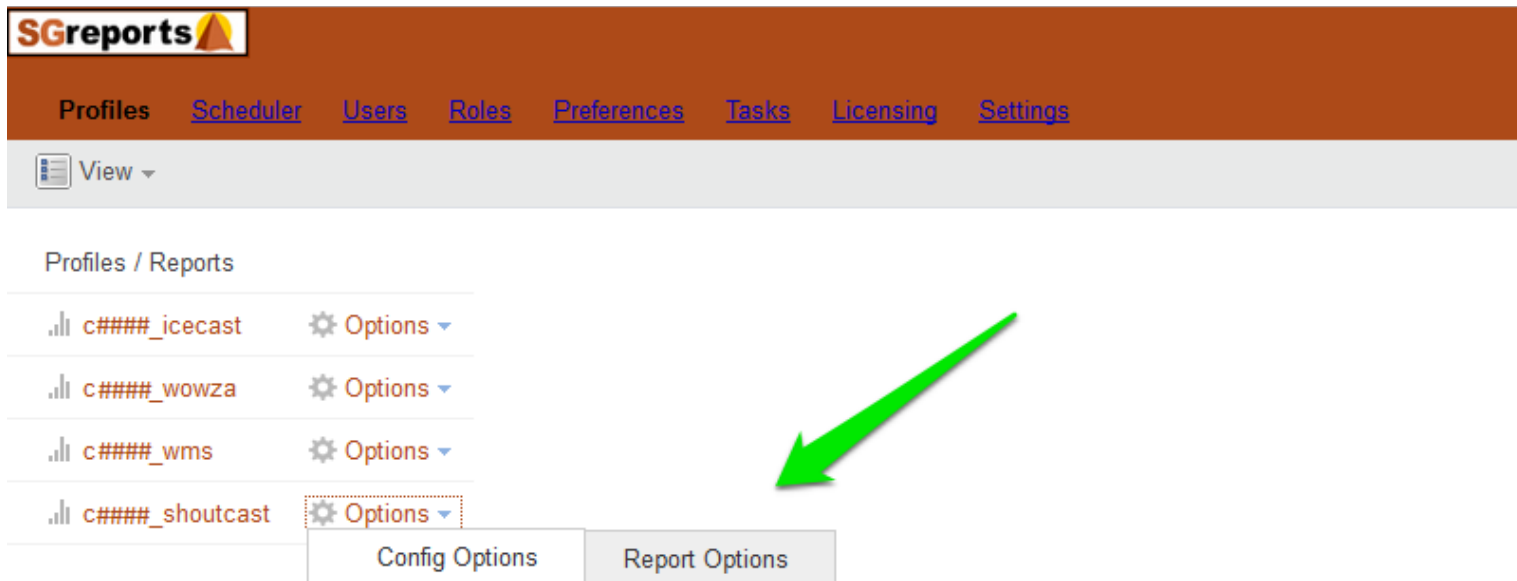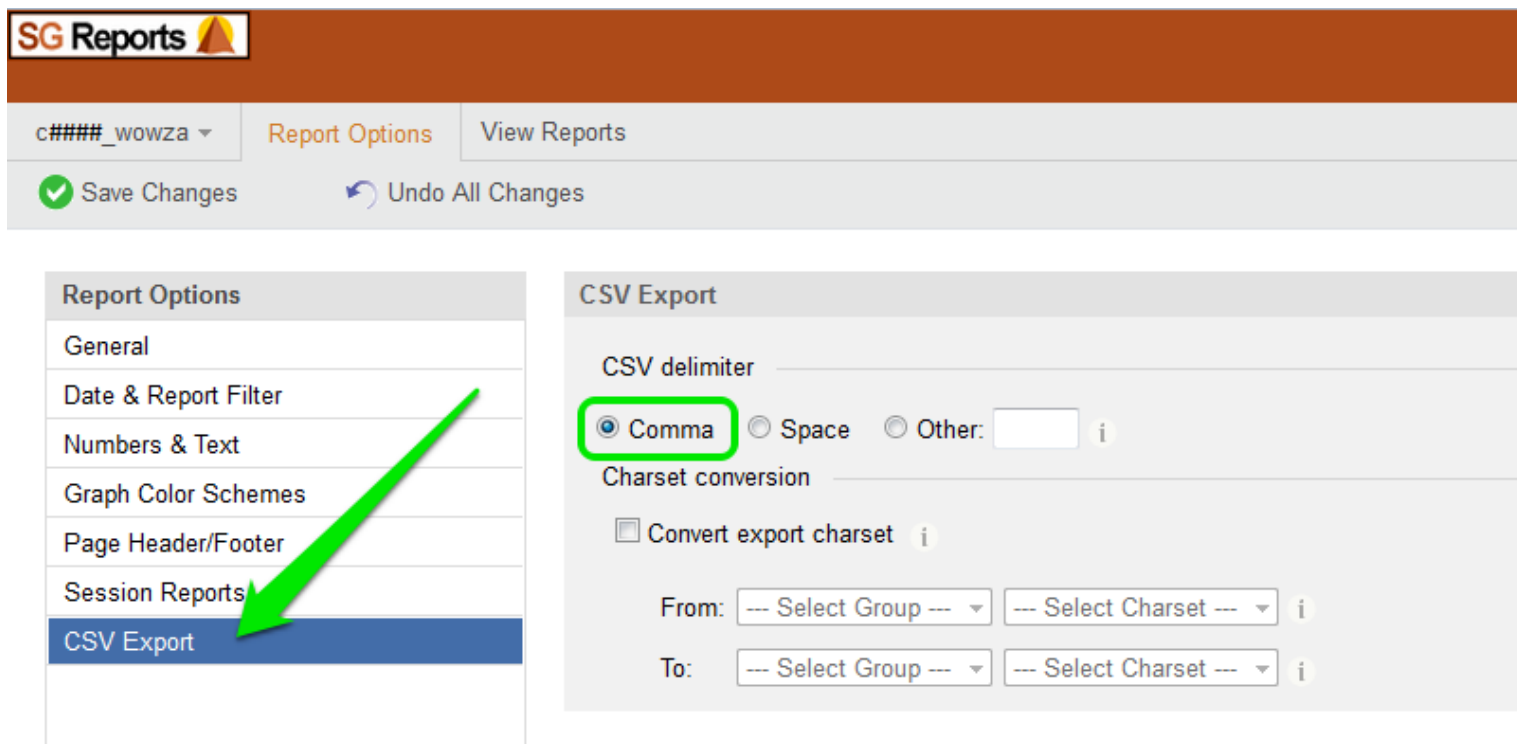# SGreports Export Format for Spreadsheets (How To Set the CSV Delimiter)

This tutorial goes over setting the CSV delimiter to comma, the necessary format for exporting reports from SGreports to spreadsheet applications; such as, MS Excel. If you have any questions, please contact support@streamguys.com.

Log into your SGreports manager, and select the Options drop down menu next to your respective profile, then select Report Options.

Select CSV Export, the last item in the left column of the Report Options window.

Select the radio button next to Comma under CSV delimiter as shown above.

Click the Save Changes button on the top left.