**How To Open a Feed**

**CSV feed**

1. Graphical user interface, application, table

   Description automatically generatedOpen a blank Excel file and click on the “From Web” option located on the top left corner of your screen.

**④**

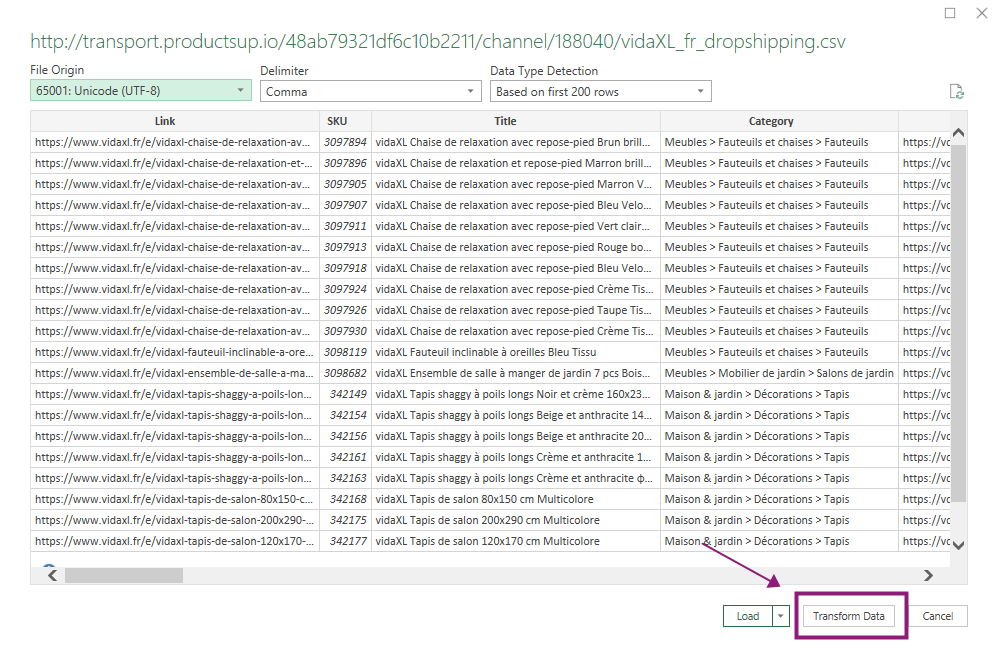
**③**

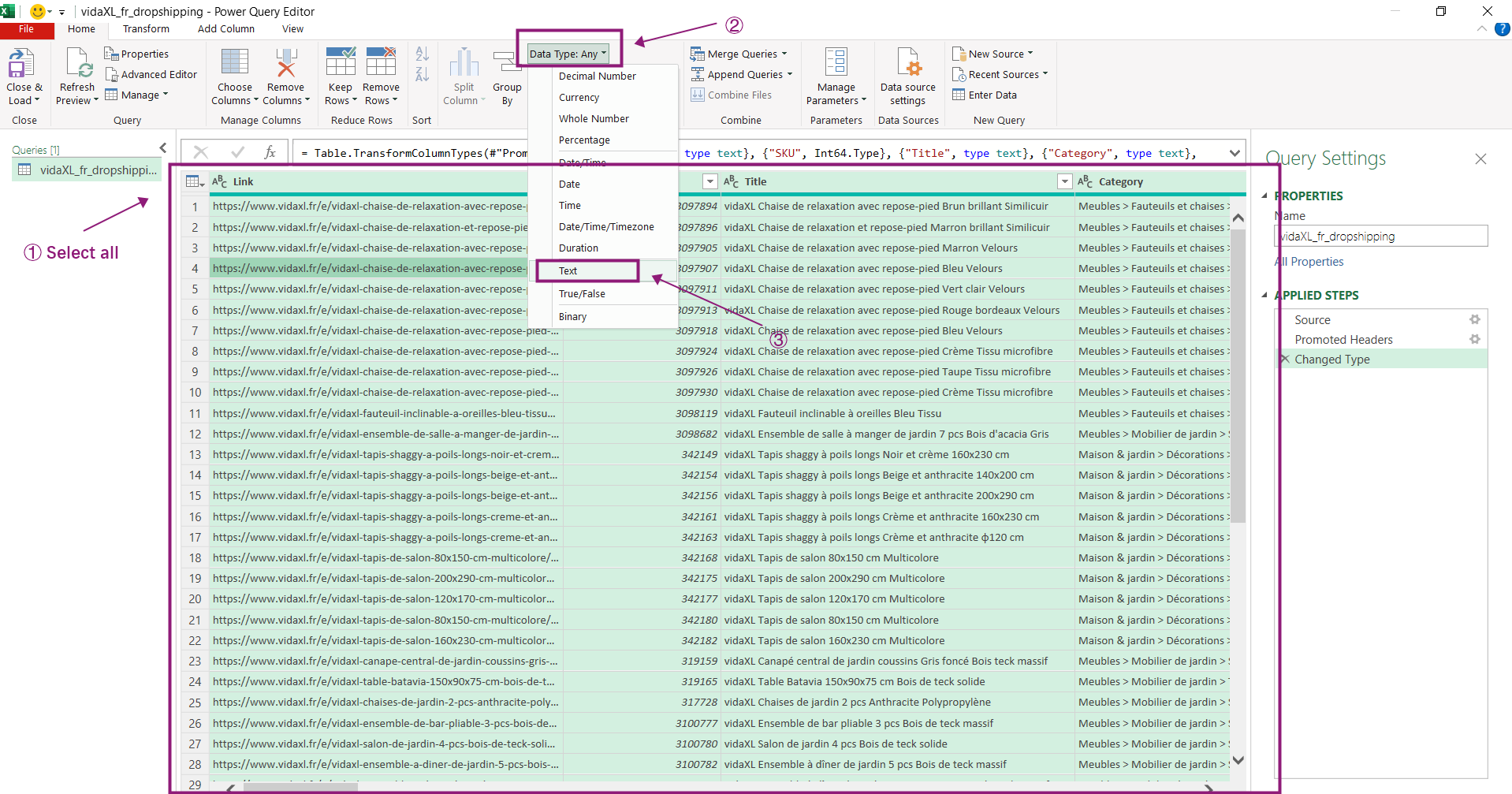
**②**

**①**

1. Once you have performed the needed action, a window will appear before you. Paste the file link that was sent to you in the field “File name” then click on “Open”.
2. You almost there! Once you have clicked on the “Open” option, a series of windows will appear before you. To Successfully view the feed, kindly follow the images below:
3. After opening the preview interface, click ‘Transform Data’

Select all tables -> Select Data Type as 'Text' -> Select ‘Replace current’ -> Confirm that the data is displayed correctly -> Click ‘Close and Load’ -> Open the feed successfully





Graphical user interface

Description automatically generated with medium confidence

