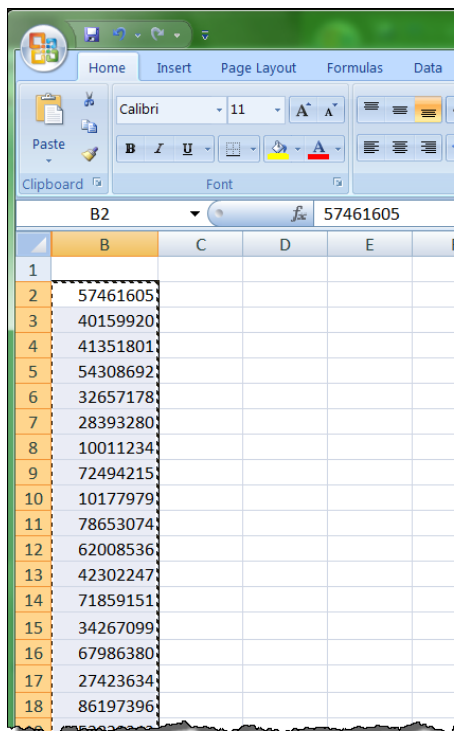


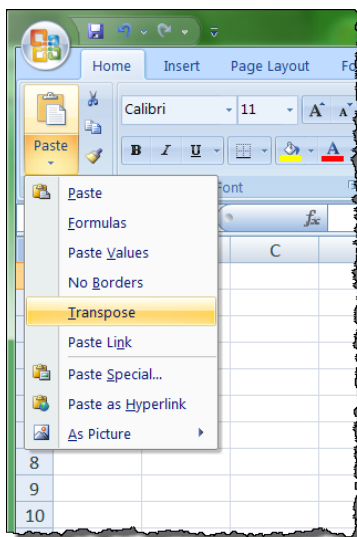
How to Create a Comma Separated List from an Excel Column

This process can be used to create comma-separated lists of Penn IDs from an Excel column of Penn IDs.

Highlight and copy the Penn IDs.

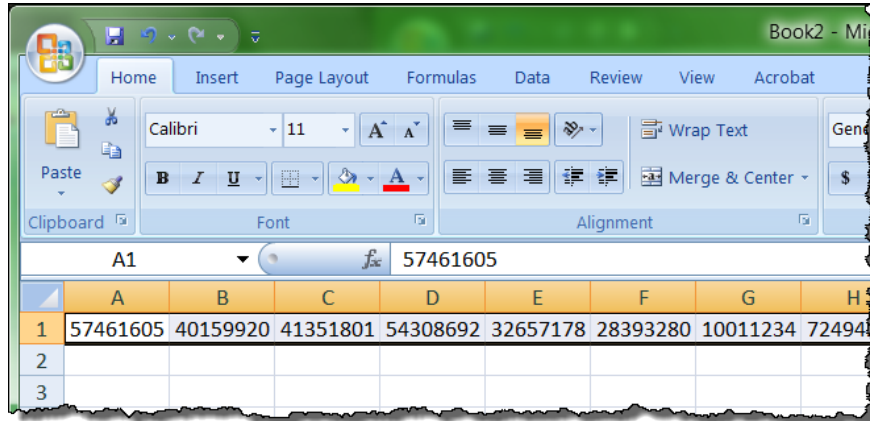


Open a new spreadsheet and **Paste > Transpose** into the first cell.

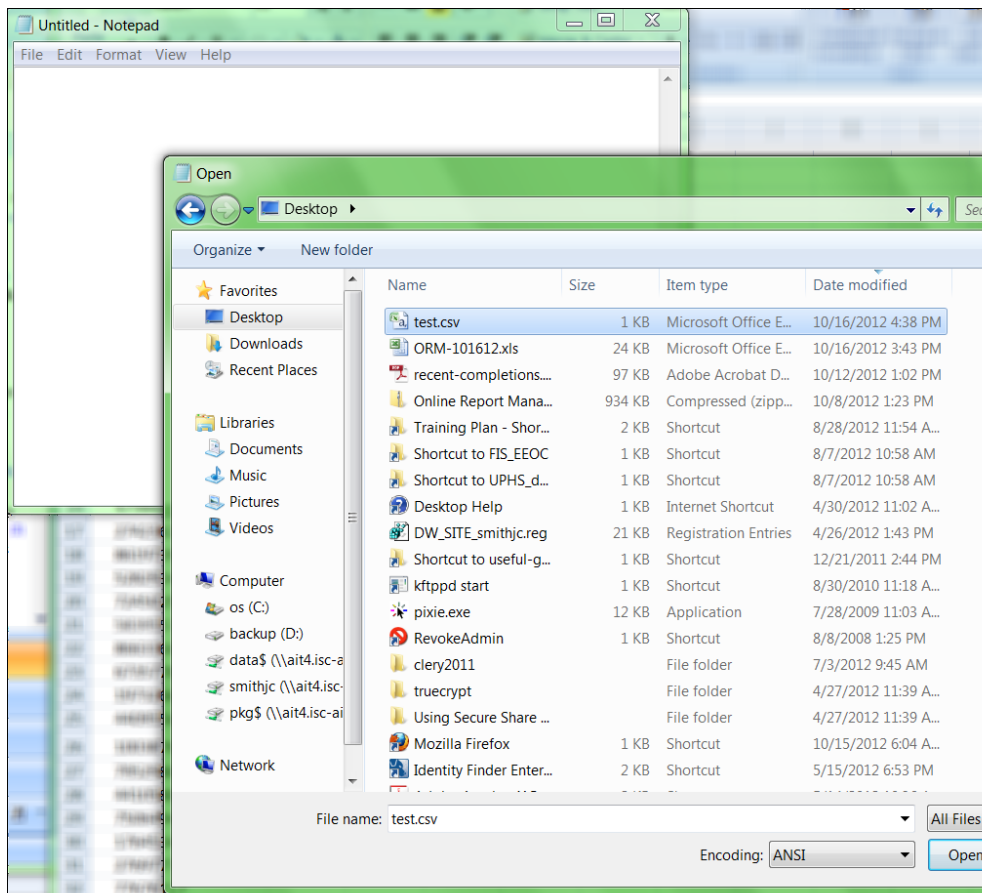


How to Create a Comma Separated List from an Excel Column

Notice how the Penn IDs are now in a row instead of a column. Save the spreadsheet as a .csv file and close it.

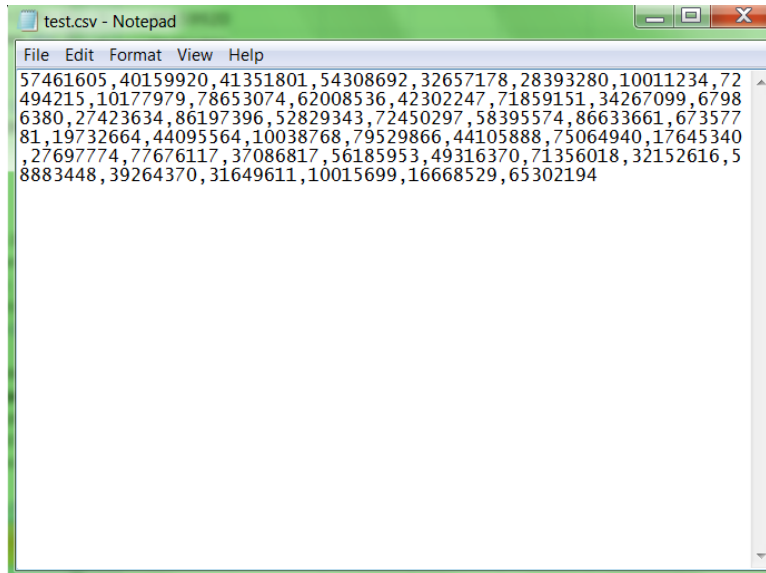


Open Notepad and then open your .csv file.

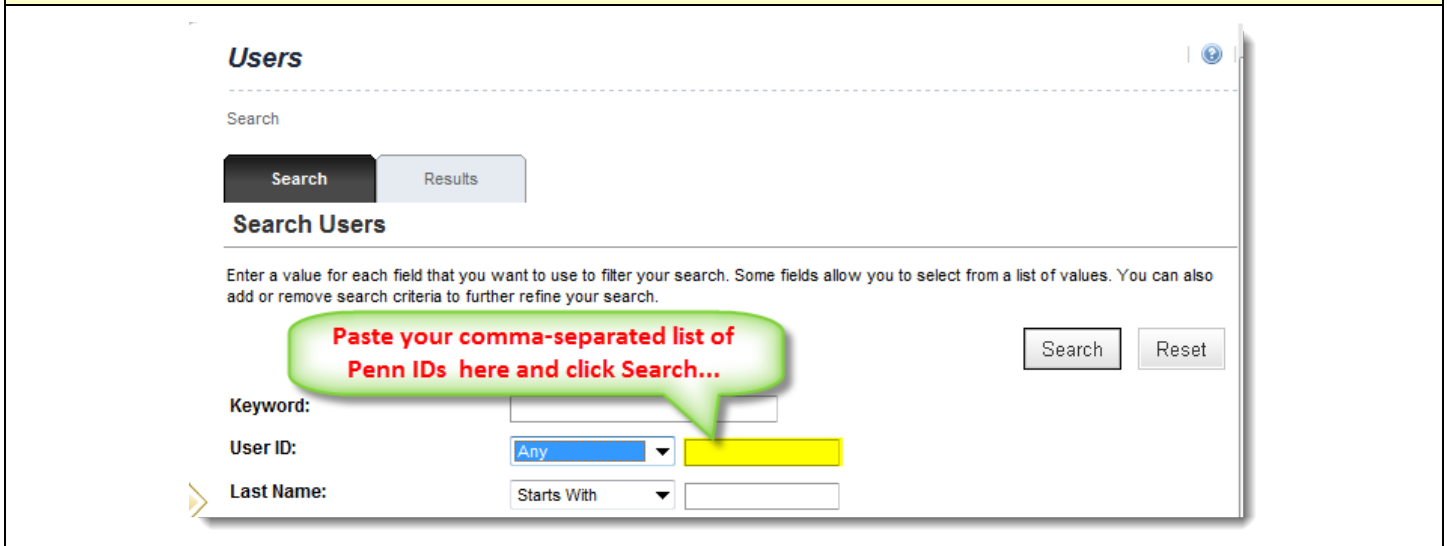


How to Create a Comma Separated List from an Excel Column

All of the Penn IDs are now in a comma-separated list that you can cut and paste into Knowledge Link for searches of multiple people.



This is where you might be pasting your list. Make sure you use "Any" as your delimiter.



Users

Search

Search Results

Search Users

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Paste your comma-separated list of Penn IDs here and click Search...

Search Reset

Keyword:

User ID: **Any**

Last Name: Starts With