

Introduction

Excel has limitations on the number of digits it can display in a cell (typically 11 or 15 depending on the version).

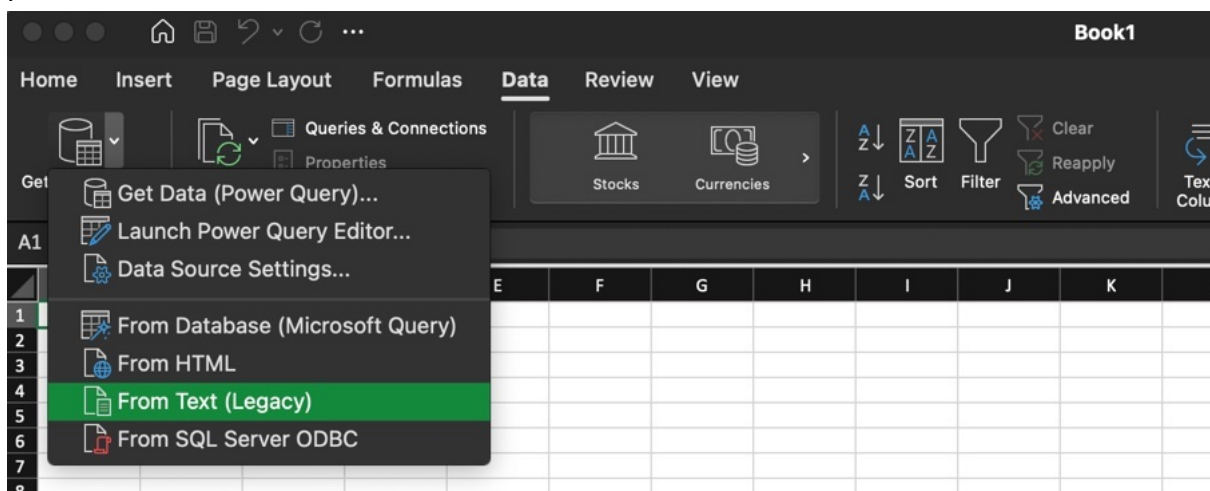
When you open a CSV, Excel usually assigns the "General" number format, which prioritizes displaying all digits within its limit. For long numbers, it resorts to scientific notation (e.g. 1.2408E+12) to fit everything.

Due to the different versions of Excel software, there are two ways of transforming case references.

Method 1: Using the Data Tab Wizard

Step 1: Data tab

- Open a new Excel spreadsheet and select the "Data" tab.
- Under the data options, select "Get Data" and then "Legacy Wizards."
- Choose the file you want to import.
- Ensure you have 'From Text (Legacy)' ticked, which you can do through the data options in Excel



Step 2: select 'Delimited' (Excel will default to 'Fixed width')

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

☒ Delimited – Characters such as commas or tabs separate each field.
☐ Fixed width – Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of selected data:

Preview of file /Users/martinspasov/Desktop/csv/caseActivity 2024-07-09.csv.

	User Id	Case Action	Case Ref	Case Jurisdiction Id	Case Type Id	Timestamp (UTC)
1	349978	"VIEW"	"1720516477472957"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:16:50"
2	41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	"VIEW"	"1720516181493711"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:16:33"
3	349978	"VIEW"	"1720516423943028"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:16:33"
4	349978	"VIEW"	"1720516423943028"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:16:33"
5	41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	"VIEW"	"1720516308782079"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:16:30"
6	349978	"CREATE"	"1720516590003168"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:16:30"
7	41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	"VIEW"	"1720516492234952"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:15:10"
8	349978	"VIEW"	"1720516477472957"	"PROBATE"	"GRANTOFREPRESENTATION"	"2024-07-09 09:15:10"

Step 3: Select 'Comma' only (Excel will default to 'Tab', you will need to unselect the 'Tab' option)

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains.

Delimiters

☐ Tab ☐ Treat consecutive delimiters as one
☐ Semicolon Text qualifier:
☒ Comma
☐ Space
☐ Other:

Preview of selected data:

User Id	Case Action	Case Ref	Case Jurisdiction Id	Case Type Id
349978	VIEW	1720516477472957	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516181493711	PROBATE	GRANTOFREPRESENTATI
349978	VIEW	1720516423943028	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516308782079	PROBATE	GRANTOFREPRESENTATI
349978	CREATE	1720516590003168	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516492234952	PROBATE	GRANTOFREPRESENTATI
349978	VIEW	1720516477472957	PROBATE	GRANTOFREPRESENTATI

Step 4: Scroll to the 'Reference' column and click on one of the boxes in this column. It will highlight the whole column in black, you want to select the 'Text' option for this column, which will change the title of the column from 'General' to 'Text'. When you've done this select 'Finish'.

Text Import 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)

Advanced...

Preview of selected data:

General	General	Text	General	General
User Id	Case Action	Case Ref	Case Jurisdiction Id	Case Type Id
349978	VIEW	1720516477472957	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516181493711	PROBATE	GRANTOFREPRESENTATI
349978	VIEW	1720516423943028	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516308782079	PROBATE	GRANTOFREPRESENTATI
349978	CREATE	1720516590003168	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516492234952	PROBATE	GRANTOFREPRESENTATI
349978	VIEW	1720516477472957	PROBATE	GRANTOFREPRESENTATI

Cancel < Back Next > Finish

Step 5: Select 'OK' to this box, nothing needs to be changed here. References will be transformed to correct Case Numbers compared to original .csv file

Import Data

How do you want to view this data?

☒ Table
☐ PivotTable
☐ PivotChart
☐ Connection only

Where do you want to put the data?

☒ Existing sheet: =\$A\$1
☐ New sheet

Properties... Parameters... Cancel Import

Transformed Case ref:

C
Case Ref
1720516477472957
1720516181493711
1720516423943028
1720516308782079
1720516590003168
1720516492234952
1720516477472957
1720516462309149
1720516492234952

Case Ref opened directly in Excel:

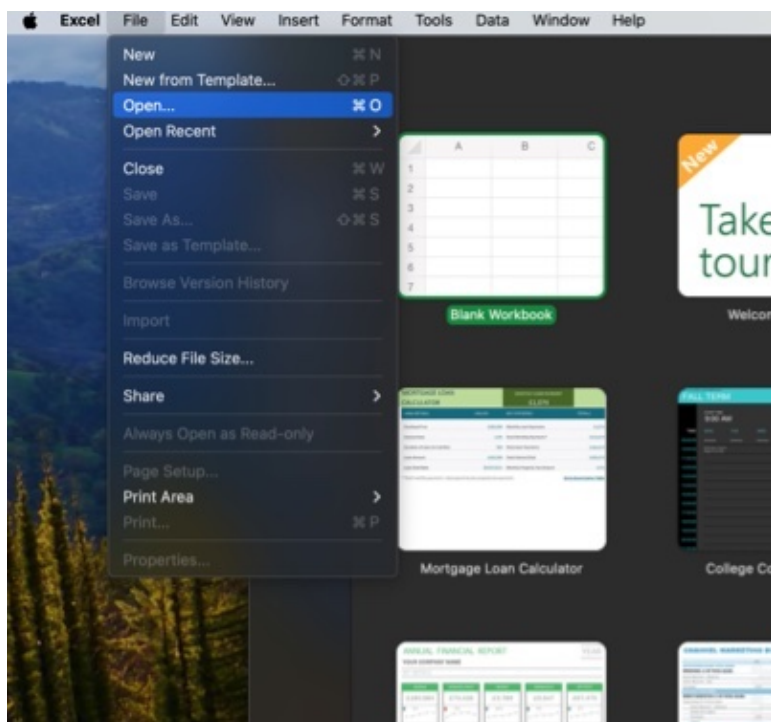
C
Case Ref
1.7205E+15
1.7205E+15
1.7205E+15
1.7205E+15
1.7205E+15
1.7205E+15
1.7205E+15
1.7205E+15
1.7205E+15
1.7205E+15

Method 2: Rename the file extension to .txt

Newer versions of Excel may have different “Data” menu and sometimes is difficult to locate. The workaround to force Excel to start the Data import wizard is to rename file suffix from .csv to .txt

Step 1:

- Locate the .csv file and rename it to .txt - my_file.csv --> my_file.txt
- Open Excel and locate my_file.txt and open it



Step 2: Follow Method 1(Step - 2 till the end) to complete the data transformation. This will force Excel to use the Data wizard and the user should be able to convert the case references in the correct format.


Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains.

Delimiters

☐ Tab ☐ Treat consecutive delimiters as one

☐ Semicolon

Text qualifier: " 

☒ Comma

☐ Space

☐ Other:

Preview of selected data:

User Id	Case Action	Case Ref	Case Jurisdiction Id	Case Type Id
349978	VIEW	1720516477472957	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516181493711	PROBATE	GRANTOFREPRESENTATI
349978	VIEW	1720516423943028	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516308782079	PROBATE	GRANTOFREPRESENTATI
349978	CREATE	1720516590003168	PROBATE	GRANTOFREPRESENTATI
41ef01e4-cb9f-48eb-8adc-85c3b9cb7613	VIEW	1720516492234952	PROBATE	GRANTOFREPRESENTATI
349978	VIEW	1720516477472957	PROBATE	GRANTOFREPRESENTATI