Smart Batcher User Guide

Smart Batcher user manual will take you on a tour of seamless navigation of the batching tool.

Find steps below to achieve smart batching of assigned class lists

1. **Prepare 2 excel files to be uploaded (Lists of Participants and Team names)**
2. **Lists of Participants excel file contains the raw lists of participants in columns with the class name on top as headers. See fig. 1**

	A	B	C	D	E	F	G
1	8C1	15AB3	22K10	10W6	Class15D32	75M44	
2	2.34804E+12	2.54711E+11	2.63773E+11	2.34807E+12	2.34808E+12	2.3481E+12	
3	2.34804E+12	2.34917E+12	2.63776E+11	2.5474E+11	27606662905	2.34913E+12	
4	2.34917E+12	2.34907E+12	2.34813E+12	2.34806E+12	2.34914E+12	27628285482	

Fig. 1

3. **Excel file for Team names is prepared such that the names of classes on Lists of Participants excel file are placed side by side the tables of team names and numbers. The class names as they appear in the Lists of Participants file sit in column A while Columns B & C (and so on) should contain the corresponding table of team numbers and names. See fig 2**

	A	B	C	D	E	F	G	H	I
1									
2									
3	22K10	1	Team Abel	1	Team Eve	1	Team Benaiah	1	Team Joel
4		2	Team Acknow	2	Team Flame	2	Team Ebenezer	2	Team Trumpet
5		3	Team Axis	3	Team Followe	3	Team Lucius	3	Team Israel
6		4	Team Blessin	4	Team Fulfilme	4	Team Gaius	4	Team Isaiah
7		5	Team Breakth	5	Team Galilee	5	Team Rufus	5	Team Pishon
8		6	Team Captiva	6	Team Great	6	Team Zadok	6	Team Enoch
9									
10									
11									
12	75M44	1	Team Refuge	1	Team Jireh	1	Team Rehoboth		
13		2	Team Restora	2	Team Empow	2	Team Love		
14		3	Team Refresh	3	Team Revival	3	Team Testimony		
15		4	Team Lightho	4	Team Testam	4	Team Ruby		
16		5	Team Bright	5	Team Goodn	5	Team Fortress		
17		6	Team Amazin	6	Team Redem	6	Team Declaration		
18		7	Team Cross	7	Team Supplic	7	Team Clarity		
19		8	Team Doctrin	8	Team Cheerfu	8	Team Regeneration		
20		9	Team Manifes	9	Team Earnest	9	Team Amplified		
21									
22									
23									
24									
25									
26	Class15D32	1	Team Lovely	1	Team Splend	1	Team Fresh	1	Team Omega
27		2	Team Virtue	2	Team Celebra	2	Team Sanctified	2	Team Benjamin
28		3	Team Medita	3	Team Gentle	3	Team Aspiration	3	Team Progress
29		4	Team Esther	4	Team Joyous	4	Team Olive	4	Team Foundation
30		5	Team Focus	5	Team Offering	5	Team Lydia	5	Team Favour
31		6	Team Respec	6	Team Thessal	6	Team Result	6	Team Commitmen
32		7	Team Mercifu	7	Team Confide	7	Team Timothy	7	Team Life
33									
34									
35									
36									
37	8C1	1	Team Harvest	1	Team Armour	1	Team Hebrew	1	Team Doreen
38		2	Team Purity	2	Team Shield	2	Team Miracle	2	Team Amiable
39		3	Team Marvel	3	Team Meekn	3	Team Flourish	3	Team Jude
40		4	Team Paul	4	Team Samuel	4	Team Spotless	4	Team Mark

4. **Next is to upload these excel files on** [Smart Batcher](#) **on the App page**

5. **Security Settings (Optional): On the left sidebar, decide if you want to password-protect your output to avoid alteration:**
   - **Enable Password Protection: Tick this box to lock the generated Excel sheets.**
   - **Set Password: Type a custom password. If you do not change it, the default is Smart_File_Lock.**

6. **Click 'Generate Distribution' button to see the batching summary first**

Generate Distribution
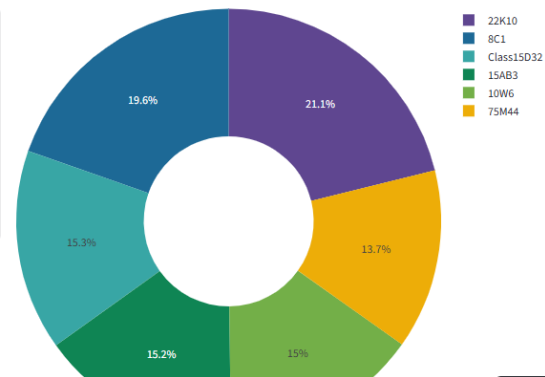
Total Classes	Total Items Distributed	Total Teams Formed	
6	2243	178	

📋 Browser Summary

Group	Teams	Items	Status
10W6	36	337	✅ Success
15AB3	27	342	✅ Success
22K10	24	474	✅ Success
75M44	27	307	✅ Success
8C1	36	440	✅ Success
Class15D32	28	343	✅ Success

🍩 Distribution Composition

Legend: 22K10, 8C1, Class15D32, 15AB3, 10W6, 75M44

Percentages: 21.1%, 19.6%, 15.3%, 15.2%, 15%, 13.7%

7. **Proceed to push the 'Download Smart Batcher Excel' button for the output file to copy out the batched job for the classes on your file of Lists of Participants**

✅ Distribution Ready!

⬇ Download Smart Batcher Excel

8. **The downloaded file contains a Distribution Summary sheet and sheets of batched jobs for all the classes listed on the Lists of Participants excel file. See sample shots below**

| A1 | | fx | Generated on: 2026-02-21 19:34:52 | | | |

	A	B	C	D	E	F
1	Generated on: 2026-02-21 19:34:52					
2	Note: Sheets are password protected.					
3						
4	Group Header	Status / Row	Teams Count	Total Items		
5	10W6	Row 65	36	337		
6	15AB3	Row 51	27	342		
7	22K10	Row 3	24	474		
8	75M44	Row 12	27	307		
9	8C1	Row 37	36	440		
10	Class15D32	Row 26	28	343		
11						
12						
13						

Tabs: Distribution Summary | 10W6 | 15AB3 | 22K10 | 75M44 | 8C1 | Class15D32 | ⊕

Sheet 1 (tab: 10W6)

	A	B	C	D	E	F	G	H	I	J
1		1 Team Abel			1 Team Eve		1 Team Benaiah		1 Team Joel	

Tabs: Distribution Summary | **10W6** | 15AB3 | 22K10 | 75M44 | 8C1 | Class15D32 | (+)

Ready

Sheet 2 (tab: 15AB3)

	A	B	C	D	E	F	G	H	I	J	K
1		1 Team Simon			1 Team Discernment		1 Team Peter				

Tabs: Distribution Summary | 10W6 | **15AB3** | 22K10 | 75M44 | 8C1 | Class15D32 | (+)

Ready

Sheet 3 (tab: 22K10)

	A	B	C	D	E	F	G	H	I	J
1		1 Team Abel			1 Team Eve		1 Team Benaiah		1 Team Joel	

Tabs: Distribution Summary | 10W6 | 15AB3 | **22K10** | 75M44 | 8C1 | Class15D32 | (+)

Ready

Sheet 4 (tab: 75M44)

	A	B	C	D	E	F	G	H	I	J
1		1 Team Refuge			1 Team Jireh		1 Team Rehoboth			

Tabs: Distribution Summary | 10W6 | 15AB3 | 22K10 | **75M44** | 8C1 | Class15D32 | (+)

Ready

Sheet 5 (tab: 8C1)

	A	B	C	D	E	F	G	H	I	J	K
1		1 Team Harvest			1 Team Armour		1 Team Hebrew		1 Team Doreen		

Tabs: Distribution Summary | 10W6 | 15AB3 | 22K10 | 75M44 | **8C1** | Class15D32 | (+)

Ready

Sheet 6 (tab: Class15D32)

	A	B	C	D	E	F	G	H	I	J
1		1 Team Lovely			1 Team Splendor		1 Team Fresh		1 Team Omega	

Tabs: Distribution Summary | 10W6 | 15AB3 | 22K10 | 75M44 | 8C1 | **Class15D32** | (+)

Ready

9. Copy batched classes from individual sheets for submission.
10. Thank you for using Smart Batcher and thank God Almighty for the App.