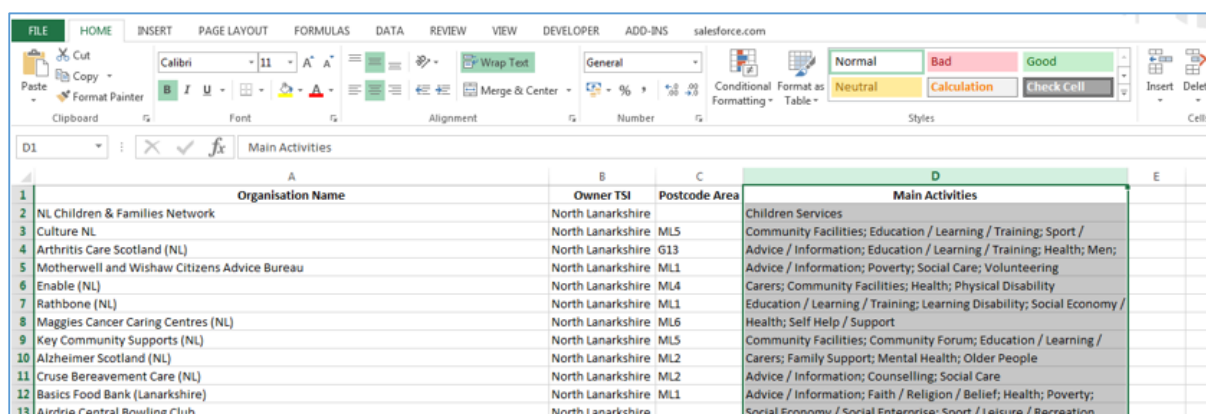
On **multi-select picklists** in Salesforce (e.g. Main Activities, Neighbourhoods) it is possible to select more than one value. Because multiple values are stored in a single field, this means that when the report is exported to Excel, all of the values will appear in a single cell, delineated by a semicolon.

	D	
	<b>Main Activities</b>	
	Children Services	
	Community Facilities; Education / Learning / Training; Sport /	
	Advice / Information; Education / Learning / Training; Health; Men;	
	Advice / Information; Poverty; Social Care; Volunteering	
	Carers; Community Facilities; Health; Physical Disability	
	Education / Learning / Training; Learning Disability; Social Economy /	
	Health; Self Help / Support	
	Community Facilities; Community Forum; Education / Learning /	
	Carers; Family Support; Mental Health; Older People	
	Advice / Information; Counselling; Social Care	

This is fine for a summary of the details in the field, but if you want to do more with the data, it's handy to separate these values into separate cells.

Excel has a handy feature that lets you do just that with its Convert Text to Columns wizard. Just follow these steps:

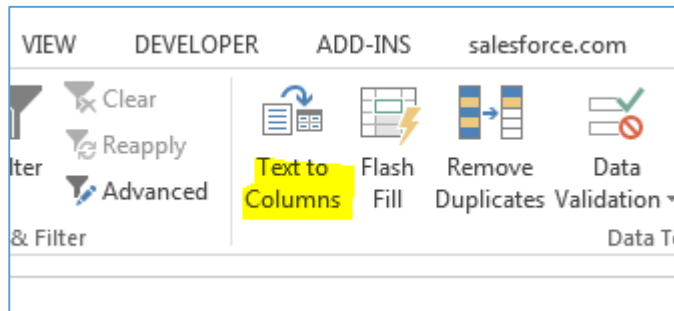
1. Export your report to Excel
2. Select the column with the delineated values you want to separate (Main Activities in this example):



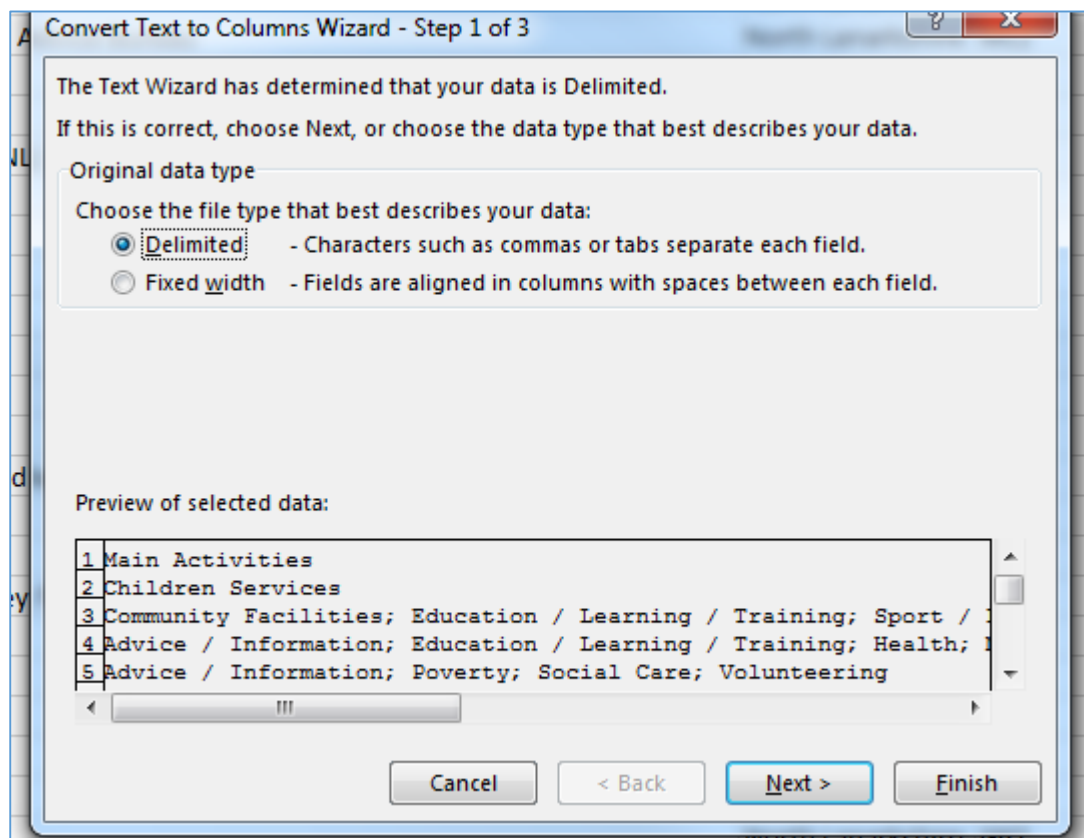
	A	B	C	D	E
	Organisation Name	Owner TSI	Postcode Area	Main Activities	
1	NL Children & Families Network	North Lanarkshire		Children Services	
2	Culture NL	North Lanarkshire	ML5	Community Facilities; Education / Learning / Training; Sport /	
3	Arthritis Care Scotland (NL)	North Lanarkshire	G13	Advice / Information; Education / Learning / Training; Health; Men;	
4	Motherwell and Wishaw Citizens Advice Bureau	North Lanarkshire	ML1	Advice / Information; Poverty; Social Care; Volunteering	
5	Enable (NL)	North Lanarkshire	ML4	Carers; Community Facilities; Health; Physical Disability	
6	Rathbone (NL)	North Lanarkshire	ML1	Education / Learning / Training; Learning Disability; Social Economy /	
7	Maggies Cancer Caring Centres (NL)	North Lanarkshire	ML6	Health; Self Help / Support	
8	Key Community Supports (NL)	North Lanarkshire	ML5	Community Facilities; Community Forum; Education / Learning /	
9	Alzheimer Scotland (NL)	North Lanarkshire	ML2	Carers; Family Support; Mental Health; Older People	
10	Cruse Bereavement Care (NL)	North Lanarkshire	ML2	Advice / Information; Counselling; Social Care	
11	Basics Food Bank (Lanarkshire)	North Lanarkshire	ML1	Advice / Information; Faith / Religion / Belief; Health; Poverty;	
12	Airdrie Central Bowling Club	North Lanarkshire		Social Economy / Social Enterprise; Sport / Leisure / Recreation	

3. Click on the **DATA** menu on the ribbon

4. Click on **Text to Columns**



5. Then simply follow the wizard instructions:



You can click next on most of the defaults, but make sure 'Semicolon' is selected in step 2, as that's how the values are delineated in Excel:

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☐ Tab

☒ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:  ▼

**Data preview**

Main Activities		
Children Services		
Community Facilities	Education / Learning / Training	Sport / Le
Advice / Information	Education / Learning / Training	Health
Advice / Information	Poverty	Social Car

Cancel < Back Next > Finish

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

**Column data format**

☒ General

☐ Text

☐ Date: DMY ▼

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: SD\$1

**Data preview**

General	General	General
Main Activities		
Children Services		
Community Facilities	Education / Learning / Training	Sport / Le
Advice / Information	Education / Learning / Training	Health
Advice / Information	Poverty	Social Car

Cancel < Back Next > Finish

Click Finish, and the individual values from the multi-select field should now be spaced out in separate cells:

	A	B	C	D	E	F	G
	Organisation Name	Owner TSI	Postcode Area	Main Activities			
1	NL Children & Families Network	North Lanarkshire		Children Services			
2	Culture NL	North Lanarkshire	ML5	Community Facilities	Education / Learning / Training	Sport / Leisure / Recreation	
3	Arthritis Care Scotland (NL)	North Lanarkshire	G13	Advice / Information	Education / Learning / Training	Health	Men
4	Motherwell and Wishaw Citizens Advice Bureau	North Lanarkshire	ML1	Advice / Information	Poverty	Social Care	Volunteering
5	Enable (NL)	North Lanarkshire	ML4	Carers	Community Facilities	Health	Physical Disability
6	Rathbone (NL)	North Lanarkshire	ML1	Education / Learning / Training	Self Help / Support	Social Economy / Social Enterprise	Young People
7	Maggies Cancer Caring Centres (NL)	North Lanarkshire	ML6	Health	Community Forum	Education / Learning / Training	Health
8	Key Community Supports (NL)	North Lanarkshire	ML5	Carers	Family Support	Mental Health	Older People
9	Alzheimer Scotland (NL)	North Lanarkshire	ML2	Advice / Information	Counselling	Social Care	
10	Cruse Bereavement Care (NL)	North Lanarkshire	ML2	Advice / Information	Faith / Religion / Belief	Health	Poverty
11	Basics Food Bank (Lanarkshire)	North Lanarkshire	ML1	Social Economy / Social Enterprise	Sport / Leisure / Recreation		
12	Airdrie Central Bowling Club	North Lanarkshire		Arts And Culture	Community Facilities	Education / Learning / Training	Environment / R
13	Airdrie Craft Group	North Lanarkshire	ML6	Community Development	Food Banks	Men	Older People
14	Airdrie Helping Hands	North Lanarkshire	ML6	Children Services	Community Development	Education / Learning / Training	Family Support
15	Airdrie High Church Parent & Toddler Group	North Lanarkshire	ML2	Children Services	Community Development	Community Facilities	Education / Learning / Training
16	10th Wishaw Brownie Unit	North Lanarkshire	ML2	Children Services	Community Development	Community Facilities	Education / Learning / Training
17	Auchinloch Community Council	North Lanarkshire	G66	Community Council	Community Development	Community Facilities	Education / Learning / Training
18	BCM UK International Clyde Valley Trust	North Lanarkshire	G65	Befriending / Mentoring	Children Services	Community Development	Faith / Religion / Belief
19	Bells Hill North Road Playgroup	North Lanarkshire	ML4	Arts And Culture	Faith / Religion / Belief	Health	Learning Disability
20	15th Motherwell Boys Brigade	North Lanarkshire	ML1	Community Development	Community Facilities	Faith / Religion / Belief	Men
21	1st Kilsyth Brownies	North Lanarkshire	G65	Carers	Children Services	Community Development	Community Facilities
22	2nd Chryston Guides	North Lanarkshire	ML5	Community Development	Community Facilities	Education / Learning / Training	Women
23	3rd Airdrie Brownie Unit	North Lanarkshire	ML6	Community Development	Community Forum	Education / Learning / Training	Young People
24	Abronnhill Credit Union	North Lanarkshire	G67	Credit Unions / Community Banking	Social Economy / Social Enterprise		
25	West of Scotland Playschemes Advisory Forum	North Lanarkshire	ML4	Advice / Information			
26	Getting Better Together	North Lanarkshire	ML7	Social Economy / Social Enterprise			
27	Redburn Community Resource Project	North Lanarkshire	ML6	Advice / Information	Community Facilities	Education / Learning / Training	Young People

All you have to do now is add relevant headers to your new columns, e.g. Main Activity 1, Main Activity 2...

D	E	F	G
Main Activity 1	Main Activity 2	Main Activity 3	Main Activity 4
Children Services			
Community Facilities	Education / Learning / Training	Sport / Leisure / Recreation	
Advice / Information	Education / Learning / Training	Health	Men
Advice / Information	Poverty	Social Care	Volunteering