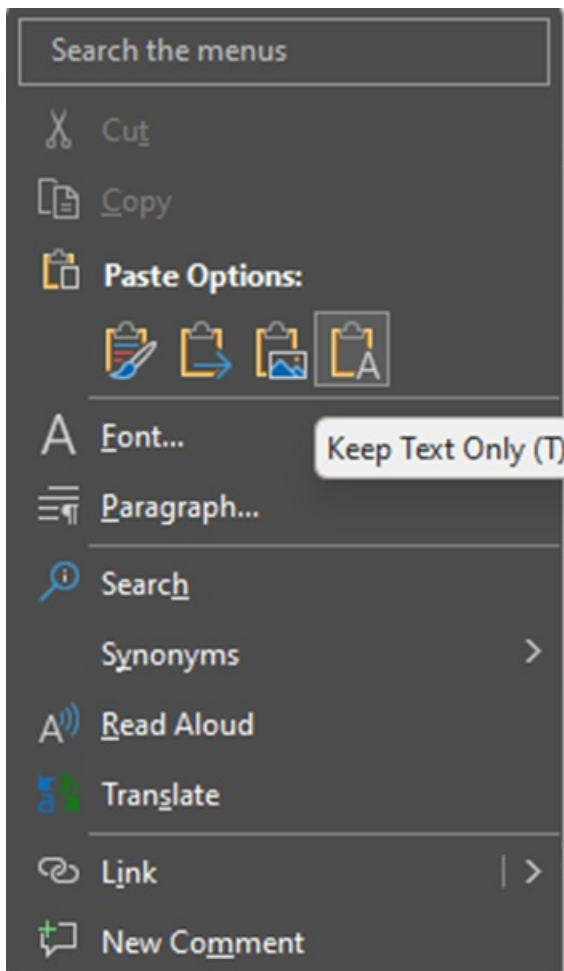


For filtering purposes, how do I convert a column of ID's into ID's with a comma between?

Last Modified on 11/12/2024 4:28 am EST

You may have a report or export with a column of ID numbers, and you to filter by these IDs. First, you need to convert the list of ID's into the format required for a filter (ID's separated by a comma).

1. Copy the column of ID numbers
2. Open a new Word document and right-click, then select paste "Keep Text Only"



3. Use the Find and Replace tool in Microsoft Word to find "^p" [paragraph mark] and replace with a comma.

Find what:

Replace with:

<< Less Replace Replace All Find Next Cancel

4. Then, select Filter

SET FILTER

Target Group



5. Paste the list of ID numbers, separated by commas, into the ID field

Contact

Details Access Control Custom Fields

ID	<input type="text" value="252,165,168,169,170,183,15,16,70,98,152,201,254,99,100,54,73,75,79,205,206"/>	<input type="checkbox"/>
First Name	<input type="text"/>	
Last Name	<input type="text"/> to <input type="text"/>	
Organization	<input type="text"/> to <input type="text"/>	
Position	<input type="text"/>	

Save Load Clear Cancel Apply

A small icon of a document with three horizontal lines, representing a file or list.

You can filter to include all these ID number records OR, by clicking the gray strikethrough symbol on the right, you can exclude all these records.