ANALYZE360

Formatting a CSV File

If you spend any time with spreadsheet applications like Microsoft Excel or Google Sheets — or even import certain kinds of data into Microsoft Outlook — you will inevitably encounter a comma-separated values file, commonly known as a CSV.
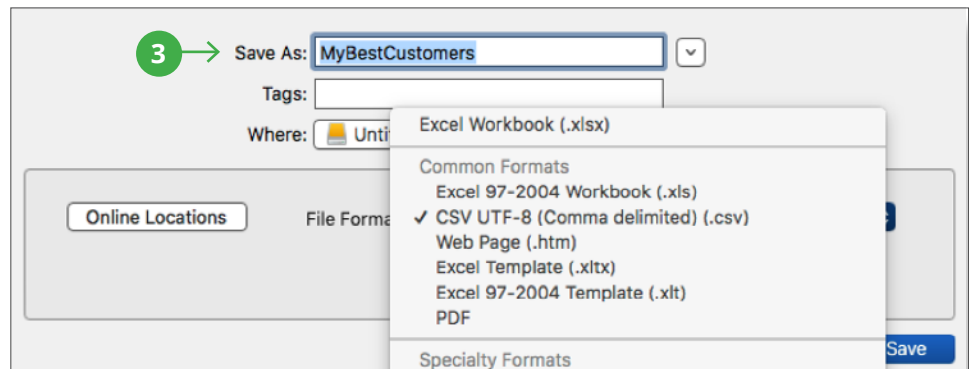
This document will help you with formatting your CSV to ensure it is optimized for the Analyze360 application.

Do:

1 Include titles for each column at the top of your file

2 Include first name, last name, address, city, state and ZIP each in its own column

3 Save your file as .CSV (Comma-Separated Variable)

analyze360™
Intelligent Segmentation

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Don't:

1 Combine first and last names in the same column

2 Leave column titles blank

3 Use the exact same title for multiple columns

My CSV file

Name		Street	City	State	State	Zip Code	Email Address
Lonnie Claubaugh		3830 Whispering Pines	Frisco	TX	Texas	75034	LonnieClaubaugh@army.gov
Linda Gamez		1009 Hide-a-Way Road	Orlando	FL	Florida	32810	LindaQGamez.rhyta.com
Yvette Pool		3477 Florence Street	Dorchester	TX	Texas	75459	YvetteDPool@fleckens.hotmail.com
Michael Wright		139 Progress Way	Paynesville	MN	Minnesota	56362	LonnieClaubaugh@army.gov
Edward Stevens		3113 Penn Street	Kennett	MO	Missouri	63857	MichaelWWright@rhyta.com
Philip Jansen		926 Earnhardt Drive	Louisville	KY	Kentucky	40223	EdwardTStevens@super.com
Oliver Polanco		442 Woodlawn Drive	New Berlin	WI	Wisconsin	53151	OliverF.Polanco@rhyta.com

Avoid:

4 Combining the whole address in the same column or separating parts of the street address into different columns

5 Commas in names and addresses

6 Leaving blank or incomplete rows

7 Misaligning columns

My CSV file

Given Name	Surname	Street Address	Telephone
Lonnie	Claubaugh	3830 Whispering Pines Frisco, TX, 75034	972-377-5878
Linda	Gamez	1009 Hide-a-Way Road Orlando, FL 32810	407-965-0050
Yvette	Pool	3477 Florence Street Dorchester, TX 75459	903-476-7345
Michael	Wright	139 Progress Way Paynesville, MN 56362	320-243-6646
Edward	Stevens	3113 Penn Street Kennett, MO,63857	573-316-4225
Philip	Jansen	926 Earnhardt Drive Louisville, KY 40223	502-777-2657
Oliver	Polanco	442 Woodlawn Drive New Berlin, WI 53151	414-699-2244

Omit:

8 Using businesses and other non-persons

9 Information such as credit card numbers, expiration dates or CVNs, social security numbers or driver's license numbers

10 Account login, password or security question information

My CSV file

Given Name	Surname	Street Address	City	State	SSN	User name	Password
Lonnie	Claubaugh	3830 Whispering Pines	Frisco	TX	462-39-927	Mays1984	eu0vie2o
Linda	Gamez	1009 Hide-a-Way Road	Orlando	FL	768-12-881	Theyeat57	eik0Vopooze
Yvette	Pool	3477 Florence Street	Dorchester	TX	473-43-091	Scred1982	Cu9PoolWah
Michael	Wright	139 Progress Way	Paynesville	MN	496-88-613	Stentigh	Joos6phiZ4
Edward	Stevens	3113 Penn Street	Kennett	MO	403-80-649	Witimmote	Ka7thooPoh
First National Bank		926 Earnhardt Drive	Louisville	KY			
Oliver	Polanco	442 Woodlawn Drive	New Berlin	WI	531-51-324	Ofron1938	AhW5lequah

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