

Mobility Fund Phase II

Managing Numerical Values in

Challenger Speed Test CSV Template

MOBILITY FUND PHASE II CHALLENGE PROCESS

Managing Numerical Values in the Microsoft Excel CSV Template

Several of the columns in the Challenger Speed Test CSV file template must contain numerical values that strictly match the file specification and you must take special care to preserve the data format when using Microsoft Excel.

This guide will help you ensure that the numerical values in your file are formatted correctly when you use the Challenger Speed Test CSV file template. Below is what you will find in this guide:

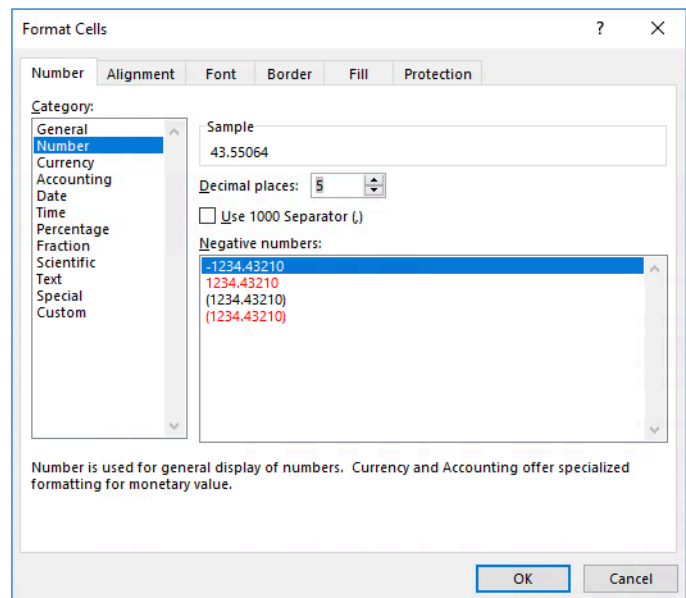
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Note: Saving files in CSV format using Microsoft Excel will remove any special formatting. It is recommended that you keep a copy of data in Excel Workbook (i.e., XLSX) file format while working on and making edits to data. Once you are ready to upload your Challenger Speed Test file, you should then save a copy in CSV format.

Ensuring Latitude and Longitude Decimal Precision

The Challenge Speed Test file specification requires that the **latitude** and **longitude** fields include at least five values to the right of the decimal. Please follow these steps to ensure that Microsoft Excel does not remove any trailing zeros:

1. Select all values in the **latitude** and/or **longitude** column(s). Then right click on them and choose **Format Cells** for the dialog box to appear.
2. In the **Category** box, select **Number** and set the **Decimal places** value to **at least five**.
3. Leave the **Use 1000 Separator** checkbox **unchecked**.
4. Make sure that in the **Negative Numbers** box, the top value (i.e., **-1234.43210**) is selected.



Ensuring the Device IMEI Is Not in Scientific Notation Format

The Challenger Speed Test file specification requires that the **device_imei** field match a valid IMEI code of between 15 and 16 digits. Please follow these steps to ensure that Microsoft Excel does not reformat long digit strings using scientific notation:

1. Select all values in the **device_imei** column. Then right click on them and choose **Format Cells** for the dialog box to appear.
2. In the **Category** box, select **Number** and set the **Decimal places** value to **0**.
3. Leave the **Use 1000 Separator** checkbox **unchecked**.

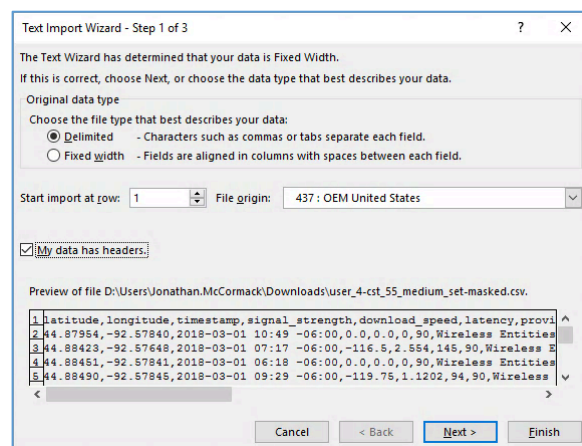
Preserving Special Formatting When Opening a CSV File

When opening a CSV file using Microsoft Excel to make corrections, you must take special care to preserve the data formatting. Please follow these steps to ensure that Microsoft Excel preserves text formatting of certain values:

1. In Microsoft Excel, open a new blank workbook. From the **Data** ribbon, select **From Text** or **From Text/CSV** (depending on platform).
2. Select **All Files** from the **File Types** dropdown menu, if necessary, then select the CSV file and click **Import**.
3. Depending on platform or version of Microsoft Excel, either the **Text Import Wizard** window or the **Import Data** window appears.

If using Text Import Wizard:

- a. Select **Delimited** and click **Next**.
- b. From the **Delimiters** selection, check **Comma** and uncheck all other checkboxes. Then click **Next**.
- c. For each of the **latitude**, **longitude**, and **device_imei** columns in the **Data Preview** box, select the column and select **Text** from the **Column data format**. Once finished, click **Finish**.
- d. From the **Import Data** dialog box, select **Existing worksheet** and click **OK**.



If using Import Data:

- a. Select **Comma** from the **Delimiter** dropdown.
- b. From the **Data Type Detection** dropdown, select **Do not detect data types**.
- c. Click the **Edit** button to enter the **Query Editor**.
- d. From the **Transform** section of the **Home** ribbon, click **Use First Row as Headers**. Then click **Close & Load**.

