



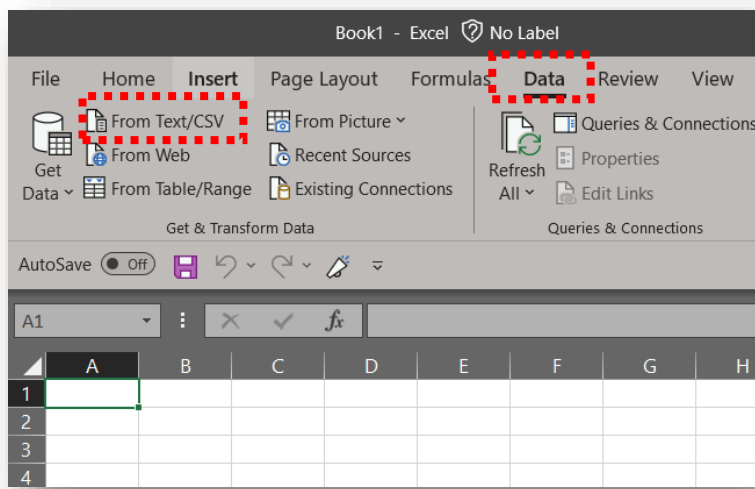
DATA PORTAL

CSV FILE GUIDE

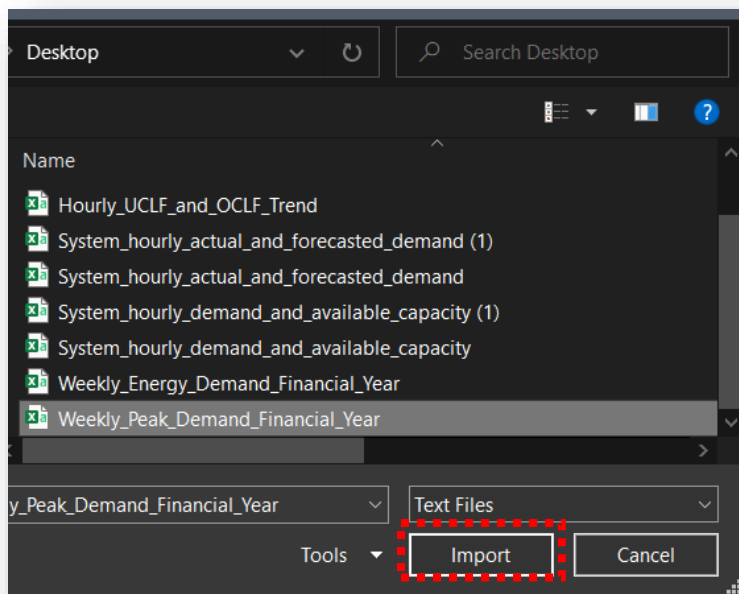
Opening of CSV File

Double clicking on the CSV file you obtained from the website can result in data being presented in an unreadable format. It is possible that the file or your Excel could be the problem. Please use the steps listed below to view significant data differently.

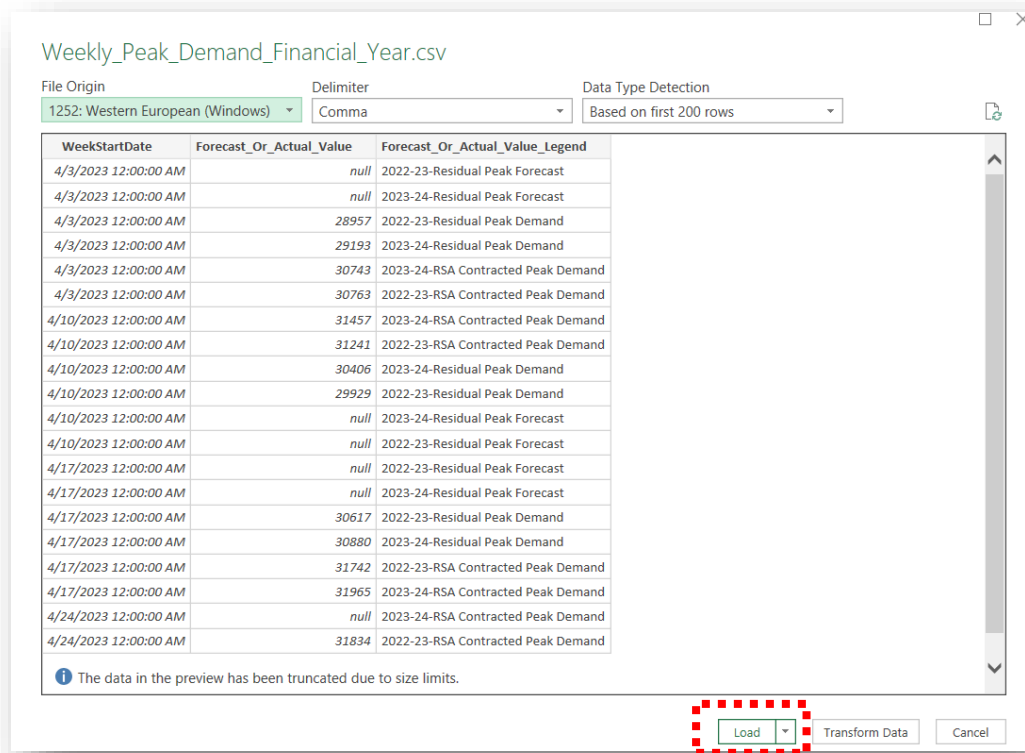
1. Open Excel from your computer
2. Choose a blank workbook
3. Click on the “Data” tab
4. Click on “From Text/CSV”



5. Browse to the location the file is downloaded to (usually the download folder on your computer)
6. Select the file and click on the “Import” button



7. The screen below will be displayed
8. Click on the “Load” button



9. The data is loaded and presented in a readable format

	A	B	C
1	WeekStartDate	Forecast_Or_Actual_Value	Forecast_Or_Actual_Value_Legend
2	4/3/2023 0:00		2022-23-Residual Peak Forecast
3	4/3/2023 0:00		2023-24-Residual Peak Forecast
4	4/3/2023 0:00	28957	2022-23-Residual Peak Demand
5	4/3/2023 0:00	29193	2023-24-Residual Peak Demand
6	4/3/2023 0:00	30743	2023-24-RSA Contracted Peak Demand
7	4/3/2023 0:00	30763	2022-23-RSA Contracted Peak Demand
8	4/10/2023 0:00	31457	2023-24-RSA Contracted Peak Demand
9	4/10/2023 0:00	31241	2022-23-RSA Contracted Peak Demand
0	4/10/2023 0:00	30406	2023-24-Residual Peak Demand
1	4/10/2023 0:00	29929	2022-23-Residual Peak Demand
2	4/10/2023 0:00		2023-24-Residual Peak Forecast
3	4/10/2023 0:00		2022-23-Residual Peak Forecast
4	4/17/2023 0:00		2022-23-Residual Peak Forecast
5	4/17/2023 0:00		2023-24-Residual Peak Forecast
6	4/17/2023 0:00	30617	2022-23-Residual Peak Demand
7	4/17/2023 0:00	30880	2023-24-Residual Peak Demand
8	4/17/2023 0:00	31742	2022-23-RSA Contracted Peak Demand
9	4/17/2023 0:00	31965	2023-24-RSA Contracted Peak Demand
0	4/24/2023 0:00		2023-24-RSA Contracted Peak Demand
1	4/24/2023 0:00	31834	2022-23-RSA Contracted Peak Demand

END – THANK YOU