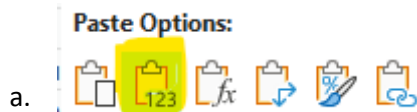
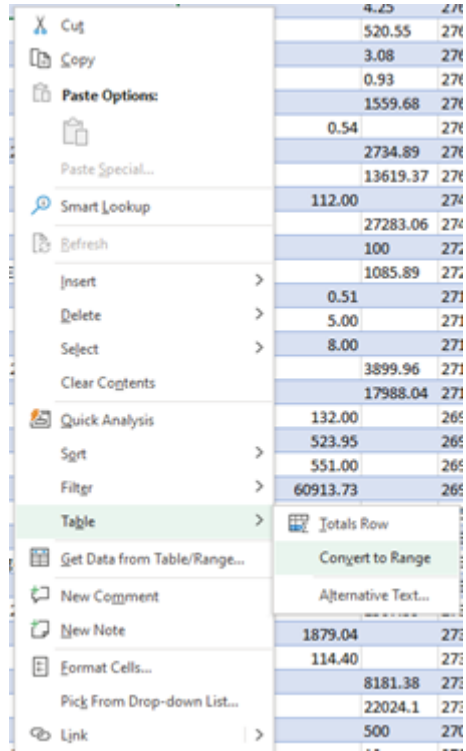


1. Download and open file in Excel
2. Select Column A
3. Select "Text to Columns" on the Data tab of the ribbon
4. Select "Delimited" radio button
5. Select "Next"
6. Select "Comma" checkbox
7. Deselect other checkboxes
8. Select "Next"
9. Select the date column
10. Select "Date" radio button
11. Select desired format
12. Select "Finish"
13. Click Okay on the "data is already here" message
14. Select Columns C, D , and E
  - a. Right Click->Format->Text
15. Select Column C
  - a. Do a Find and Replace (Ctrl-F):
    - Find: , (comma)
    - Replace: (space)
      - Replace all
      - Close
16. Select all cells starting at A2 to EXX (end of data) and Copy
17. Go to the Template, select A2 then Paste
18. Save File As... a new Excel file
19. Select all cells starting A2 to EXX (end of data), Copy
20. Right Click and select Paste Values (this gets rid of the formulas)



21. Select Column E and Move to last column
  - a. Highlight the column, hover over the edge of selection so that cursor turns into a cross, hold Shift and drag to end
    - i. NOTE: if this column is not required for the upload, just Delete it completely instead
22. Select Column D and Delete it

23. Right Click anywhere in the data and Select Table->Convert to Range



a.

24. Select top rows (any header rows) and Delete

25. Select Column H and Delete it

26. Save As->.csv and the file is ready to upload