



# MultiLab<sup>®</sup> HOW-TO:

## Export CSV in Excel

How do I export measurement data from MultiLab<sup>®</sup> Pro IDS as a CSV file in Excel?



 Start



The Excel menu labels may vary slightly depending on the version.



# HOW DO I EXPORT THE CSV FROM MULTILAB<sup>®</sup> PRO IDS?

There are two methods for export, either Ethernet or USB:

[→ Solution](#)

# Export of Measurements:

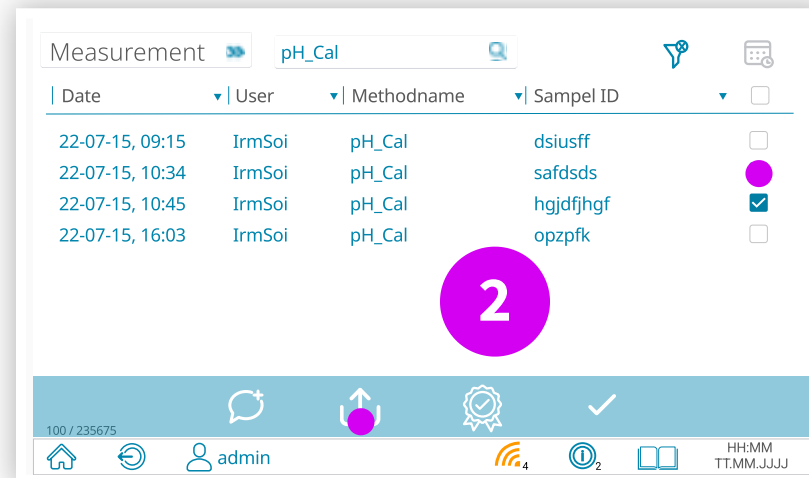
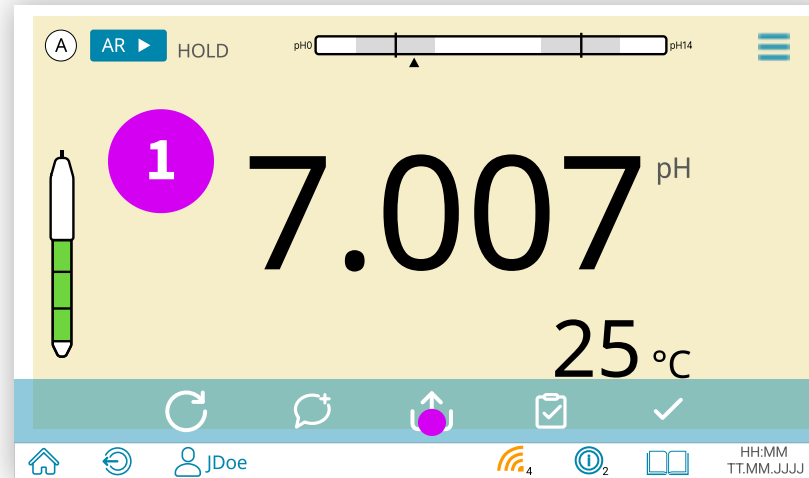
## 1. Single measurements

- Directly after the measurement via the export icon
- Select the destination (USB, Ethernet)
- PDFs & CSVs are always exported together

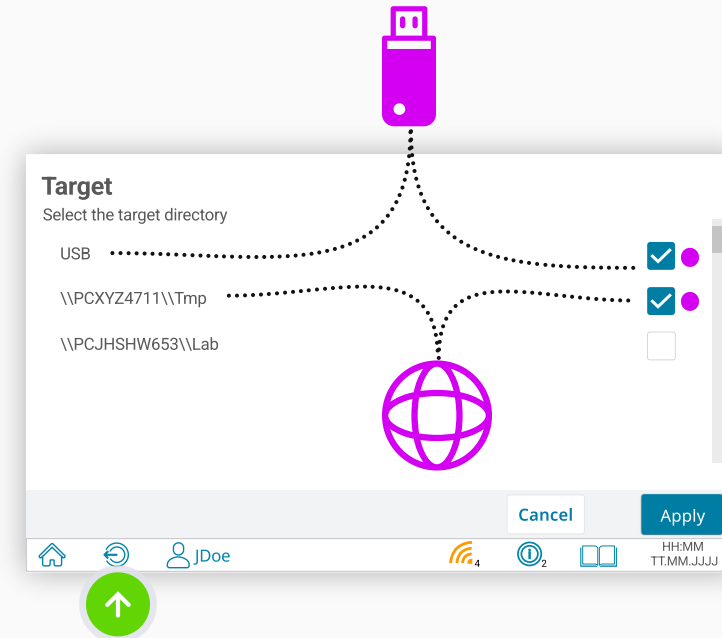
## 2. Batch export

- Via the right slider / history or swipe left on the display
- Select the desired data
- Tap the export icon at the bottom
- Select the destination (USB, Ethernet)
- PDFs & CSVs are always exported together

→ CSV Settings



HOW DO I EXPORT THE CSV FROM MULTILAB® PRO IDS?



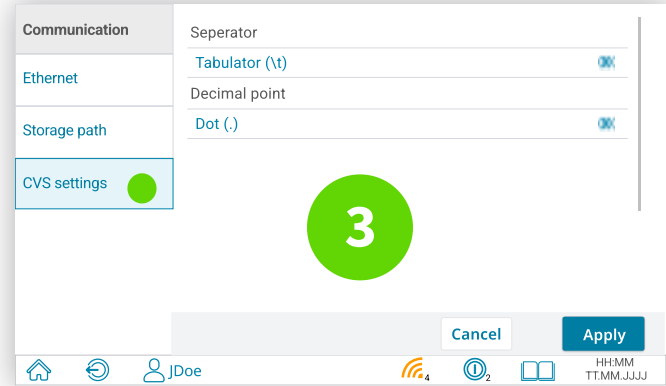
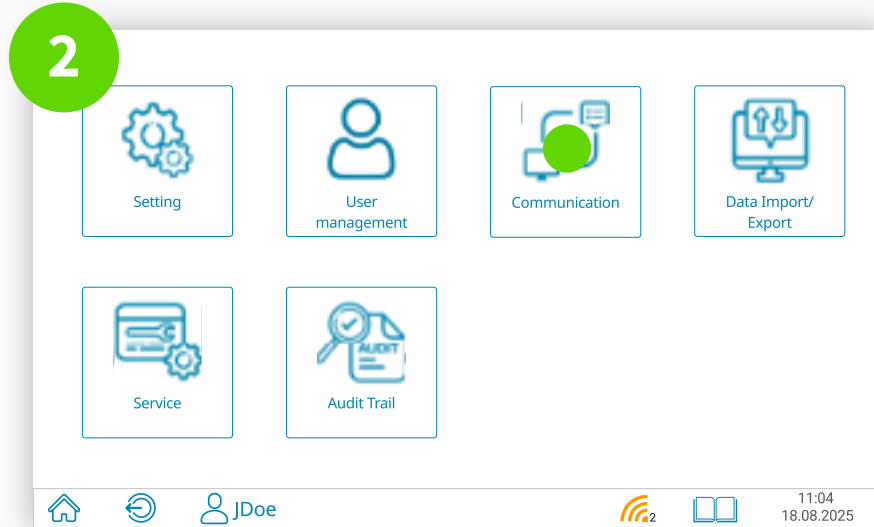
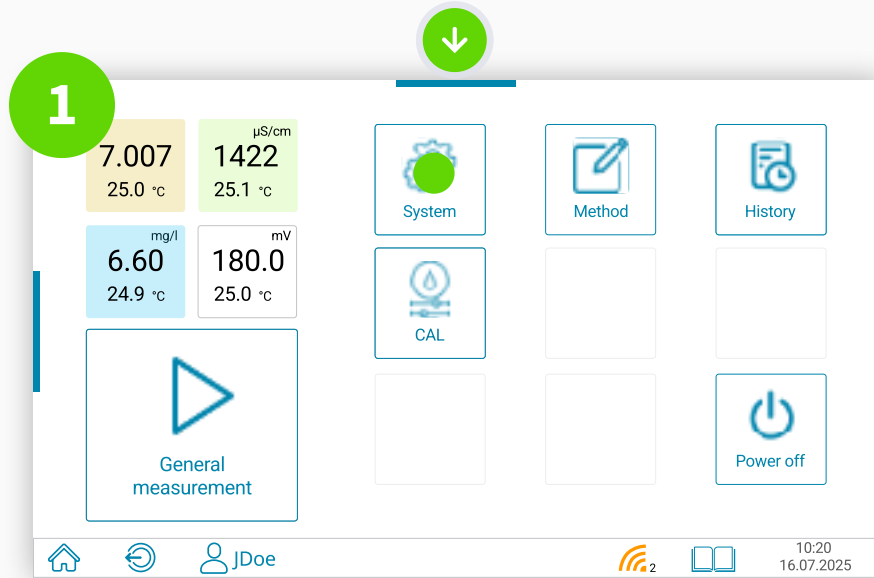
# CSV Settings:

via the Communication menu item

1. Swipe down from the top of the home screen OR click on "System"
2. Tap on the menu item "Communication"
3. Tap on "CSV Settings"

→ CSV Default Settings

HOW DO I EXPORT THE CSV FROM MULTILAB® PRO IDS?





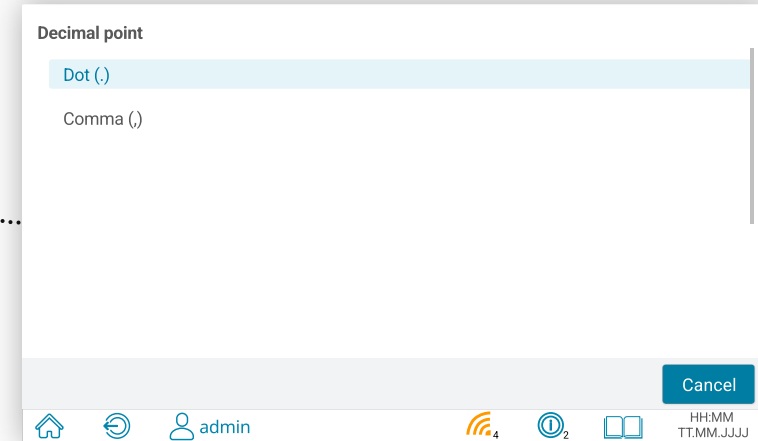
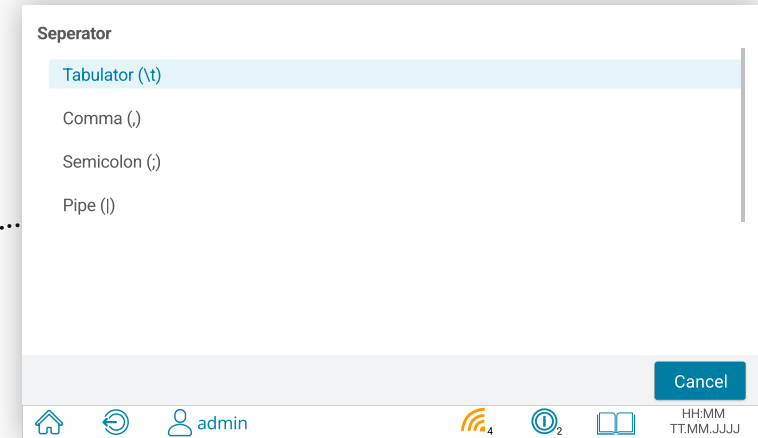
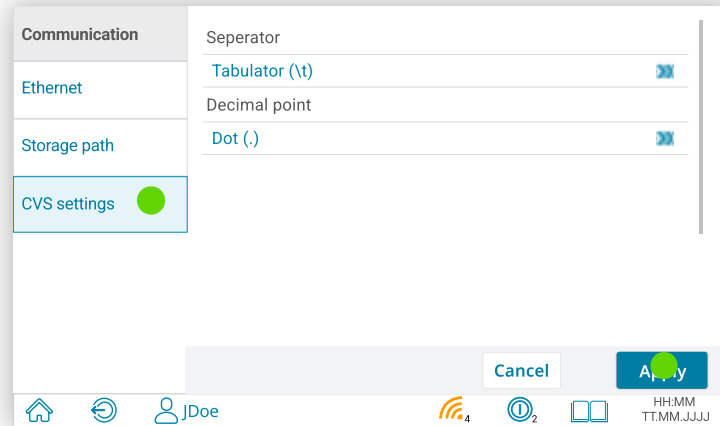
# CSV Settings:

*Applies to all CSV exports*

→ Now you can set up the preferences according to your needs

→ After completion, tap "Apply"

→ Open CSV file



01

# HOW DO I OPEN A CSV FILE IN EXCEL?

There are two methods to open your MultiLab® Pro IDS CSV data in Excel:

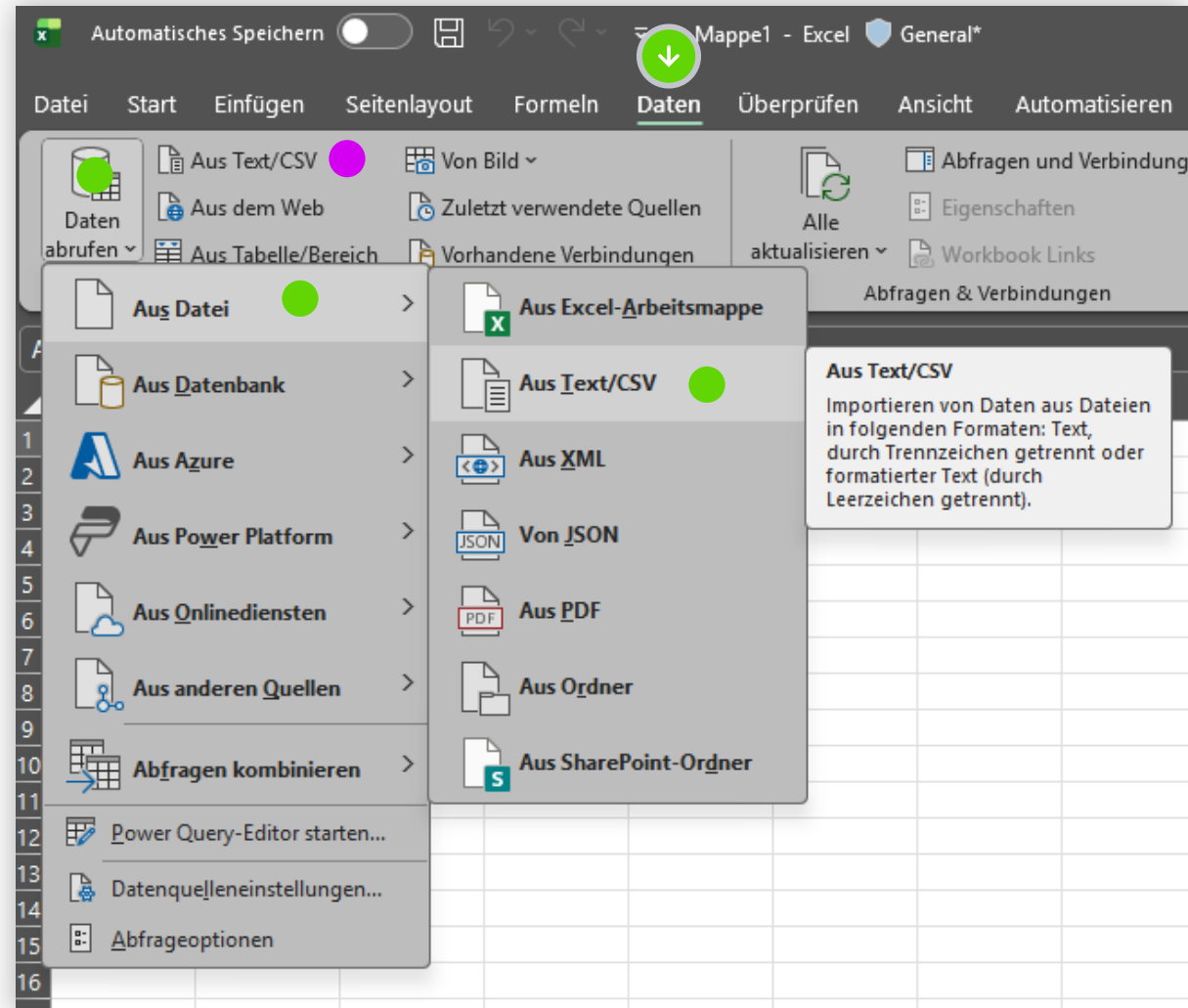
→ [Solution](#)

## Option 1: Import Assistant

(recommended for precise  
control)

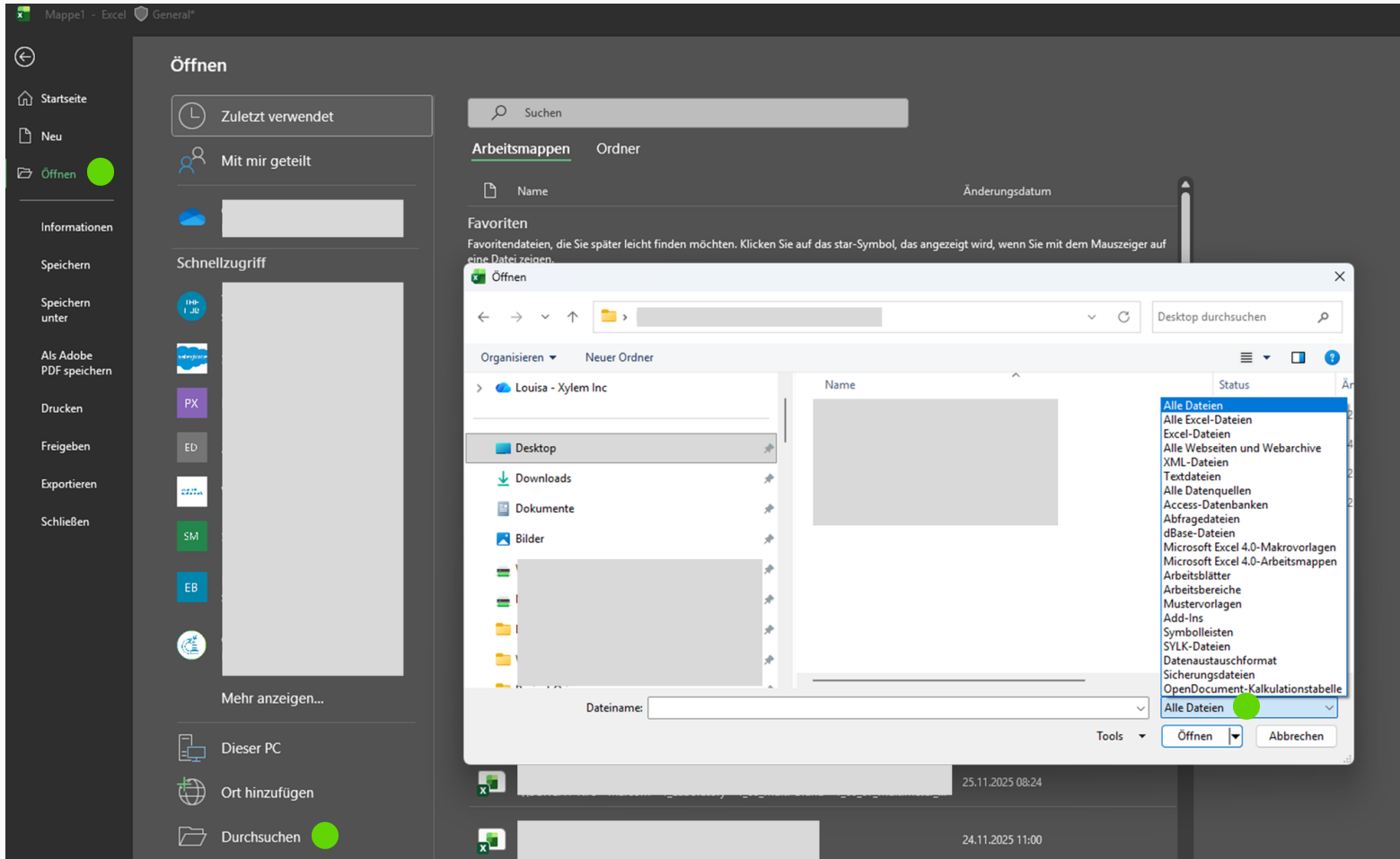
1. Open Excel with a blank workbook
2. Go to "Data" → directly to "From Text/CSV" or via "Get Data" → "From File" → "From Text/CSV"
3. Select your CSV file
4. In the preview window, you can check the delimiter (usually semicolon or comma) and encoding
5. Click "Load" to import the data

→ to 2nd option



01

## HOW DO I OPEN A CSV FILE IN EXCEL?



### Option 2:

#### Open directly

*(Older versions before Microsoft 365)*

1. Open Microsoft Excel
2. Click on the folder → "Open"
3. Select "All Files" from the dropdown menu (not just Excel files)
4. Navigate to your CSV file and open it
5. Excel automatically recognizes the CSV format and displays the data in columns

→ Next Step

02

## WHY ARE MY DATA DISPLAYED IN A SINGLE COLUMN?

This is usually due to an incorrect delimiter.

→ [Solution](#)

02

## WHY ARE MY DATA DISPLAYED IN A SINGLE COLUMN?

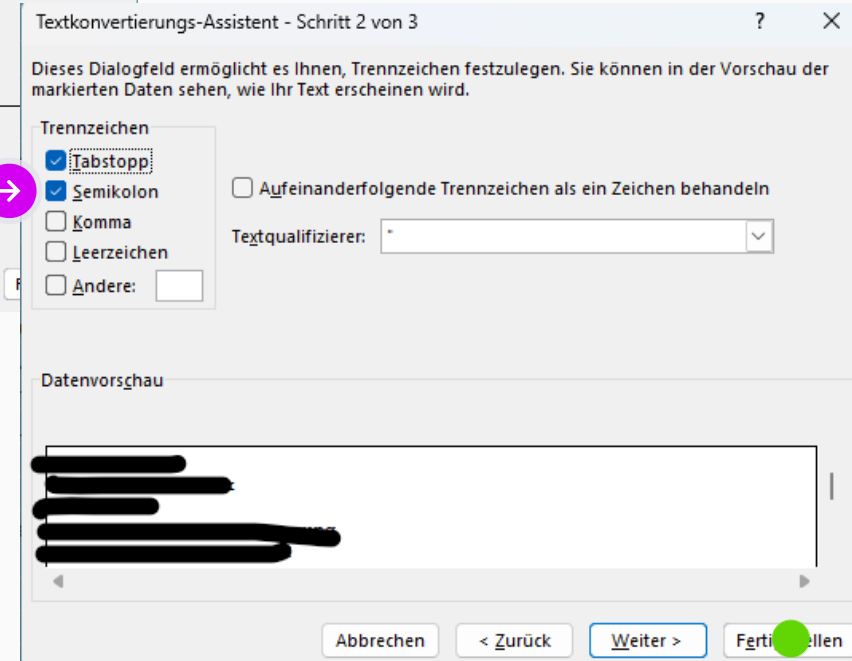
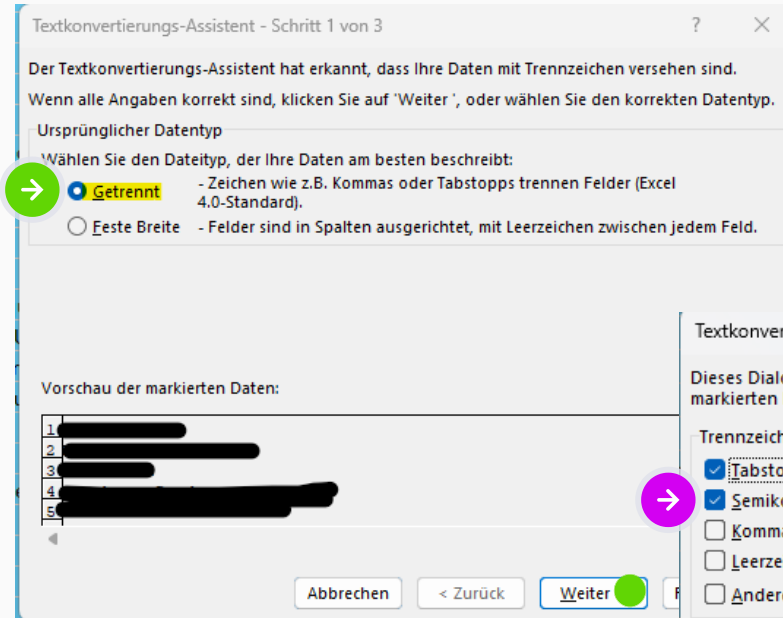
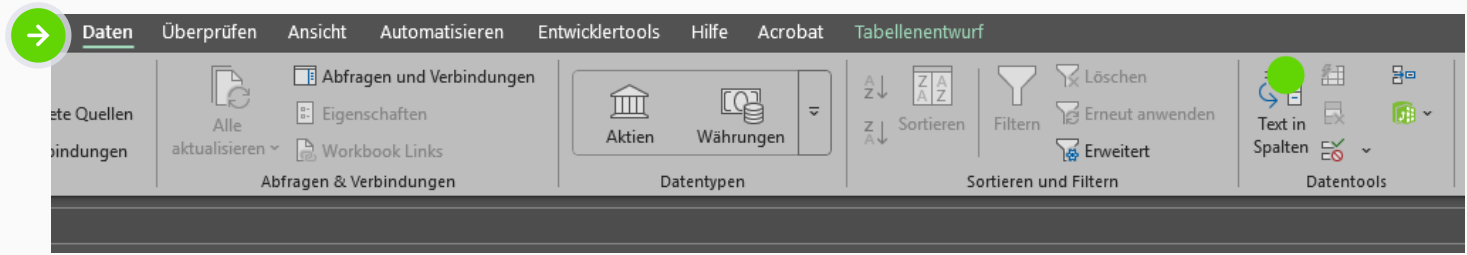


The MultiLab® Pro IDS uses a semicolon (;) as the default delimiter. If Excel expects a comma, all data will be displayed in one column.

### Solution:

1. Highlight the column
2. Go to "Data" → "Text to Columns"
3. Select "Delimited" and click "Next"
4. Enable "Semicolon" as the delimiter
5. Click "Finish"

→ Next Step



03

## HOW DO I KEEP THE DECIMAL SEPARATOR CORRECT?

The MultiLab<sup>®</sup> Pro IDS uses the period (.) as the decimal separator.

→ Solution

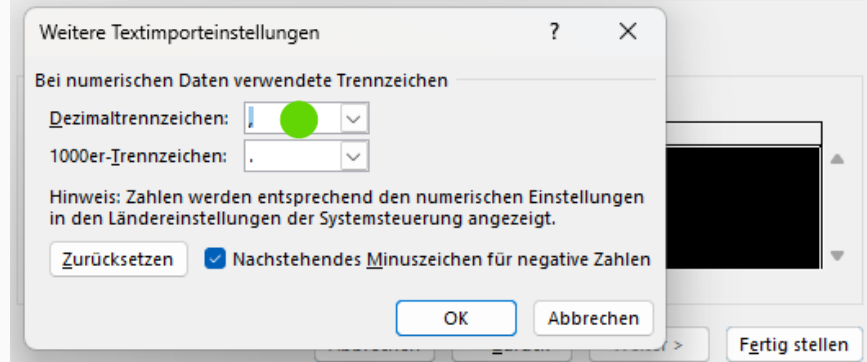
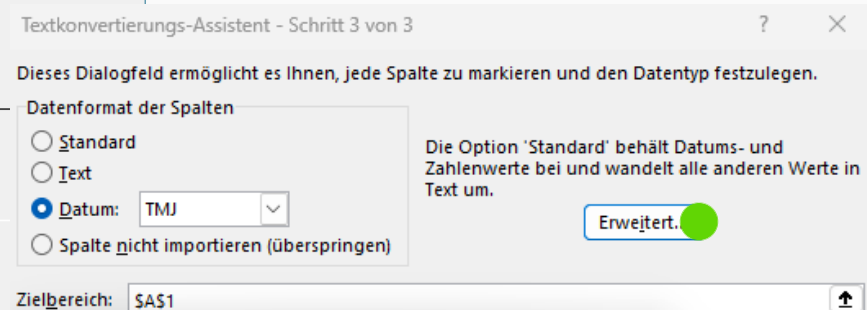
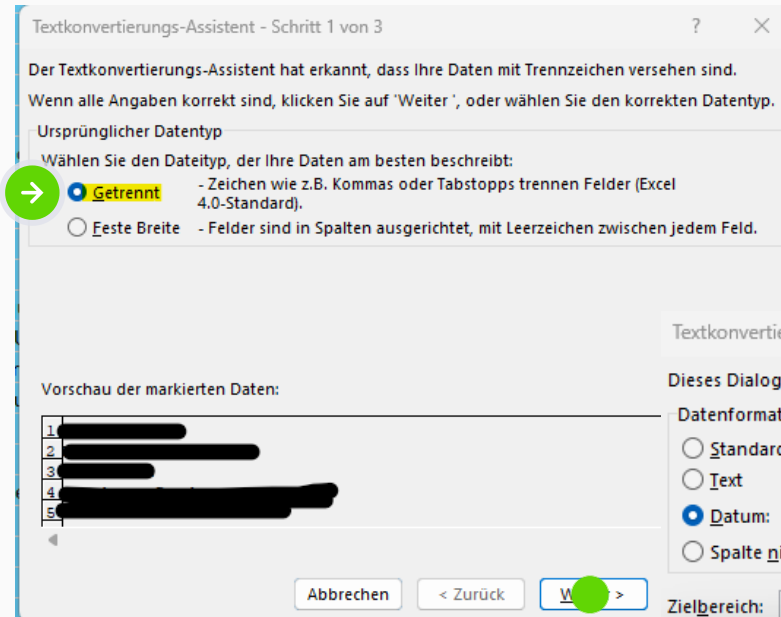
03

## HOW DO I KEEP THE DECIMAL SEPARATOR CORRECT?

### Solution:

1. Highlight the affected columns with measurement values
2. Click on "Data" → "Text to Columns"
3. Select "Delimited" and double-click "Next"
4. In the last step, click on "Advanced" and set the decimal separator

→ Next Step



▶ Click "Next" 2x

04

# HOW DO I SAVE MY DATA AS AN EXCEL FILE?

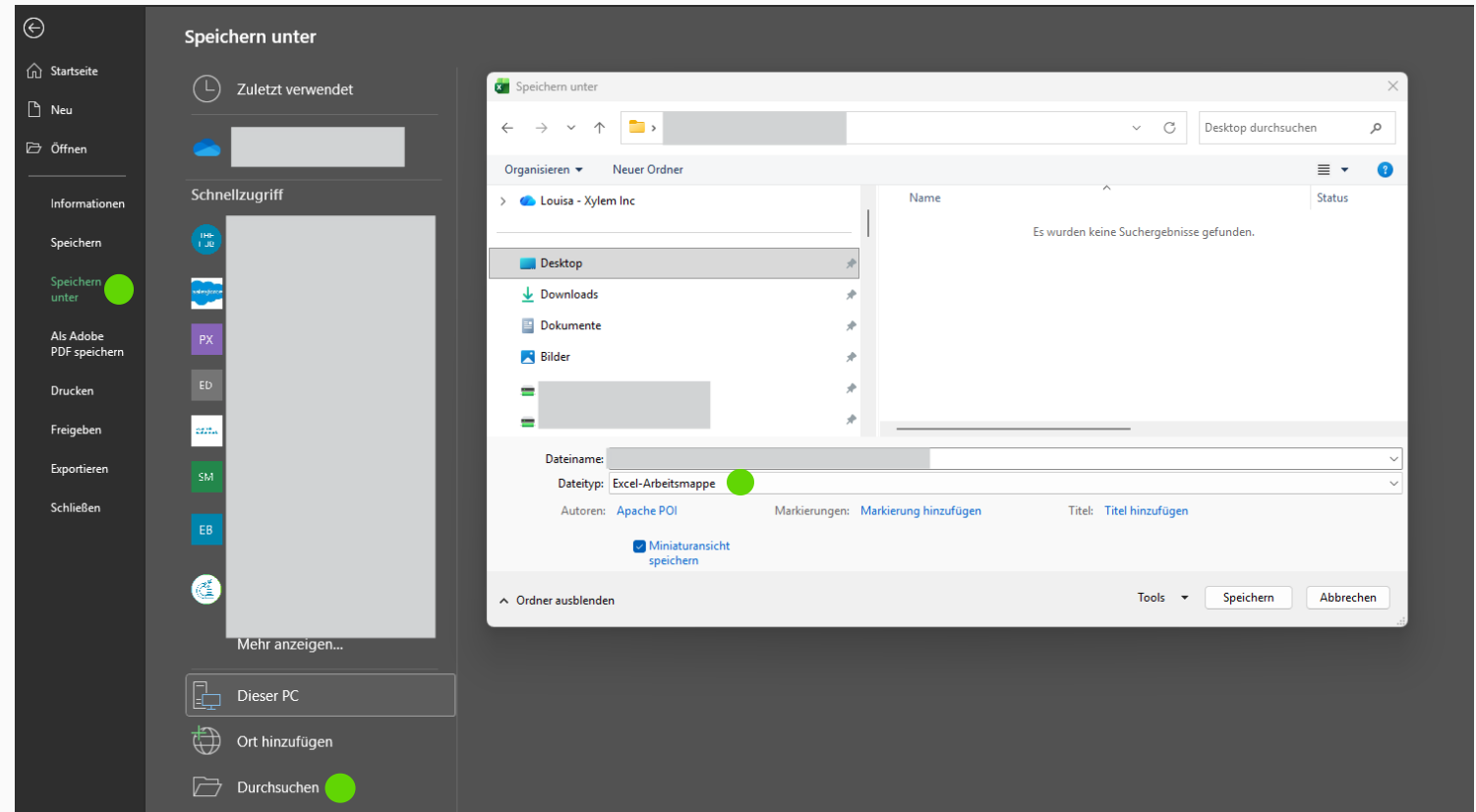
After successfully importing your CSV data:

→ [Solution](#)

## After successfully importing your CSV data:

1. Click on "File" → "Save As"
2. Select "Excel Workbook (\*.xlsx)" as the file type
3. Enter a meaningful file name
4. Save the file to your desired location

→ Next Step



05

# CAN I IMPORT MULTIPLE CSV FILES AT THE SAME TIME?

Yes, you can merge multiple data series into one Excel file:

[→ Solution](#)

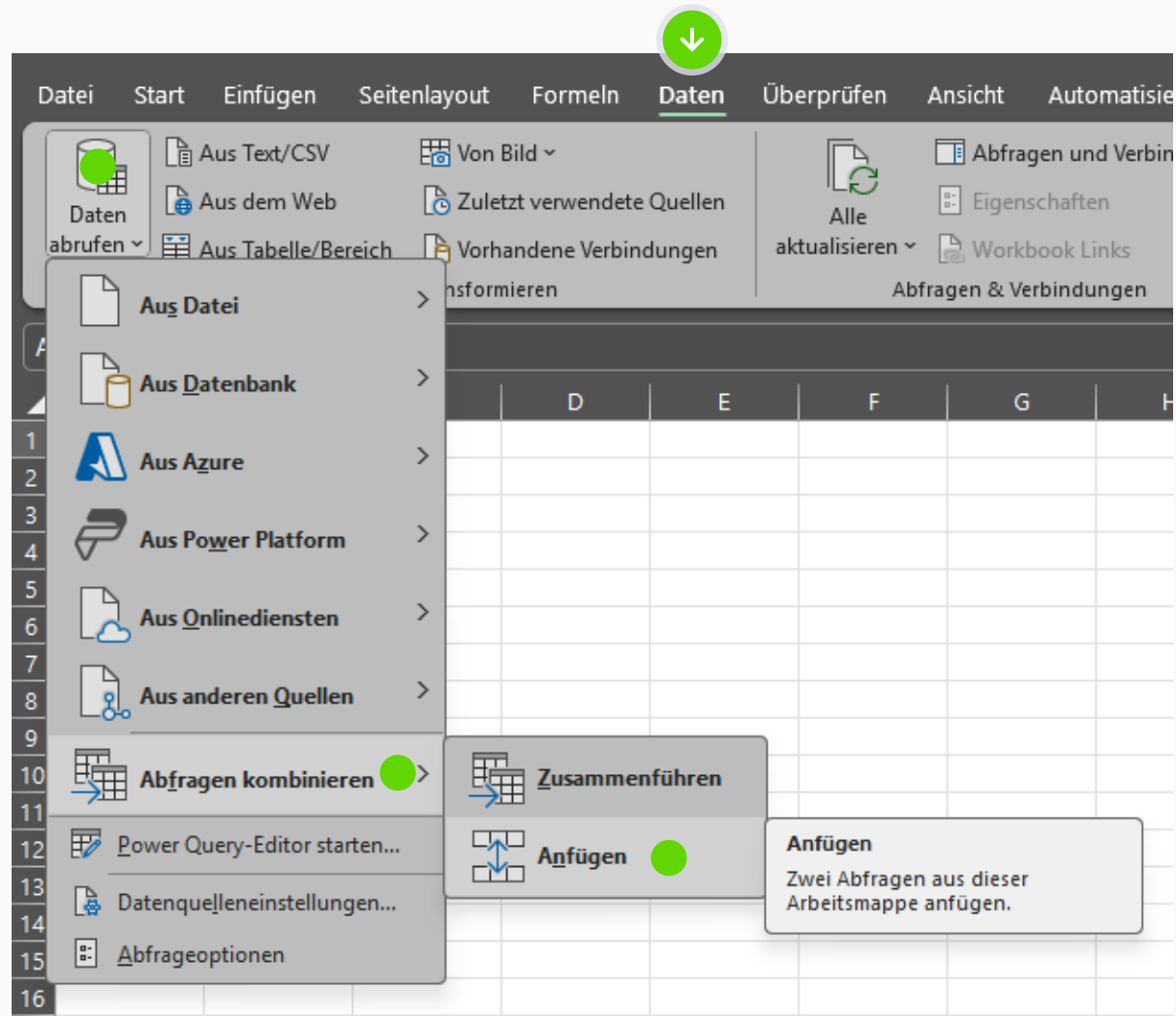
## For individual worksheets:

Import each CSV file via "Data" → "Get Data" into a new worksheet

## For contiguous table:

1. Use the "Data" function → "Get Data" → "Combine Queries"
1. Select "Append" and add multiple CSV files

→ Next Step



06

## ARE INFORMATION LOST DURING CONVERSION?

No, with correct import all data captured by the MultiLab<sup>®</sup> Pro IDS remains intact.

→ Solution

## Data remains intact, including:

1. Measurement values of all parameters (pH, conductivity, oxygen, etc.)
2. Sensor designation and serial number
3. Calibration status and calibration data
4. Timestamp
5. Temperature compensation data
6. All other GxP-relevant metadata

→ Further Processing



07

# HOW CAN I FURTHER PROCESS THE DATA AFTER IMPORT?

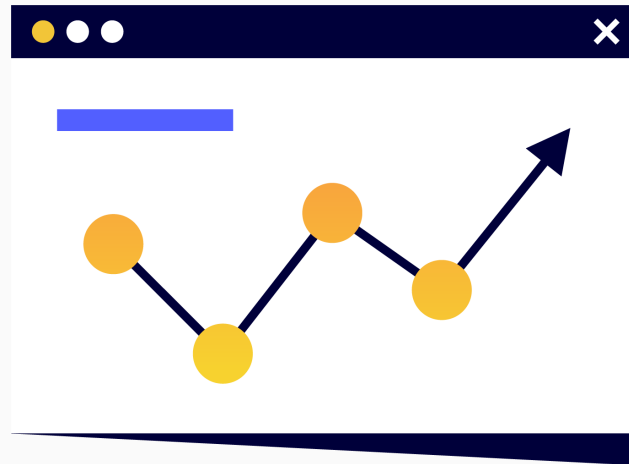
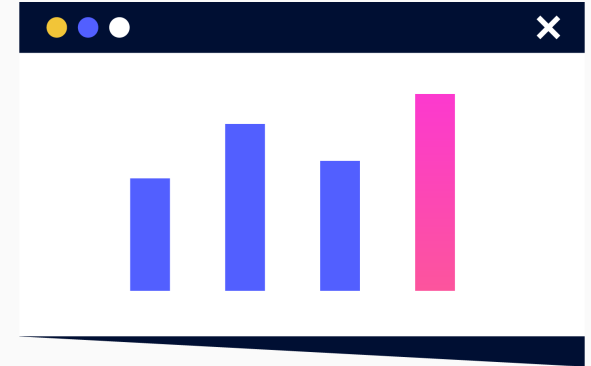
After importing into Excel, all Excel functions are available:

→ Solution

## Normal access to all Excel functions:

1. Create charts to visualize your measurement progress
2. Calculate averages, standard deviations, and other statistical metrics
3. Filter and sort your data by various criteria
4. Create GxP-compliant reports with all relevant sensor information

→ Excel Versions



08

# WHICH EXCEL VERSION DO I NEED?

CSV import works with all common Excel versions:

[→ Versions](#)

## Normal access to all Excel functions:

1. Excel 2016 and newer (recommended)
2. Excel 2013
3. Excel 2010
4. Excel for Microsoft 365



Menu labels may vary slightly  
depending on the version.



2016 and newer



2013 and newer



2010 and newer



 Microsoft 365

# FOR FURTHER QUESTIONS

[techinfo.xags@xylem.com](mailto:techinfo.xags@xylem.com)

[www.xylemanalytics.com](http://www.xylemanalytics.com)

The image shows a screenshot of the Xylem website. At the top left is the Xylem logo with the tagline "Let's Solve Water". To the right are links for "Newsletter", "Blog", "Careers", "Xylem Inc.", and a language selector for "English". Below this is a search bar. A horizontal row of partner logos includes AANDERAA, Bellingham + Stanley, ebro, mjk, SI Analytics, SonTek, WTW, and VSI. A navigation menu below the logos contains "Products", "Applications", "Parameters", "Customer Support", "Company", and "Contact". The main content area has a dark blue background with a large white and green curved graphic. On the left, the text reads "Multiparameter measurement redefined!". Below this is the heading "MultiLab® Pro IDS:" followed by a bulleted list of features: "Measure up to 4 parameters simultaneously", "LIMS ready", "21 CFR Part 11 compliant", "Compact & efficient", and "Intuitive & user-friendly". A "Learn more" button is positioned below the list. On the right, an image of the MultiLab Pro IDS device is shown with a "NEW!" sticker. To the right of the device is the "FINALIST 2025 BEST OF INDUSTRY AWARD" logo.

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## Multiparameter measurement redefined!

**MultiLab® Pro IDS:**

- Measure up to 4 parameters simultaneously
- LIMS ready
- 21 CFR Part 11 compliant
- Compact & efficient
- Intuitive & user-friendly

[Learn more](#)

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AWARD