

OFFICIAL

- Only applications that are still active should be visible. Select the first set of formula free data from columns A to H and copy it. Do this by pressing **CTRL+C** or right clicking on the selected cells and pressing **Copy**.

App ID / Ref #	Date received	Application Type	Applicant Type	Details of request	Applicant name	Applicant contact details	Applicant postal address	Due Date
Test 58	21/09/2022	Non-personal	Member of Parliament					Friday, 21 Oct
Test 70	13/09/2022	Non-personal	Lawyer / Agent					Thursday, 13 Oct
Test 71	13/10/2022	Non-personal	Member of Parliament					Monday, 14 Nov
Test 79	17/10/2022	Non-personal	Public					Wednesday, 19 Oct
Test 83	17/10/2022	Non-personal	Public					Wednesday, 19 Oct
Test 86	9/11/2022	Non-personal	Member of Parliament					Friday, 9 Dec
Test 87	20/10/2022	Personal	Public					Monday, 21 Nov
Test 89	25/10/2022	Personal	Public					Thursday, 24 Nov
Test 91	27/10/2022	Personal	Public					Monday, 28 Nov
Test 92	29/10/2022	Personal	Lawyer / Agent					Monday, 28 Nov
Test 94	4/11/2022	Personal	Lawyer / Agent					Monday, 5 Dec
Test 96	3/11/2022	Non-personal	Member of Parliament					Monday, 5 Dec
Test 100	14/11/2022	Non-personal	Public					Wednesday, 16 Nov
Test 102	15/11/2022	Non-personal	Lawyer / Agent					Thursday, 15 Nov
Test 103	21/11/2022	Personal	Lawyer / Agent					Wednesday, 16 Nov
Test 104	18/11/2022	Non-personal	Public					Monday, 19 Nov
Test 105	21/11/2022	Non-personal	Lawyer / Agent					Wednesday, 16 Nov
Test 106	23/11/2022	Non-personal	Member of Parliament					Friday, 23 Dec
Test 107	24/11/2022	Non-personal	Lawyer / Agent					Monday, 26 Dec
Test 108	28/11/2022	Non-personal	Lawyer / Agent					Wednesday, 16 Nov
Test 109	29/11/2022	Non-personal	Lawyer / Agent					Thursday, 29 Nov

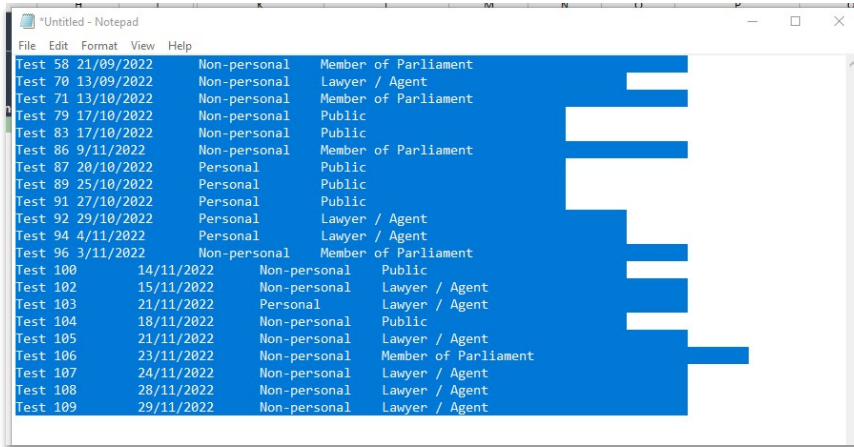
- Due to significant updates to this year's spreadsheet, we need to "clean" the data of all formatting. The best way to do this is by pasting it into Notepad:
 - Open the **Notepad** application (it can be found under **Windows Accessories in the Start menu**)
 - Paste the data by pressing **CTRL+V** or right clicking in Notepad and selecting **Paste**.

** Don't be concerned about the format the data is displayed. The columns may seem out of sync (as they are in the example below) but this will be corrected once pasted into the new spreadsheet.

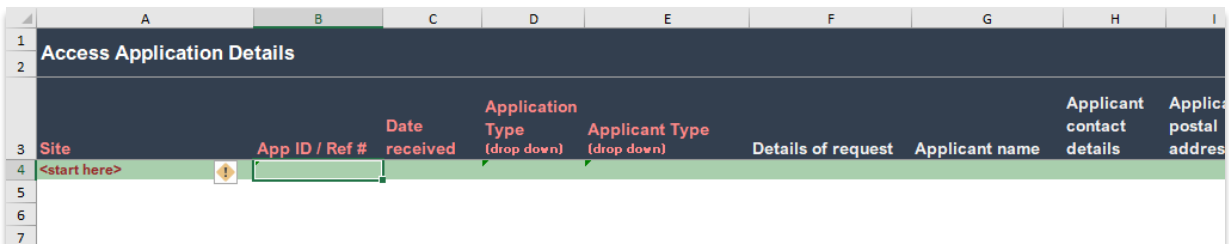
```
File Edit Format View Help
Test 58 21/09/2022 Non-personal Member of Parliament
Test 70 13/09/2022 Non-personal Lawyer / Agent
Test 71 13/10/2022 Non-personal Member of Parliament
Test 79 17/10/2022 Non-personal Public
Test 83 17/10/2022 Non-personal Public
Test 86 9/11/2022 Non-personal Member of Parliament
Test 87 20/10/2022 Personal Public
Test 89 25/10/2022 Personal Public
Test 91 27/10/2022 Personal Public
Test 92 29/10/2022 Personal Lawyer / Agent
Test 94 4/11/2022 Personal Lawyer / Agent
Test 96 3/11/2022 Non-personal Member of Parliament
Test 100 14/11/2022 Non-personal Public
Test 102 15/11/2022 Non-personal Lawyer / Agent
Test 103 21/11/2022 Personal Lawyer / Agent
Test 104 18/11/2022 Non-personal Public
Test 105 21/11/2022 Non-personal Lawyer / Agent
Test 106 23/11/2022 Non-personal Member of Parliament
Test 107 24/11/2022 Non-personal Lawyer / Agent
Test 108 28/11/2022 Non-personal Lawyer / Agent
Test 109 29/11/2022 Non-personal Lawyer / Agent
```

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- Now highlight the text in Notepad and copy it (either by pressing **CTRL+C** or right clicking the text and pressing **Copy**)



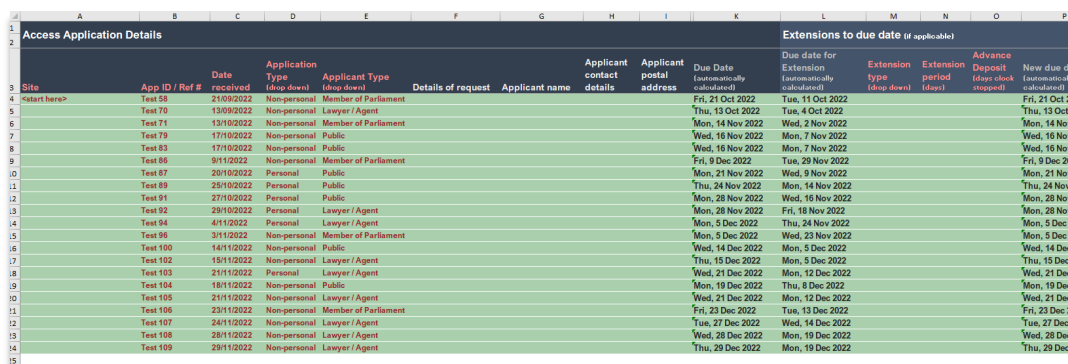
- Now open the 2023-24 Spreadsheet.
- Select the first cell under **App ID / Ref #** and paste the data (either **CTRL+V** or right clicking the cell and pressing **Paste**).



Your data should appear in the new spreadsheet as shown in the image below.

You will need to repeat steps 3 to 6 for any Extension Data you have recorded for active applications.

You can also manually add Site information to each application if your office chooses to use this function (details about adding Site data to your spreadsheet can be found in the Instructions tab).



If you have any questions or issues transferring your active application data across to the new year's spreadsheet, please contact us on staterrecords@sa.gov.au or 7322 7081.