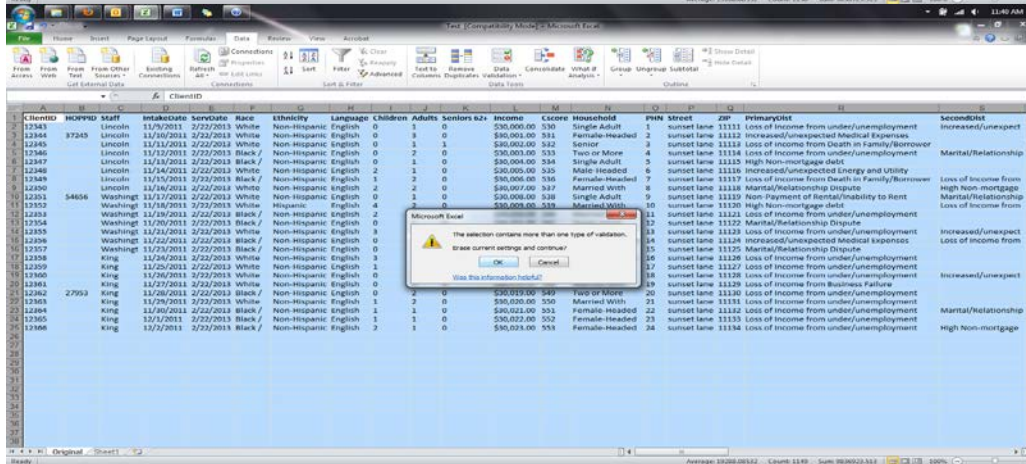
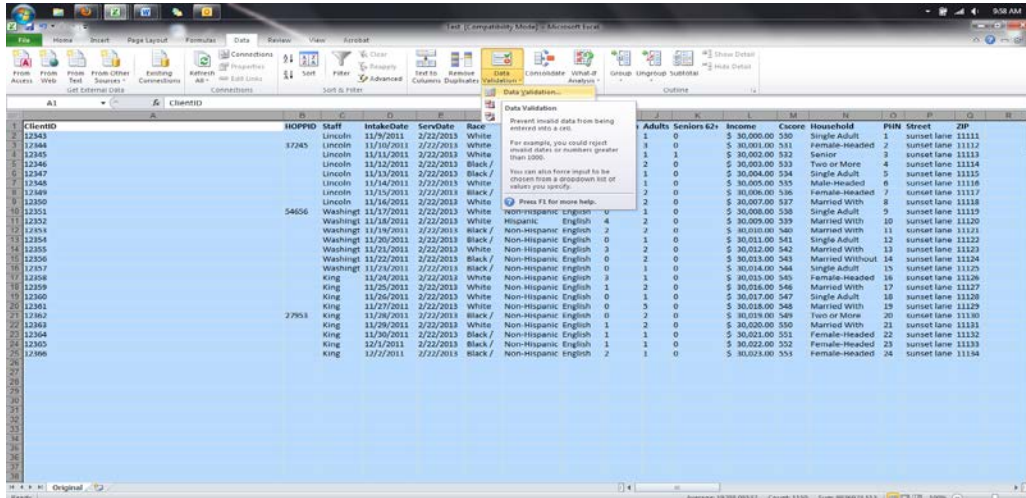


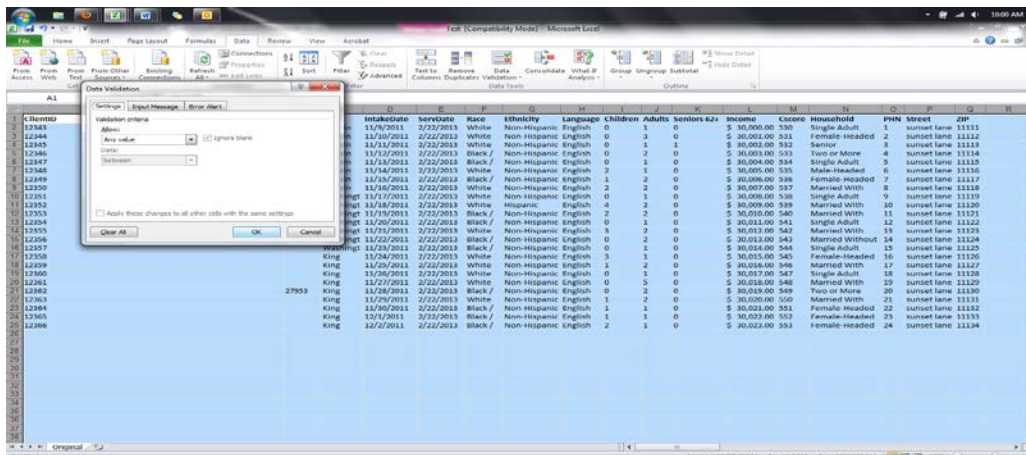
# HOPP February 2015 Data Reporting Update for Microsoft 2003-2007 Users

## How to transfer your data into the revised spreadsheet without losing the dropdowns.

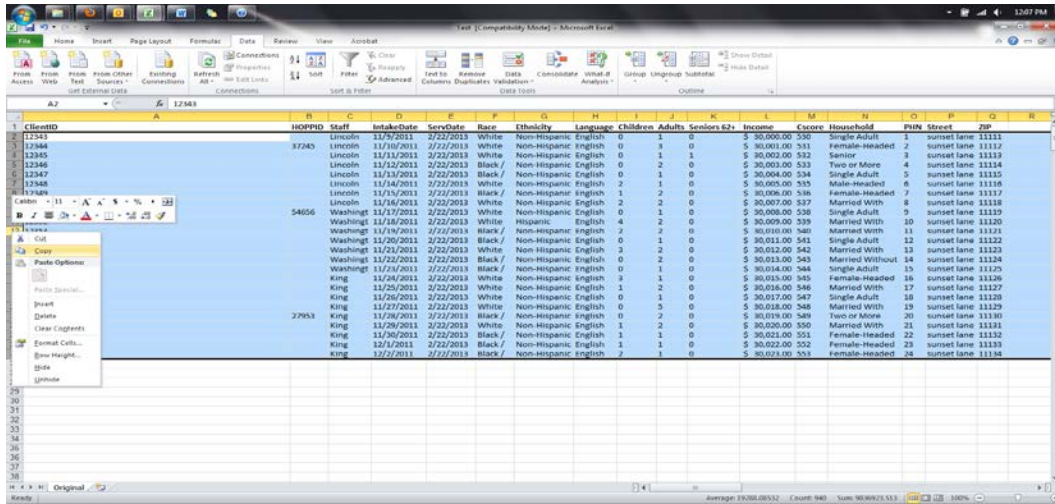
1. In your current spreadsheet, ensure ALL data are in the appropriate columns. (This is CRITICAL!)
2. Highlight your entire spreadsheet. Under the tab "Data" click on Data Validation. The below message will appear – click OK to erase current settings.



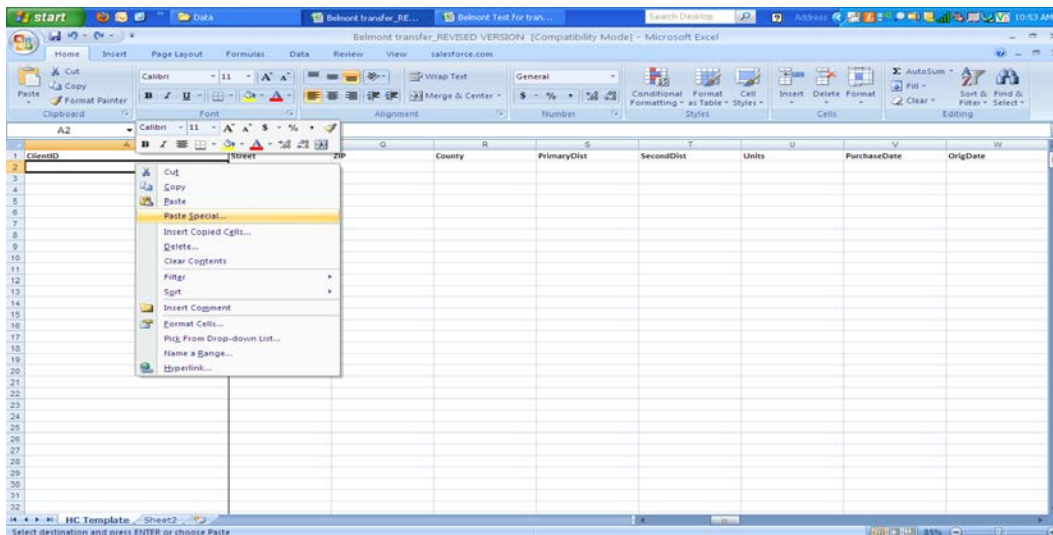
In the subsequent box, click OK.



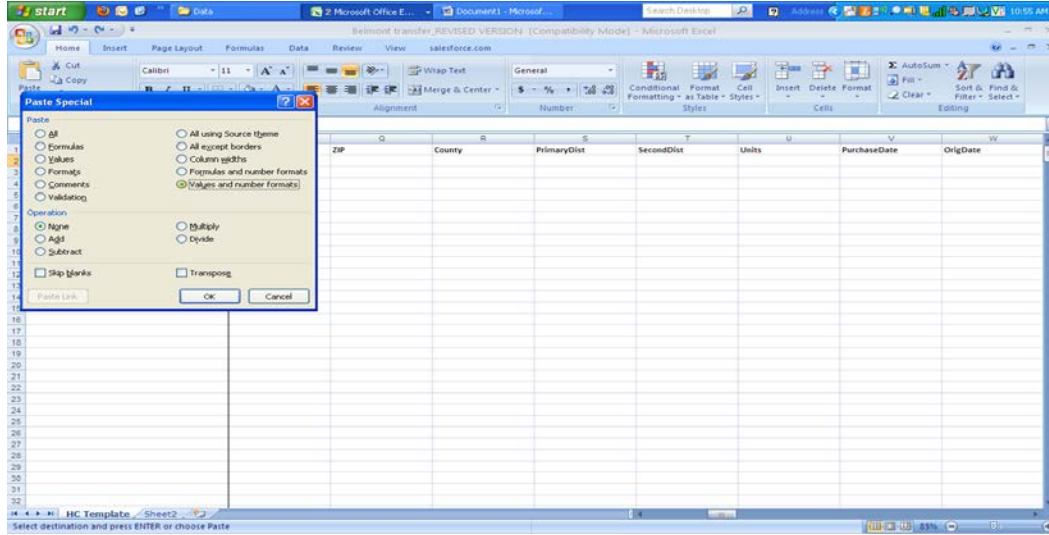
- 3. Open the revised spreadsheet template.
- 4. Highlight the rows of data to be transferred onto the new template. Right click and select "Copy"- Do NOT include the header row (see below).



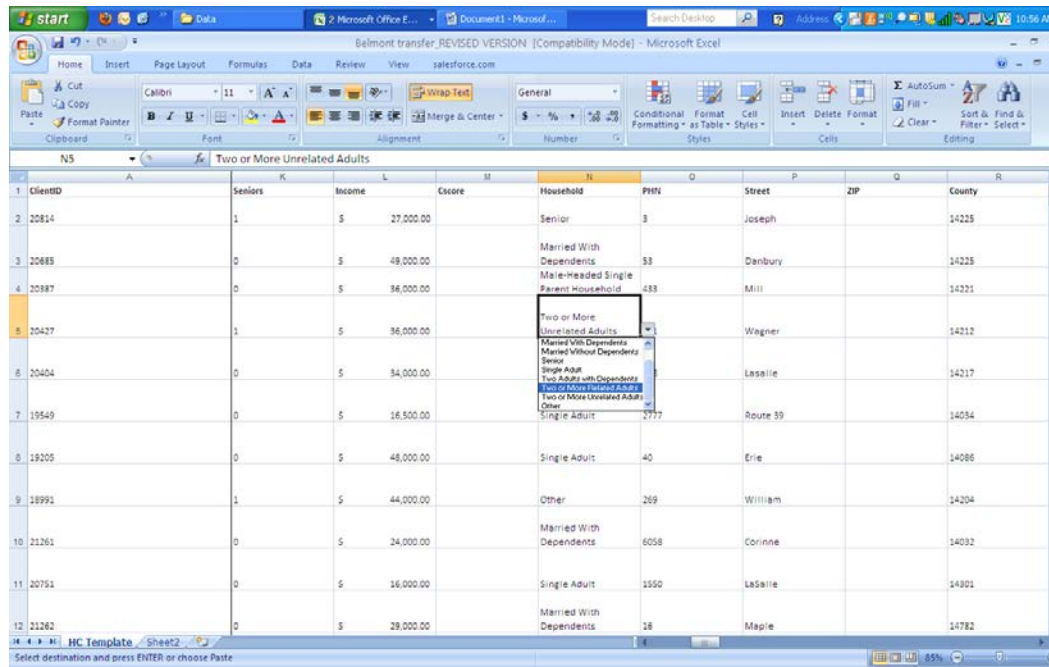
- 5. In the new spreadsheet, right click on cell A2 (under ClientID) and select Paste Special.



6. In the Paste Special selections, select “Values and Number Format” and click OK.



7. And voila! Your data is pasted into the new spreadsheet – with the revised dropdown options.



**\*\*If you notice the transferred "dates" (ex. PurchaseDate) do not look accurate (like below):**

ClientID	SecondDist	Units	PurchaseDate	OrigDate	OrigDate2	OrigAmount	OrigAmount2	OrigTerm
12345		1 Unit	38365	01/2005		317,000		
12346		2 Unit						
12347	Mortgage Payment Increase	3 Unit	37302	Feb-02		65,000		30
12348		1 Unit	39381	Oct-07		410,000		30
12349	Loss of Income from Death in Family/Borrower	1 Unit						
12350	Loan Unaffordable from Origination	1 Unit	36965	Mar-01		125,000		30

**Don't fret! Highlight the column, right click and select "Format Cells"**

ClientID	SecondDist	Units	PurchaseDate	OrigDate	OrigDate2	OrigAmount	OrigAmount2	OrigTerm
12345		1 Unit	38365	01/2005		317,000		
12346		2 Unit						
12347	Mortgage Payment Increase	3 Unit	37302			65,000		30
12348		1 Unit	39381			410,000		30
12349	Loss of Income from Death in Family/Borrower	1 Unit						
12350	Loan Unaffordable from Origination	1 Unit	36965	Mar-01		125,000		30



Under "Category," select **Date** (the first option is automatically selected) and click OK.

The screenshot shows the 'Format Cells' dialog box in Microsoft Excel. The 'Category' dropdown is set to 'Date'. The 'Type' dropdown is set to '13/03/2001'. The background spreadsheet shows the following data:

ClientID	SecondDist	Units	PurchaseDate	OrigDate	OrigDate2	OrigAmount	OrigAmount2	OrigTerm
12345		1 Unit	36965	Mar-01		317,000		
12346		2 Unit						
12347	Mortgage Payment Increase	3 Unit	2/15/2002	2/15/2002		65,000		30
12348		1 Unit	10/26/2007	10/26/2007		410,000		30
12349	Loss of income from Death in Family/Borrower	1 Unit						
12350	Loan Unaffordable from Origination	1 Unit	3/15/2001	3/15/2001		125,000		30

Your data reformatted itself to show the correct dates!

The screenshot shows the same spreadsheet as above, but the 'PurchaseDate' column now displays dates in MM/DD/YYYY format:

ClientID	SecondDist	Units	PurchaseDate	OrigDate	OrigDate2	OrigAmount	OrigAmount2	OrigTerm
12345		1 Unit	1/13/2005	1/13/2005		317,000		
12346		2 Unit						
12347	Mortgage Payment Increase	3 Unit	2/15/2002	2/15/2002		65,000		30
12348		1 Unit	10/26/2007	10/26/2007		410,000		30
12349	Loss of income from Death in Family/Borrower	1 Unit						
12350	Loan Unaffordable from Origination	1 Unit	3/15/2001	3/15/2001		125,000		30