Handle CSV in TEAMserver Termbase

Import from CSV to TEAMserver Termbase

1. Click on Termbase tab on home page or Termbase menu item.
2. On the Termbase page, click on the 'Import CSV file' button located just below the page title.
3. On Import CSV into the TB page, browse the .csv or .txt file you want to import.
   Once the file is selected, select the Delimiter used in the file and check the box if the .csv or .txt file has header row (1st row in the file holding field column names).
4. Click on 'Upload File' button. The field column names will be listed in the list box 'Fields'.
5. User may want to add all columns or selected columns to the Termbase. For this repeat following steps for each field you want to import:
   a. Select field name from 'Fields' list box.
   b. Select what you want to import the selected field as from 'Import As' dropdown list. Generally the 1st field you select should be imported as 'Main Lemma'.
   c. If 'For Field' dropdown list is enabled, select appropriate previously added field's name from it.
   d. If 'Language' dropdown list is enabled, select appropriate language of the field.
   e. Click on button 'Add Field'. The field details you want to import as will be shown in the table below.
6. If you have selected one or more attributes having fixed enumerated values (categories) from 'Import As' dropdown list, you will have to specify category value mappings. The attributes having category values will be listed on 'Attributes' dropdown list.
7. For each item in the 'Attributes' dropdown list, repeat following steps:
   a. Select an item for 'Attributes' dropdown list. The TEAMserver's standard values for the categories of that attributes will be shown.
   b. Replace the standard values with the values that are used in .csv or .txt file you are importing for the selected attribute.
   c. Click on 'Save' button.
8. Click on 'Import File' button. Once the file is uploaded, you will get a success message.

Export from TEAMserver Termbase to CSV file

1. Click on Termbase tab on home page or Termbase menu item.
2. On Termbase page, select your search criteria and click on 'Add Criterion' button.
3. Once all selection criteria are added, click on 'Get Terms' button.
4. There will be list of term pairs according to search criteria.
5. Click on 'Export CSV file' button at the bottom of the resultant list.
6. On the new page, 1st you have to create the structure in which you want to export the Termbase view. For that repeat following steps for each column field you create:
   a. Select what field you want to export from 'Field' dropdown list. Generally the 1st field you select should be imported as 'Main Lemma'.
   b. If 'Language' dropdown list is enabled, select appropriate one.
   c. If 'For Field' dropdown list is enabled, select one from previously added fields.
   d. Type in the name of the field that you want to have in the exported file in 'Export As' textbox.
   e. Click on 'Add Field' button.
7. If you have selected one or more attributes having fixed enumerated values (categories) from 'Field' dropdown list, you will have to specify category value mappings. The attributes having category values will be listed on 'Attributes' dropdown list.
8. For each item in the 'Attributes' dropdown list, repeat following steps:
   d. Select an item for 'Attributes' dropdown list. The TEAMserver's standard values for the categories of that attributes will be shown.
   e. Replace the standard values with the values that you want to use in .csv or .txt file you are exporting for the selected attribute.
   f. Click on 'Save' button.
9. Select the 'Delimiter' you want to use in the exported file.
10. Check the box if you want to add 1st line as header line in the exported file.
11. Click on 'Export' button. The exported .csv file will be available to download.
12. Save the file on the computer and open with either Notepad or with Excel.