This page explains how to customize the Excel and CSV export for data in the Kentico administration interface:

- Customizing Excel export templates
- Customizing CSV delimiters

Customizing Excel export templates

You can customize the default appearance of exported XLSX templates. On each export, the system searches for a *Template.xlsx* file in the following locations:

1. **~\CMS\App_Data\CMSModules\DataExport\<site code name>\<object type>\Template.xlsx**
2. **~\CMS\App_Data\CMSModules\DataExport\<object type>\Template.xlsx**
3. **~\CMS\App_Data\CMSModules\DataExport\<site code name>\Template.xlsx**
4. **~\CMS\App_Data\CMSModules\DataExport\Template.xlsx**

The system searches for the templates according to the listed priorities. This means that when exporting listings of an object type on a specified website, the path stated in 1. is searched first. If the *Template.xlsx* file is not found there, location 2 is searched and so on. This allows you to add dedicated templates for each object type and website in your system.

The *DataExport* folder is NOT present under *~\App_Data\CMSModules* by default. You need to create the folder and all required subfolders manually to use custom templates.

The *<object type>* folder name must be identical to the name of the exported file, e.g. *cms_user* for user listings as the exported file name is *cms_user.xlsx* (the actual object type name is *cms.user*, but dots are replaced with underscores in file names).

The *<site code name>* folders are only searched when exporting site-related objects.

For objects that can be both global (shared among all sites in the system) and site-related, such as roles, we recommend adding the *Template.xlsx* file to both the site and global folders. Such objects use the global or site-related export template, depending on the selected user interface or the type of the user doing the export (global template for global administrators, site-related template for standard users).

If the *Template.xlsx* file is not found in any of the locations, the default template is used. The same happens if the template is opened for editing at the time of export or if the current user doesn't have the Read and Write permissions for the template file (on the operating system level).

Custom data export folder

Excel export templates can also be stored in a different location than the default *~\App_Data\CMSModules\DataExport*. The custom location can be defined by adding the following key to the *AppSettings* section of the *web.config* file:

```
<add key="CMSDataExportTemplateFolder" value="\\server1\MyDataExportTemplates" />
```

For the value of the key, you can either use a local disk path (for example, *C:\MyDataExportTemplates*) or a UNC path (for example, *\\server1\MyDataExportTemplates*). Using a UNC path may be useful in cases when you want to share the same templates between several Kentico instances running on separate servers.

Template format

The template spreadsheet can contain any graphics, text or any other prefilled data in it, while the following macros can be used in any cells. On export, the macros are replaced with the actual exported data:

- **##HEADER##** - replaced with the header row. When advanced export is used, it is only replaced if the **Export header row** option is enabled.
- **##DATA##** - replaced with the actual exported data.

- **##TABLE##** - replaced with both the header row and the exported data.
- **{%WhereCondition%}** - replaced with the WHERE condition used for export (only relevant when exporting via the **Advanced export** dialog).
- **{%OrderBy%}** - replaced with the ORDER BY expression used to order exported items (either the expression configured in the **Advanced export** dialog or the default column according to which records are sorted when exporting using the **Export to Excel** action).
- **{%TotalRecords%}** - replaced with the total number of exported records.
- **{%ObjectType%}** - replaced with the type of exported object (e.g. *cms.userlist*).

You can also use all standard Context (data) macros the same way as you are used to within Kentico user interface.

So for example, if you create a *Template.xlsx* file as in the screenshot below and upload it to ~*App_Data**CMSModules**DataExport**cms_user*\...

Generated when:	{%currentdate%}		Where:	{%WhereCondition%}		Records:	{%TotalRecords%
Generated by:	{%currentuser.username%}		Order by:	{%OrderBy%}		Object type:	{%ObjectType%}
##HEADER##							
##DATA##							

... the XLSX file with exported users will look as you can see on the following screenshot.

	Generated when:	6/5/2011		Where:	UserID>2	Records:	
	Generated by:	administrator		Order by:	UserName	Object type:	cms.us
	User name	Full name	E-mail	Nickname	Created	Enabled	
	AmandaL	Amanda Lewis	amandal@localhost.local		6/5/2011 12:15:59 PM	Yes	
	AngelaW	Angela Williams	angelaw@localhost.local		6/5/2011 12:15:57 PM	Yes	
	BenR	Ben Ramsey	benr@localhost.local		6/5/2011 12:15:57 PM	Yes	
	BradS	Brad Summers	brads@localhost.local		6/5/2011 12:15:56 PM	Yes	
	CherylC	Cheryl Cox	cherylc@localhost.local		6/5/2011 12:15:59 PM	Yes	
	ColinD	Colin Douglas	colind@localhost.local		6/5/2011 12:15:56 PM	Yes	
	CraigJ	Craig Jordan	craigj@localhost.local		6/5/2011 12:15:57 PM	Yes	
	CynthiaS	Cynthia Smith	cynthias@localhost.local		6/5/2011 12:15:58 PM	Yes	
	DanielH	Daniel Hansen	danielh@localhost.local		6/5/2011 12:15:56 PM	Yes	

Customizing CSV delimiters

CSV is an abbreviation for Comma-separated values. It is a file format that stores tabular data in text form — each line represents one row of data, while particular values (columns) in each row are separated by a comma (,) or a semicolon (;).

The comma is used as a column delimiter by default if you select the **Export to CSV** action, while you can choose between the comma and the semicolon in the **Advanced export** dialog. The choice of the correct delimiter depends on your operating system's regional settings.

If you use an inappropriate delimiter, **data from each row will be displayed in a single cell**, as the displaying software (for example, Microsoft Excel) will not be able to identify the boundaries between individual values.

User name;Full name;E-mail;Created;Enabled
AmandaL;Amanda Lewis;amandal@localhost.local;6/5/2011 12:15:59 PM;Yes
AngelaW;Angela Williams;angelaw@localhost.local;6/5/2011 12:15:57 PM;Yes
BenR;Ben Ramsey;benr@localhost.local;6/5/2011 12:15:57 PM;Yes
BradS;Brad Summers;brads@localhost.local;6/5/2011 12:15:56 PM;Yes
CherylC;Cheryl Cox;cherylc@localhost.local;6/5/2011 12:15:59 PM;Yes
ColinD;Colin Douglas;colind@localhost.local;6/5/2011 12:15:56 PM;Yes
CraigJ;Craig Jordan;craigj@localhost.local;6/5/2011 12:15:57 PM;Yes
CynthiaS;Cynthia Smith;cynthias@localhost.local;6/5/2011 12:15:58 PM;Yes
DanielH;Daniel Hansen;danielh@localhost.local;6/5/2011 12:15:56 PM;Yes
HectorE;Hector Erwin;hectore@localhost.local;6/5/2011 12:15:56 PM;Yes

If an appropriate delimiter is used, **data from each column will be displayed in individual cells** as expected.

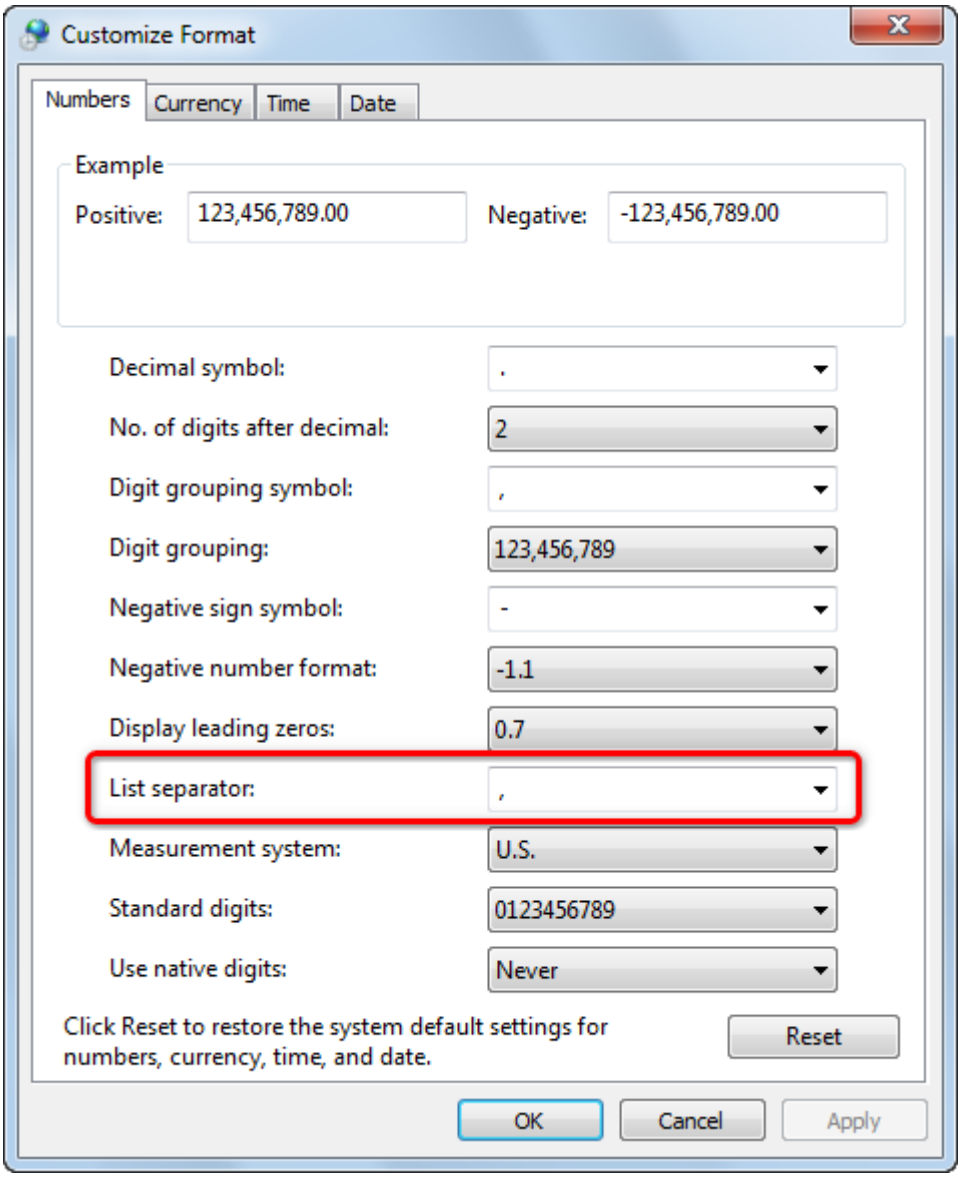
User name	Full name	E-mail	Created	Enabled
AmandaL	Amanda Lewis	amandal@localhost.local	6/5/2011 12:15	Yes
AngelaW	Angela Williams	angelaw@localhost.local	6/5/2011 12:15	Yes
BenR	Ben Ramsey	benr@localhost.local	6/5/2011 12:15	Yes
BradS	Brad Summers	brads@localhost.local	6/5/2011 12:15	Yes
CherylC	Cheryl Cox	cherylc@localhost.local	6/5/2011 12:15	Yes
ColinD	Colin Douglas	colind@localhost.local	6/5/2011 12:15	Yes
CraigJ	Craig Jordan	craigj@localhost.local	6/5/2011 12:15	Yes
CynthiaS	Cynthia Smith	cynthias@localhost.local	6/5/2011 12:15	Yes
DanielH	Daniel Hansen	danielh@localhost.local	6/5/2011 12:15	Yes
HectorE	Hector Erwin	hectore@localhost.local	6/5/2011 12:15	Yes

Delimiter settings on operating system level

To find out which delimiter you should use in your environment or to configure your system to use the other one than the one currently used:

1. Go to **Start menu -> Control Panel** in Windows.
2. Open the **Clock, Language, and Region** settings category.
3. Click the **Region and Language** category.
    - The Region and Language dialog opens on the **Formats** tab.
4. Click **Additional settings...**.
    - The **Customize Format** dialog opens on the **Numbers** tab.

5. Here you can choose the delimiter in the **List separator** field.



- The separator chosen here is the one that you should use when exporting listings data in order to get it displayed correctly.

6. If you made any changes, click **OK** in the **Customize format dialog** and also click **OK** in the **Region and Language** dialog.