Concatenation Instructions

Tips for uploading products

Products to be displayed on the certificate can be uploaded in CECATS using the Excel templates provided for each application type. Currently, only column A will appear in CECATS. There is a single cell available for each product name with CECATS allowing each cell to contain up to 150 characters. Once loaded into CECATS, the characters are displayed on certificates in Arial font with a size of 8.

In order to have multiple columns appear on the certificate, the data from multiple cells must be changed to the CECATS single cell structure. This can be accomplished using spreadsheet software such as (Microsoft Excel or Libre Office Calc) by concatenating multiple fields into a single field. Information on how to do this in Excel can be found in the Excel help.

For example, to merge the data below into a single column:

	A	B	C
1	**Name**	**Model**	**Color**
2	myDevice	T123	Blue

Using the following concatenation functions in column D:

=A2&" - "&B2&" - "&C2

This takes the values found in the cells A2, B2, and C2 and puts them together in a single cell with dashes (which can be changed to any type of separating text desired). The quotes around the dashes indicate that the text (and spaces) between the quotes are actual text to be displayed rather than a reference to a cell or function in the spreadsheet. This is the result of adding the function to cell D2:

	A	B	C	D
1	**Name**	**Model**	**Color**	**Concatenation**
2	myDevice	T123	Blue	myDevice - T123 - Blue

Now that the cells with various product information have been concatenated. Now the concatenated information needs to be moved into a spreadsheet conforming to the CECATS template spreadsheet which is a single cell. Though the concatenation function displays the concatenated text, if this cell is copied to another spreadsheet the result will likely be an error displayed in the cell. This error occurs because the displayed concatenated text is still a function which requires the cells referenced in it to exist in the proper locations. To avoid any errors, the concatenated text (column D above) must now be copied to column A of the CECATS template spreadsheet, but when pasting the text, the option to past only values should be used. In Microsoft Excel, the option to paste only the values that are a result of a function is found in the Paste or Paste Special options. Pasting only values will allow concatenated text to appear correctly in the CECATS template spreadsheet:

Maximum limit is 150 characters per cell.
Use only the column identified in the template.
Special characters are allowed.
Enter product names in English only.
Please do NOT delete rows 1 or 2.

Product Name

myDevice - T123 - Blue