



Instructions to create an up-loadable file for populating attendees to UOCP Training

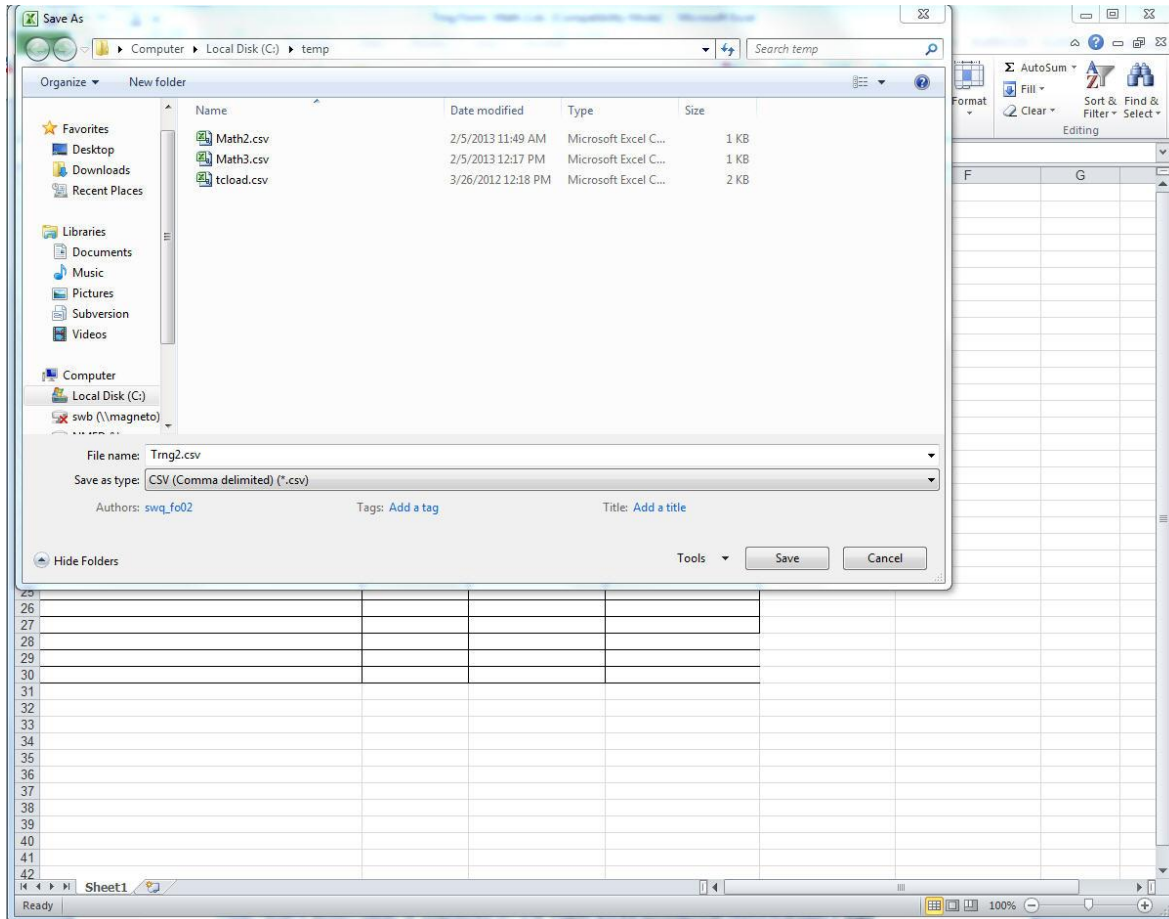
1. Create an Excel spreadsheet with the layout as shown below.
2. Make sure credit hours are correct for each attendee. Credit hours are no longer tracked by Water or Waste Water.

	A	B	C	D	E	F	G
1	Operator Name	Operator ID #	Credit Hours	Instructor			
2	Michael DeClercq	NM00167	2	1			
3	Michael DiPomazio	NM01986	1	0			
4	Thompson Becenti	NM08098	1	0			
5	Sheldon Alison	NM08532	1	0			
6	Delford Yazzie	NM00830	1	0			
7	Richard Paredes	NM01182	1	0			
8	Valerian K Legah	NM07363	1	0			
9	Jason Oyebi		1	0			
10	David Otteman		1	0			
11	Craig Macias	NM05821	1	0			
12	Bryant Tso		1	0			
13	Alvin Sandoval	NM10790	1	0			
14	Issac Frazier	NM00306	1	0			
15	Hiram Othel	NM11020	1	0			
16	Fenton Zunie	NM08356	1	0			
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6. Indicate the instructor of the course with a 1 in the Instructor column. All other attendees should have a 0 in the instructor column.



7. Save the file as a CSV (Comma delimited) (*.csv) file type with whatever name you like in a directory you will remember and can find later when you want to load it.



You are now ready to upload an attendee CSV attendee file!