

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.	
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	11 78653074 12 62008536 13 42302247 14 71859151 15 34267099 16 67986380 17 27423634 18 86197396

Open a new spreadsheet and Paste > Transpose into the first cell.						
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Notice how the Penn IDs are now in a row instead of a column. Save the spreadsheet as a .csv file and close it.



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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 w add or remove search criteria to furthe	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.					
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