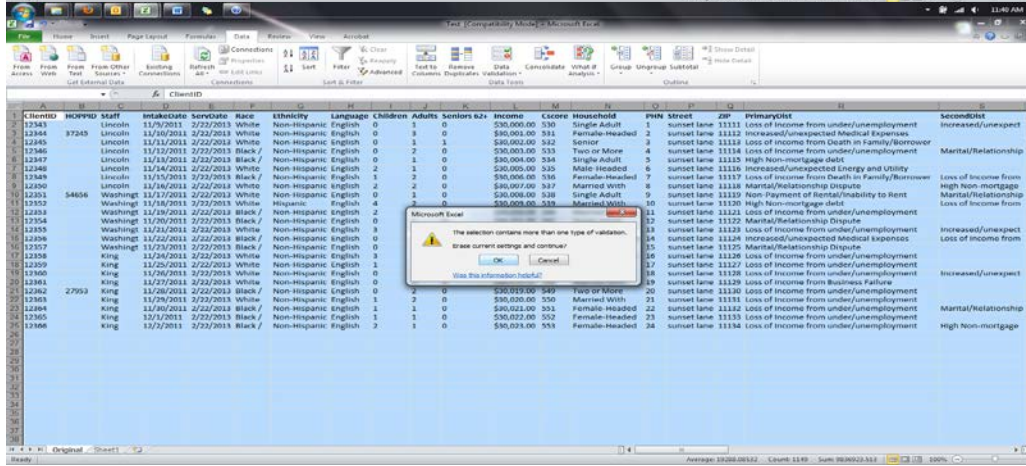
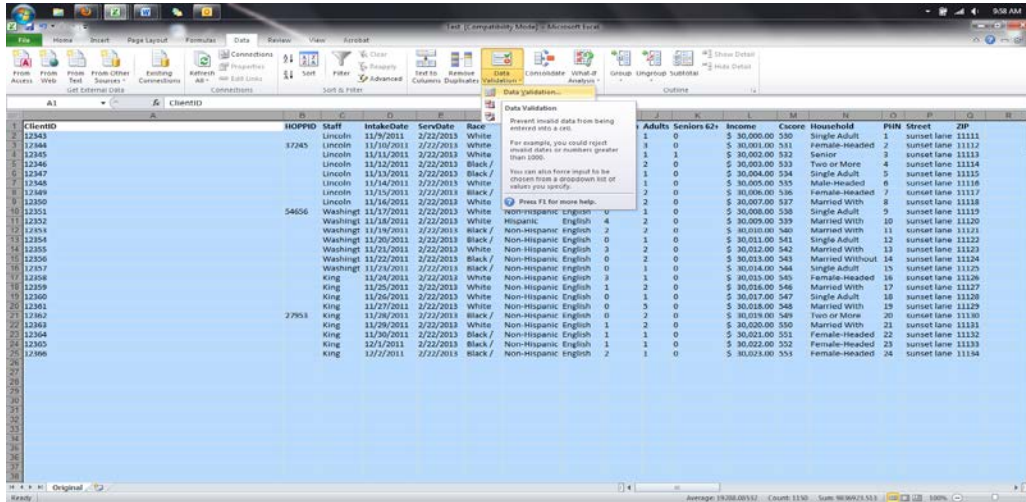


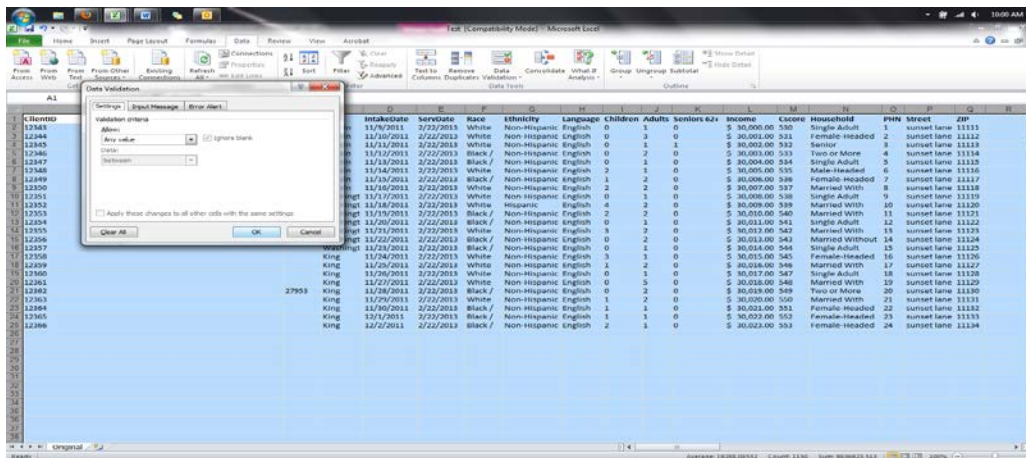
# HOPP February 2015 Data Reporting Update for Microsoft 2010 Users

## 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.

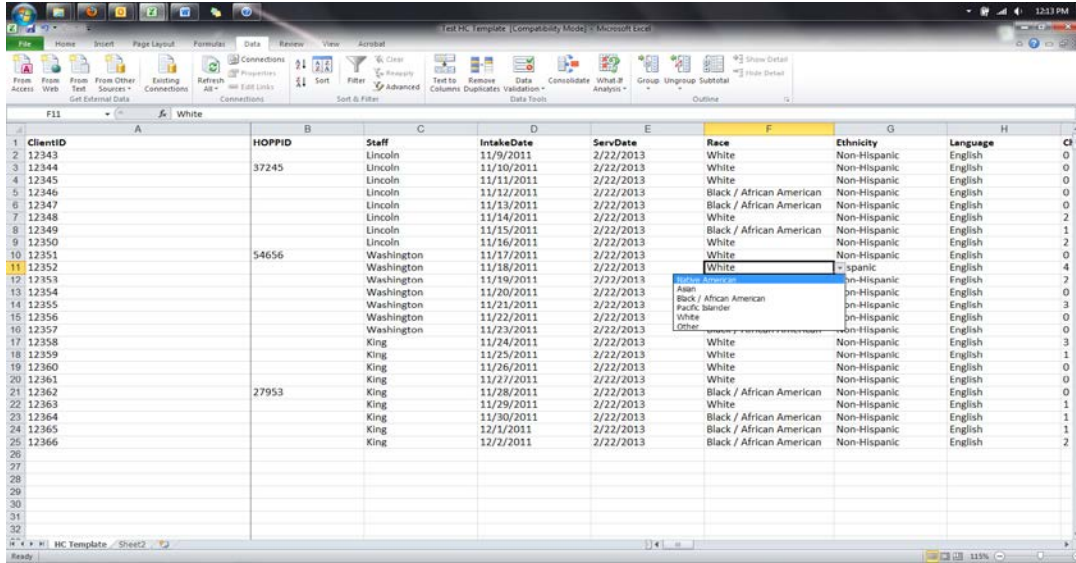


In the subsequent box, click OK.

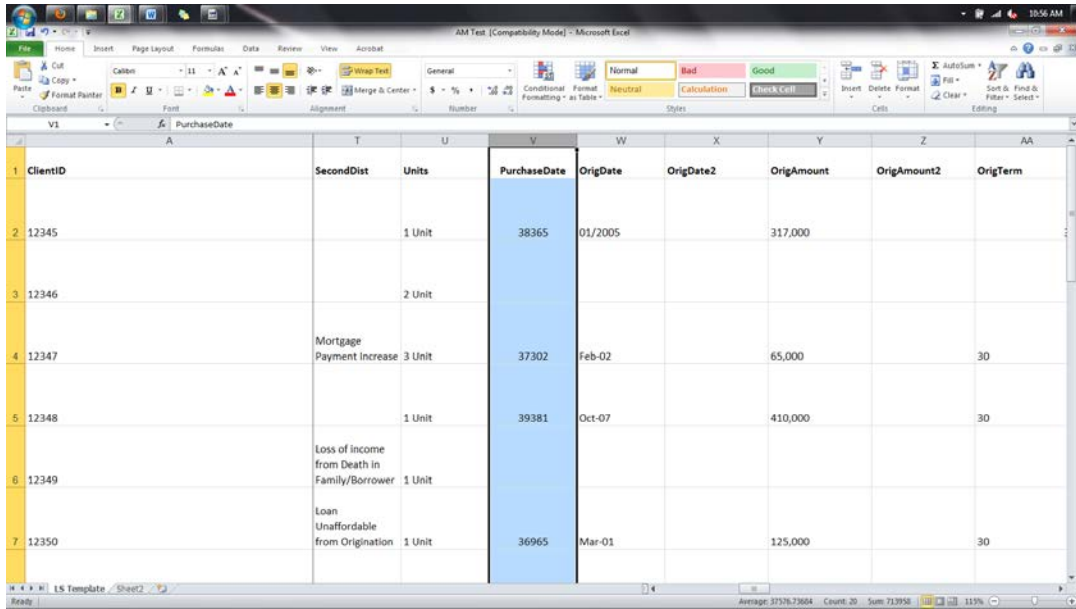




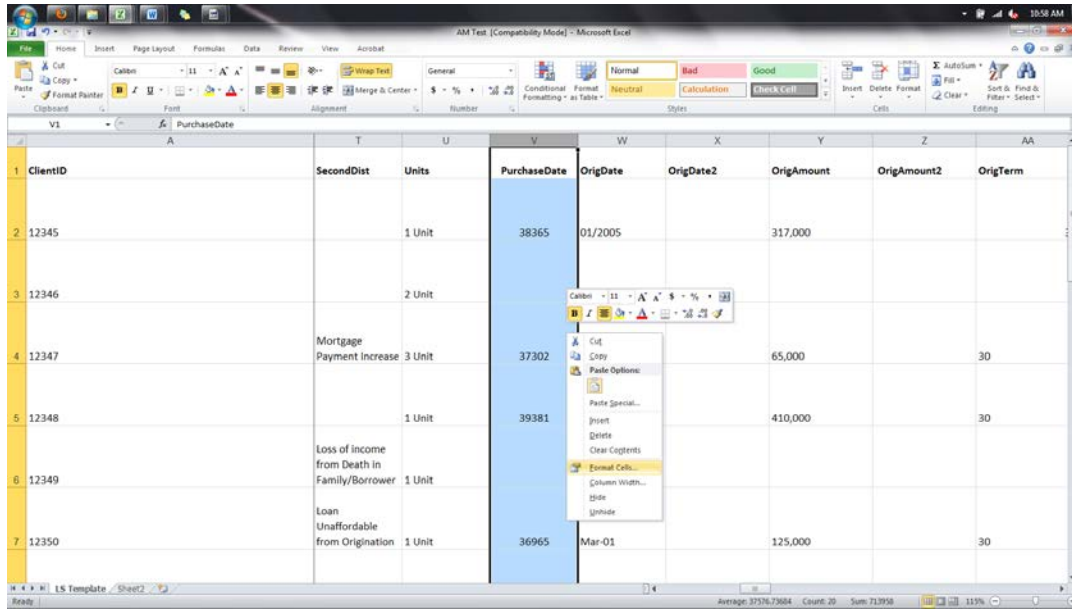
6. And voila! Your data is pasted into the new spreadsheet – with the revised dropdown options.



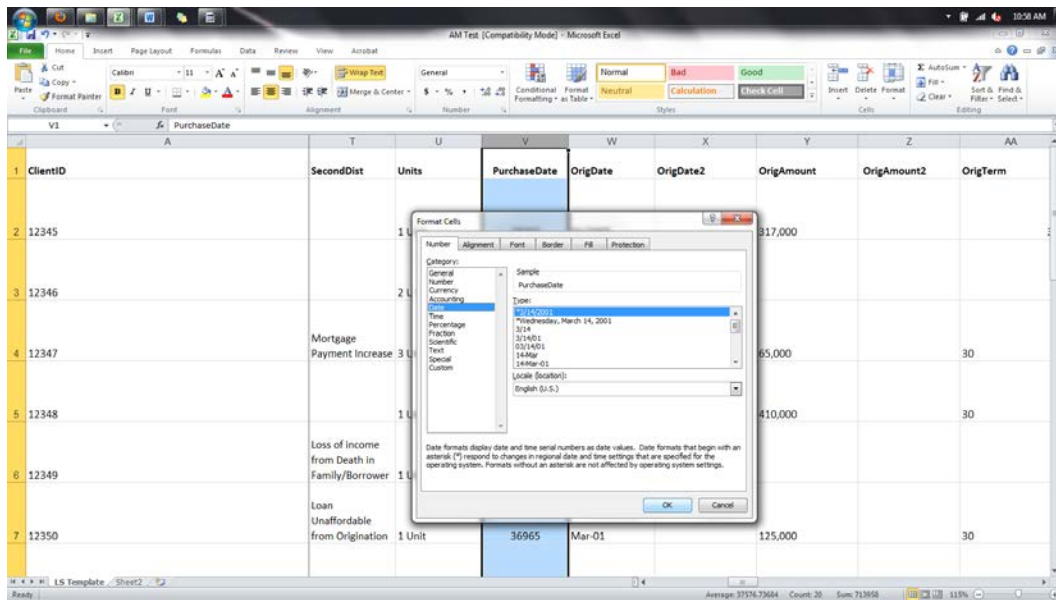
**\*\*If you notice the transferred “dates” (ex. PurchaseDate) do not look accurate (like below):**



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



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



**Your data reformatted itself to show the correct dates!**

The screenshot shows an Excel spreadsheet with the following data:

| 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<br>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<br>from Death in<br>Family/Borrower | 1 Unit |              |            |           |            |             |          |
| 12350    | Loan<br>Unaffordable<br>from Origination           | 1 Unit | 3/15/2001    | 3/15/2001  |           | 125,000    |             | 30       |

The status bar at the bottom indicates: Average: 11/16/2002 Count: 20 Sum: 9/503854 11%