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Transferring active application data to a new spreadsheet

- 1. Open your 2022-23 Spreadsheet.
- 2. First, we need to ensure the tables Filter Button is active.

To activate it:

- Select a cell in the table
- Select Table Design and ensure the Filter Button option is selected



3. Next select the drop down arrow for **Determination/Closed date** OR **Outcome** and unselect all options except (**Blanks**).

lew d	lue date De atically calculated) V	etermination/ losed date 🔽	Outcome (drop down) ▼	Tim res (aut
/londa riday	A Sort Oldest to Newest		Refused Refused Withdrawn/closed	16-3 16-3
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'hurse Friday	Sheet <u>V</u> iew	> nation/ Cl"	Transferred in full Refused	0-15 16-3
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[∶] riday ∕londa	■ (Select All) 		Partial release Transferred in full	0-15 0-15
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hursa	ay, 16 August 2022	20/01/2022	Defused	0-15

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 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.

1 2	A Access	B Application	C Details	D	E	F	G	н	
3	App ID / Ref #	Date • received •	Application Type I (drop down) *	Applicant Type (drop down)	Details of request	Applicant ▼ name	Applicant contact details	Applicant postal	Due Date
61	Test 58	21/09/2022	Non-personal	Member of Parliament				1	Friday, 21 O
73	Test 70	13/09/2022	Non-personal	Lawyer / Agent					Thursday, 13
74	Test 71	13/10/2022	Non-personal	Member of Parliament					Monday, 14
82	Test 79	17/10/2022	Non-personal	Public					Wednesday,
86	Test 83	17/10/2022	Non-personal	Public					Wednesday,
89	Test 86	9/11/2022	Non-personal	Member of Parliament					Friday, 9 De
90	Test 87	20/10/2022	Personal	Public					Monday, 21
92	Test 89	25/10/2022	Personal	Public					Thursday, 24
94	Test 91	27/10/2022	Personal	Public					Monday, 28
95	Test 92	29/10/2022	Personal	Lawyer / Agent					Monday, 28
97	Test 94	4/11/2022	Personal	Lawyer / Agent					Monday, 5 D
99	Test 96	3/11/2022	Non-personal	Member of Parliament					Monday, 5 D
103	Test 100	14/11/2022	Non-personal	Public					Wednesday.
105	Test 102	15/11/2022	Non-personal	Lawyer / Agent					Thursday, 1
105	Test 103	21/11/2022	Personal	Lawyer / Agent					Wednesday.
107	Test 104	18/11/2022	Non-personal	Public					Monday, 19
108	Test 105	21/11/2022	Non-personal	Lawyer / Agent					Wednesday.
109	Test 106	23/11/2022	Non-personal	Member of Parliament					Friday, 23 D
110	Test 107	24/11/2022	Non-personal	Lawyer / Agent					Monday, 26
111	Test 108	28/11/2022	Non-personal	Lawyer / Agent					Wednesday.
112	Test 109	29/11/2022	Non-personal	Lawyer / Agent					Thursday, 29
113									<u></u>

- 5. 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.

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I	File	Edit	Format	View	Help								
ł	Test	58	21/09/	2022	Non-pe	rsonal	Member	of Parli	ament				\sim
	Test	70	13/09/	2022	Non-pe	rsonal	Lawyer	/ Agent					
	Test	71	13/10/	2022	Non-pe	rsonal	Member	of Parli	ament				
	Test	79	17/10/	2022	Non-pe	rsonal	Public						
	Test	83	17/10/	2022	Non-pe	rsonal	Public						
	Test	86	9/11/2	022	Non-pe	rsonal	Member	of Parli	ament				
	Test	87	20/10/	2022	Person	al	Public						
Ē	Test	89	25/10/	2022	Person	al	Public						
ł	Test	91	27/10/	2022	Person	al	Public						
ŀ	Test	92	29/10/	2022	Person	al	Lawyer	/ Agent					
4	Test	94	4/11/2	022	Person	al	Lawyer	/ Agent					
4	lest	96	3/11/2	022	Non-pe	rsonal	Member	of Parli	ament				
e	lest	100		14/	11/2022	Non-per	sonal	Public					
	lest	102		15/	11/2022	Non-per	sonal	Lawyer	/ Agent				
2.	Test	103		21/	11/2022	Persona	1	Lawyer	/ Agent				
3	Test	104		18/	11/2022	Non-per	sonal	Public					
3	Test	105		21/	11/2022	Non-per	sonal	Lawyer	/ Agent				
D	Test	100		25/	11/2022	Non-per	sonal	Member	of Parliamen	τ			
D	Test	107		24/	11/2022	Non-per	sonal	Lawyer	/ Agent				
1	Test	100		20/	11/2022	Non-per	sonal	Lawyer	/ Agent				
l	rest	109		297	11/2022	Non-per	SOUAT	Lawyer	/ Agent				
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6. Now highlight the text in Notepad and copy it (either by pressing **CTRL+C** or right clicking the text and pressing **Copy**)

	K		IVI N	0	P	0
*Untitled - Notepad					-	×
File Edit Format View Help						
Test 58 21/09/2022	Non-personal Memi	er of Parliament				~
Test 70 13/09/2022	Non-personal Law	ver / Agent				
Test 71 13/10/2022	Non-personal Memi	per of Parliament				
Test 79 17/10/2022	Non-personal Pub					
Test 83 17/10/2022	Non-personal Pub					
Test 86 9/11/2022	Non-personal Memi	oer of Parliament				
Test 87 20/10/2022	Personal Pub					
Test 89 25/10/2022	Personal Pub					
Test 91 27/10/2022	Personal Pub					
Test 92 29/10/2022	Personal Law	/er / Agent				
Test 94 4/11/2022	Personal Law	/er / Agent				
Test 96 3/11/2022	Non-personal Memi	oer of Parliament				
Test 100 14/11/20	Non-personal	l Public				
Test 102 15/11/20	Non-personal	Lawyer / Age				
Test 103 21/11/20	022 Personal	Lawyer / Age				
Test 104 18/11/20	022 Non-personal	l Public				
Test 105 21/11/20	022 Non-personal	L Lawyer / Age				
Test 106 23/11/20	Non-personal	l Member of Pa	rliament			
Test 107 24/11/20	Non-personal	L Lawyer / Age				
Test 108 28/11/20	Non-personal	L Lawyer / Age				
Test 109 29/11/20	Non-personal	Lawyer / Age	nt			
						_

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

	Α	В	С	D	E	F	G	н	1
1	Access Application De	taile							
2	Access Application De	ans							
			Date	Application Type	Applicant Type			Applicant contact	Applica postal
3	Site	App ID / Ref #	received	(drop down)	(drop down)	Details of request	Applicant name	details	addres
4	<start here=""></start>	·		•	*				
5			-						
6									
7									

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).

A	В	C	D	E		G	н		ĸ	L	M	N	0	Р	
Access Applicati	ess Application Details									Extensions to due date (if applicable)					
			Application Type	Applicant Type			Applicant contact	Applicant postal	Due Date (automatically	Due date for Extension (automatically	Extension type	Extension period	Advance Deposit (days clock	New due da (automatical)	
Site	App ID / Ref #	received	(drop down)	(drop down)	Details of request	Applicant name	details	address	oaloulated)	calculated)	(drop down)	(days)	stopped)	calculated)	
<start here=""></start>	Test 58	21/09/2022	Non-personal	Member of Parliament					Fri, 21 Oct 2022	Tue, 11 Oct 2022				Fri, 21 Oct 2	
	Test 70	13/09/2022	Non-personal	Lawyer / Agent					Thu, 13 Oct 2022	Tue, 4 Oct 2022				Thu, 13 Oct	
	Test 71	13/10/2022	Non-personal	Member of Parliament					Mon, 14 Nov 2022	Wed, 2 Nov 2022				Mon, 14 Nov	
	Test 79	17/10/2022	Non-personal	Public					Wed, 16 Nov 2022	Mon, 7 Nov 2022				Wed, 16 Nov	
	Test 83	17/10/2022	Non-personal	Public					Wed, 16 Nov 2022	Mon, 7 Nov 2022				Wed, 16 Nov	
	Test 86	9/11/2022	Non-personal	Member of Parliament					Fri, 9 Dec 2022	Tue, 29 Nov 2022				Fri, 9 Dec 20	
	Test 87	20/10/2022	Personal	Public					Mon, 21 Nov 2022	Wed, 9 Nov 2022				Mon, 21 Nov	
	Test 89	25/10/2022	Personal	Public					Thu, 24 Nov 2022	Mon, 14 Nov 2022				Thu, 24 Nov	
	Test 91	27/10/2022	Personal	Public					Mon, 28 Nov 2022	Wed, 16 Nov 2022				Mon, 28 Nor	
	Test 92	29/10/2022	Personal	Lawyer / Agent					Mon, 28 Nov 2022	Fri, 18 Nov 2022				Mon, 28 Nor	
	Test 94	4/11/2022	Personal	Lawyer / Agent					Mon, 5 Dec 2022	Thu, 24 Nov 2022				Mon, 5 Dec	
	Test 96	3/11/2022	Non-personal	Member of Parliament					Mon, 5 Dec 2022	Wed, 23 Nov 2022				Mon, 5 Dec	
	Test 100	14/11/2022	Non-personal	Public					Wed, 14 Dec 2022	Mon, 5 Dec 2022				Wed, 14 Dec	
	Test 102	15/11/2022	Non-personal	Lawyer / Agent					Thu, 15 Dec 2022	Mon, 5 Dec 2022				Thu, 15 Dec	
	Test 103	21/11/2022	Personal	Lawyer / Agent					Wed, 21 Dec 2022	Mon, 12 Dec 2022				Wed, 21 Dec	
	Test 104	18/11/2022	Non-personal	Public					Mon, 19 Dec 2022	Thu, 8 Dec 2022				Mon, 19 Dec	
	Test 105	21/11/2022	Non-personal	Lawyer / Agent					Wed, 21 Dec 2022	Mon, 12 Dec 2022				Wed, 21 Dec	
	Test 106	23/11/2022	Non-personal	Member of Parliament					Fri, 23 Dec 2022	Tue, 13 Dec 2022				Fri, 23 Dec 2	
	Test 107	24/11/2022	Non-personal	Lawyer / Agent					Tue, 27 Dec 2022	Wed, 14 Dec 2022				Tue, 27 Dec	
	Test 108	28/11/2022	Non-personal	Lawyer / Agent					Wed, 28 Dec 2022	Mon, 19 Dec 2022				Wed, 28 Dec	
	Test 109	29/11/2022	Non-personal	Lawyer / Agent					Thu, 29 Dec 2022	Mon, 19 Dec 2022				Thu, 29 Dec	

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