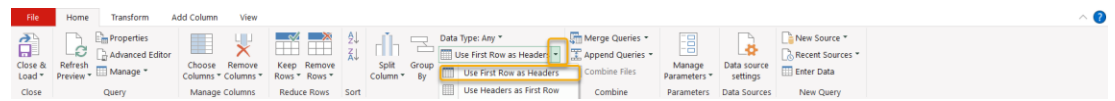


2. Apply Power Query Steps

a. Promote Headers

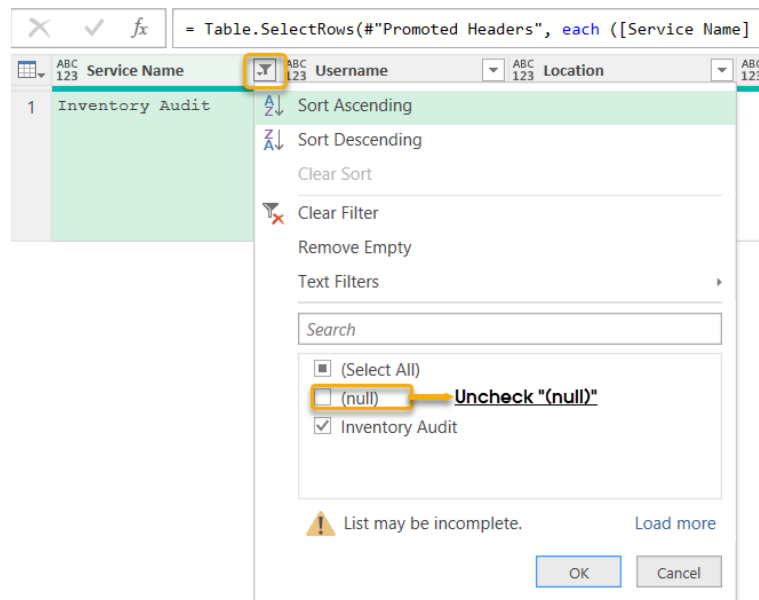
i. Home > Use First Row as Headers



b. Filter blank Rows

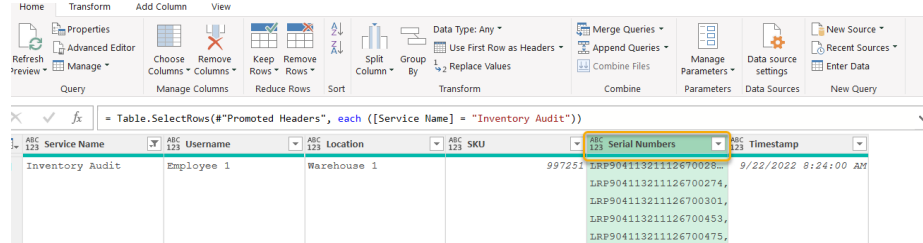
i. Use a drop down on your first column – I used Service Name

ii. Uncheck "null"

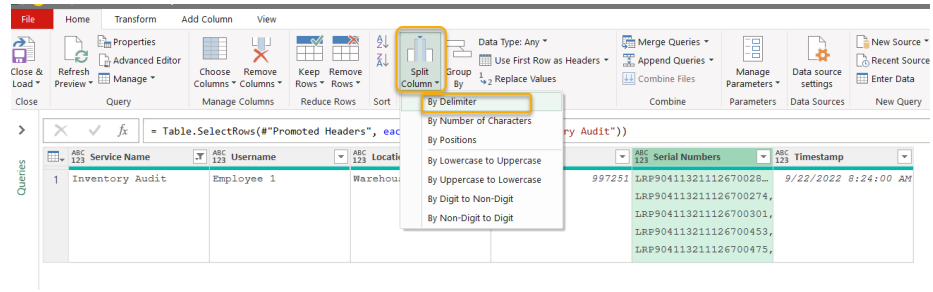


c. Split Column by Delimiter

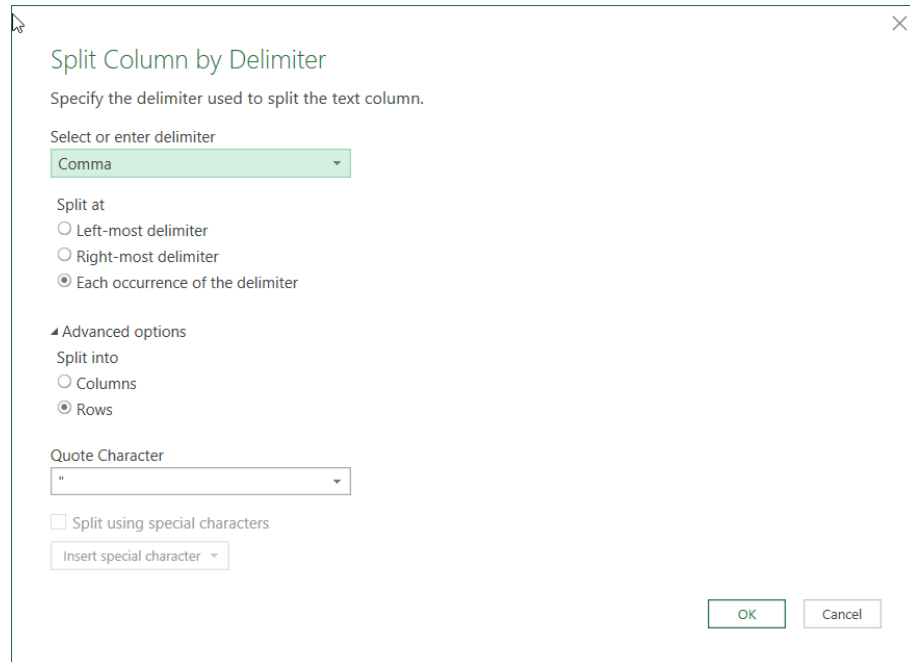
i. Select the entire column "Serial Number" (or the column that contains your comma separated values) by clicking on it's header.



ii. Home > Split Column by Delimiter



- iii. On the drop down for Select or enter delimiter
 1. Choose Comma
- iv. Choose Split at = Each Occurrence of the delimiter
- v. Click Advanced Options
- vi. Choose Split Into = Rows



- d. Trim Text
 - i. Select Entire Column of the split column (Serial Numbers)

Service Name	Username	Location	SKU	Serial Numbers	Timestamp
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700283	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700274	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700301	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700453	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700475	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700583	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700568	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700454	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700307	9/22/2022 8:24:00 AM

ii. Right click > Transform > Trim

Service Name	Username	Location	SKU	Serial Numbers	Timestamp
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700580	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700566	9/22/2022 8:24:00 AM
Inventory Audit	Employee 1	Warehouse 1	997251	LRP904113211126700295	9/22/2022 8:24:00 AM

e. Close and Load

i. File > Close and Load

