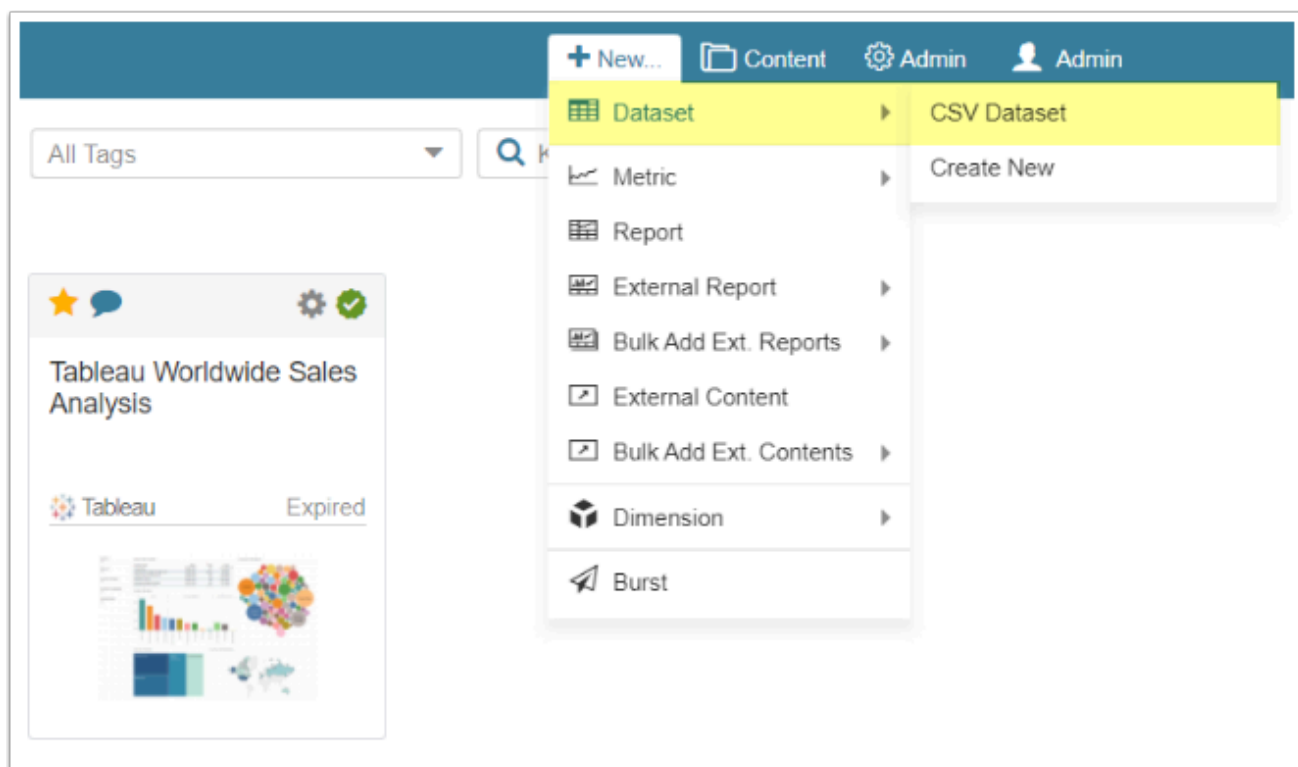


Create a Dataset from CSV File

This article describes how to create a Dataset from a CSV file uploaded from the PC.

1. Open the Dataset Editor

Access **+New > Dataset > CSV Dataset**



2. Define the Settings

Open the *Info* tab

Home Datasets / New Dataset (12) Search + New... Content Admin Kate@metr...

Data Collection is disabled

Info Data Advanced Views & Elements Access History Simple Editor Save Enable & View Build Report

☐ Include Dataset in next [scheduled migration](#)

1 Measured Daily

2 Collecting is ☐ enabled ☒ disabled

3 Visible ☒ in Search

4 Name CSV Dataset

Description CSV Dataset

5 Category Demo Category (Kate) + ⚙

Certified ☐ Yes ☒ No

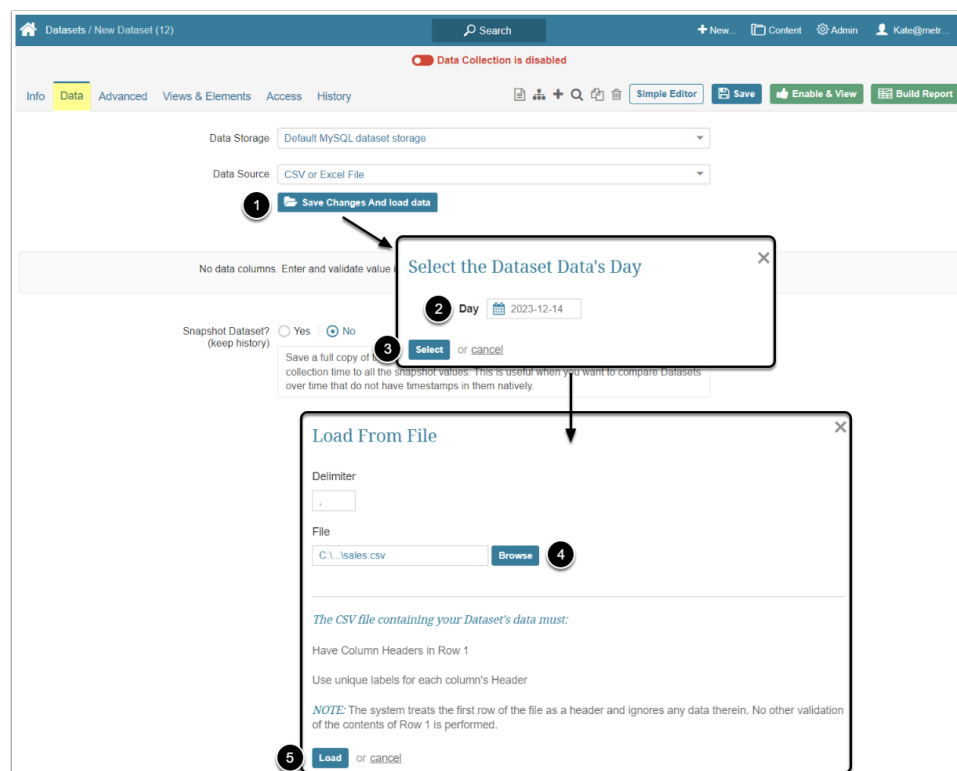
Tags

Start typing to find or create Tags, then press the Enter key to save.

1. **Measured:** Select the measurement interval that applies to the level of aggregation that you want in your result set
2. **Collecting is:** New Datasets are always disabled by default to make sure that you can take time to configure them properly before enabling. This setting is duplicated at the top of the screen
3. **Visible:** Define whether the Dataset is visible in Search or not
4. **Name:** Give the Dataset a descriptive name
5. **Category:** Choose the Category where the Dataset is placed from the drop-down menu

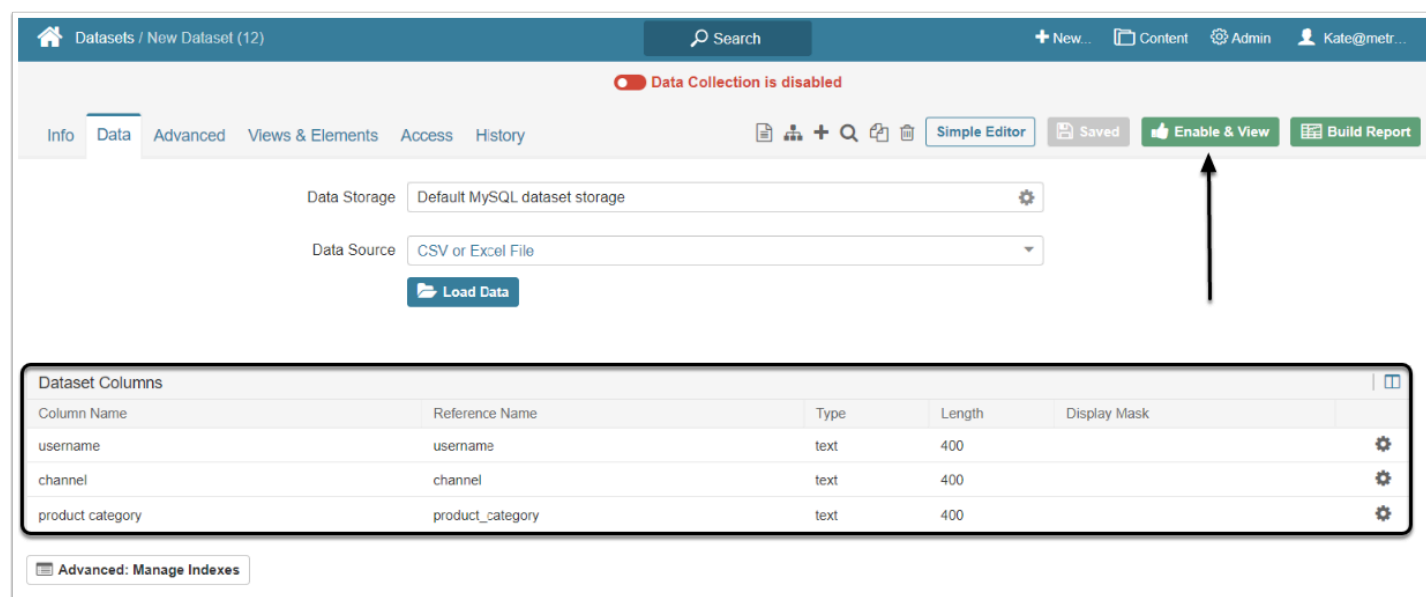
3. Add the CSV File

Open the *Data* tab



1. **[Save Changes And load data]** to open the **Select the Dataset Data's Day** pop-up screen
2. **Day:** Select the day for which the data will be collected from the calendar
3. **[Select]** to open the **Load From File** window
4. **[Browse]** and find the CSV file on the PC
5. **[Load]**

4. Check the Loaded Table and Enable the Dataset



Uploaded data table is shown in the **Dataset Columns** table.

[Enable & View] to open the [Dataset Viewer](#).