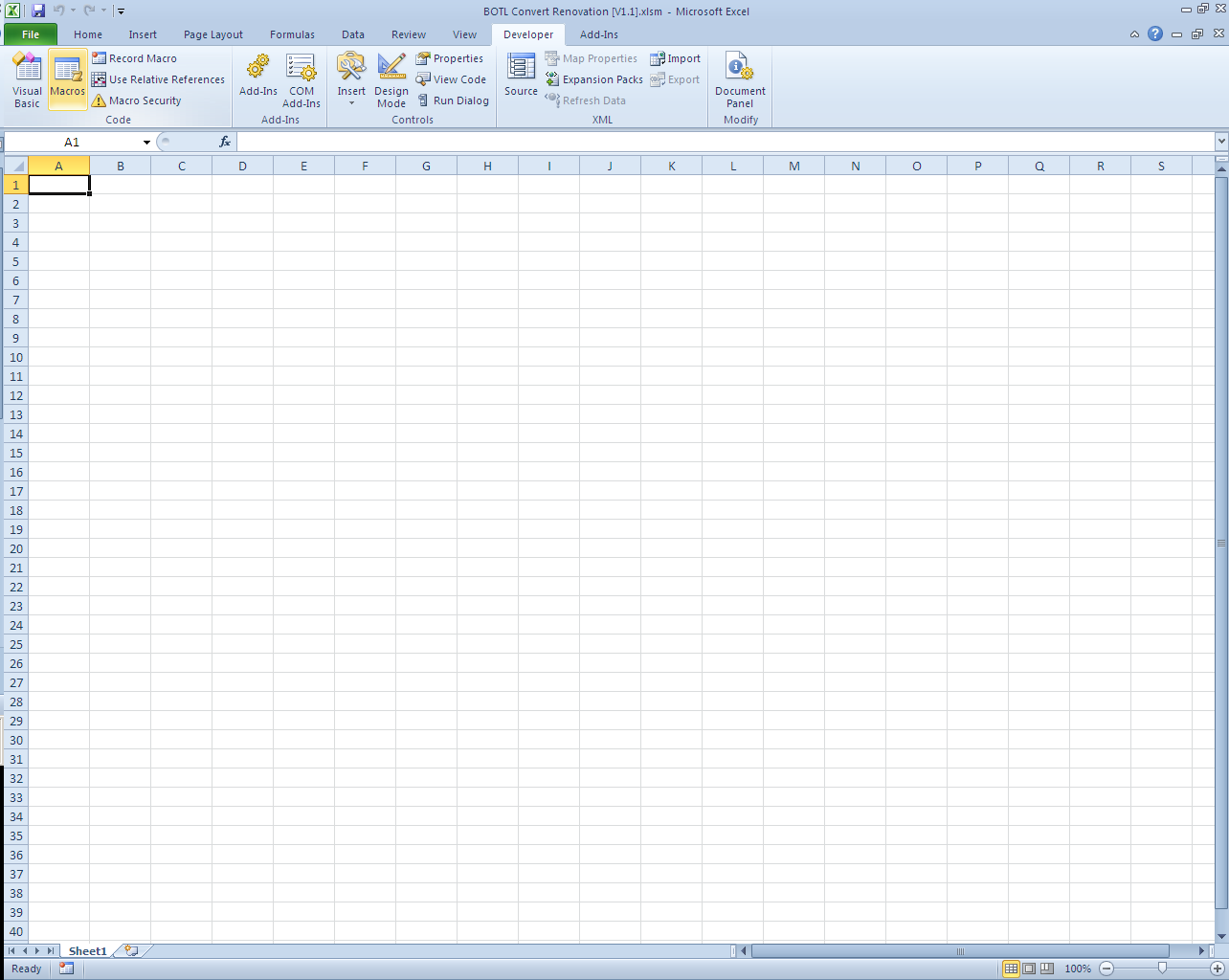
BOTL Convertor user guide

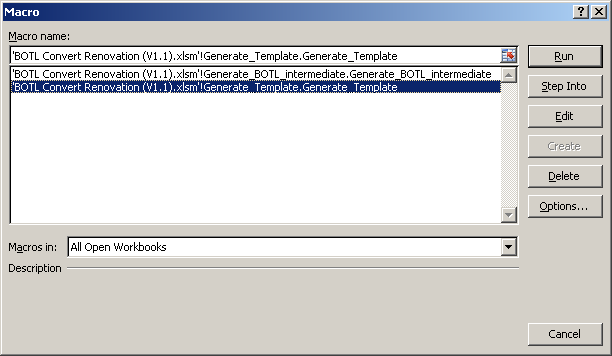
Generate Templates

**The feature aims to allow users to generate any non-travel related templates from the reference BOTLAID report. BOTLAID report can be generated using Batch Managers in System 6 Renovation.**

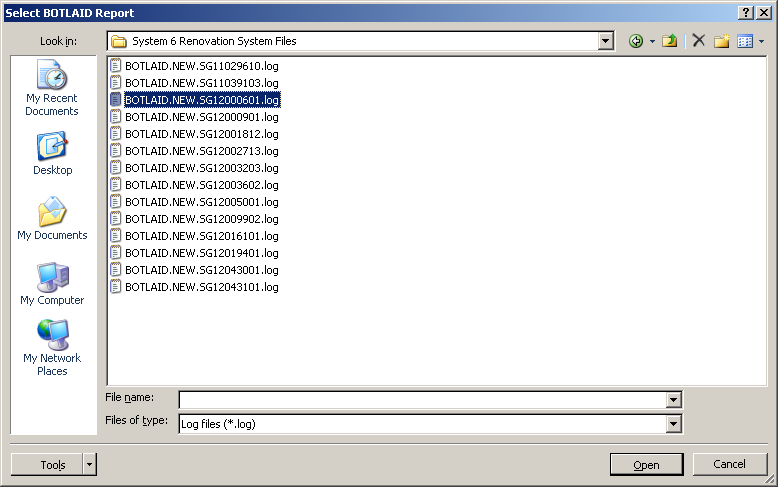
1. Go **Developer** -> **Macros**



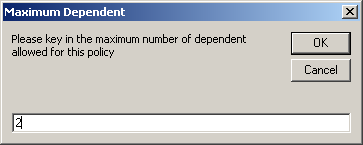
1. Select the macro with the name ***……!Generate\_Template.Generate\_Template***, and then click **Run**.



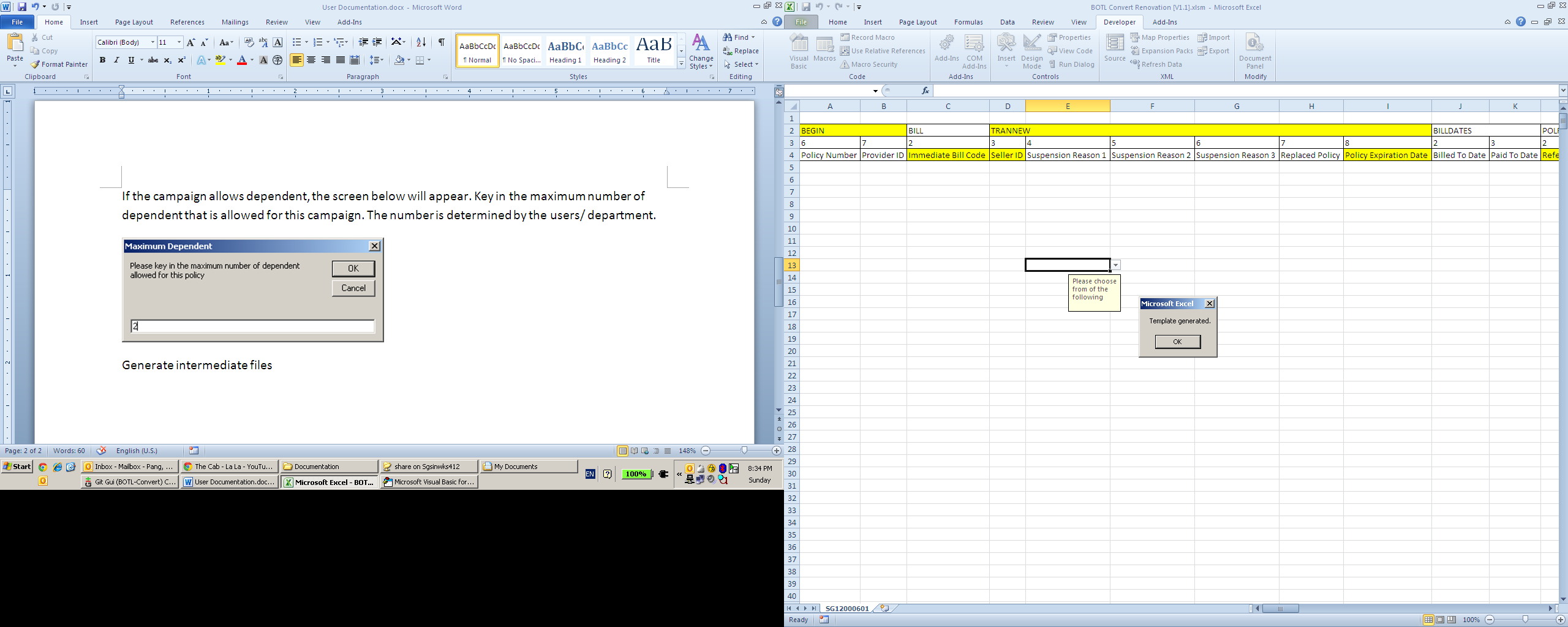
1. Select the reference BOTLAID file with the campaign code.



1. If the campaign allows dependent, the screen below will appear. Key in the **maximum number of dependent that is allowed** for this campaign. The number is determined by the users/ department.

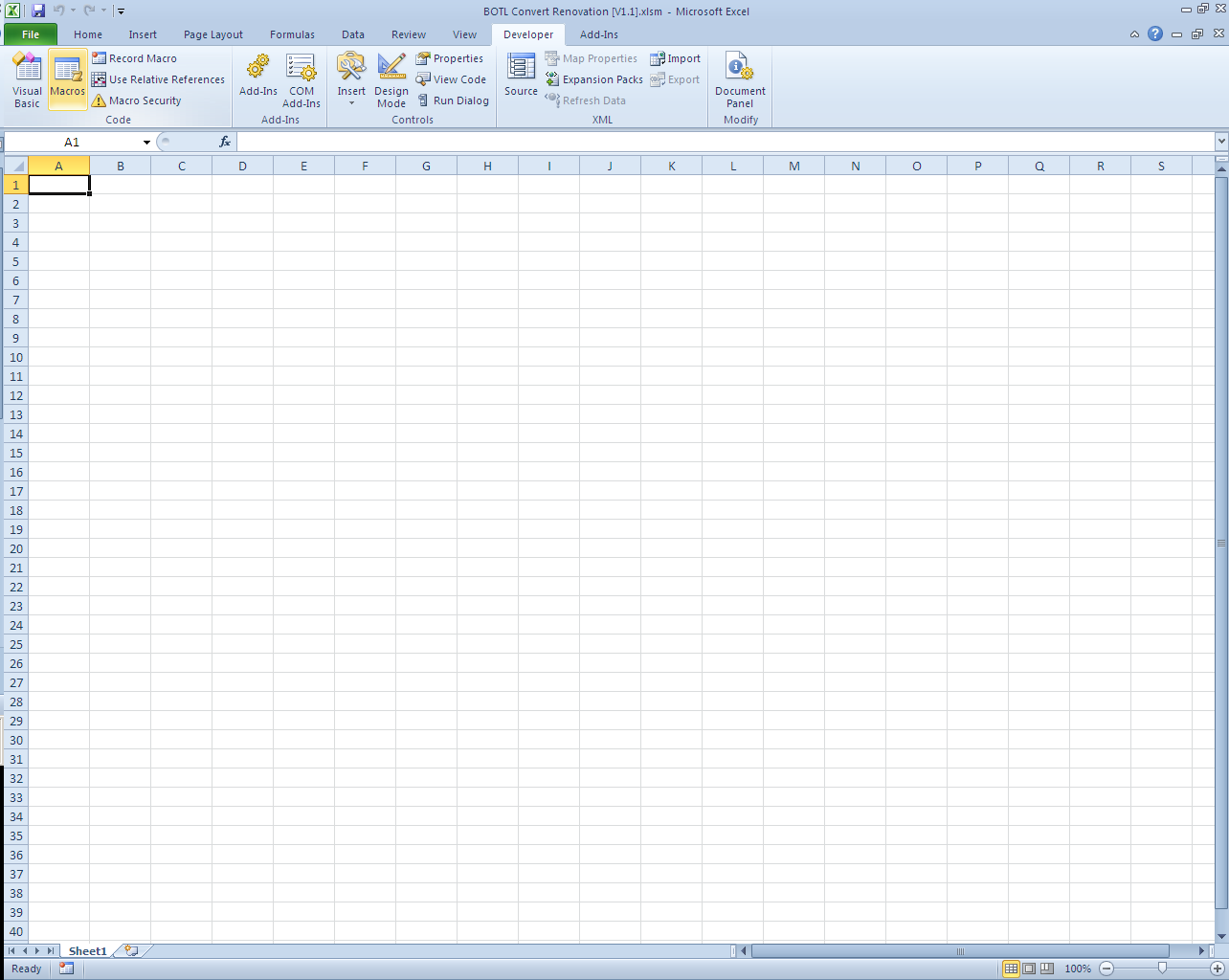


1. The templates will be generated. When the templates have been generated, a box with the word ***Template generated.*** will pop up.

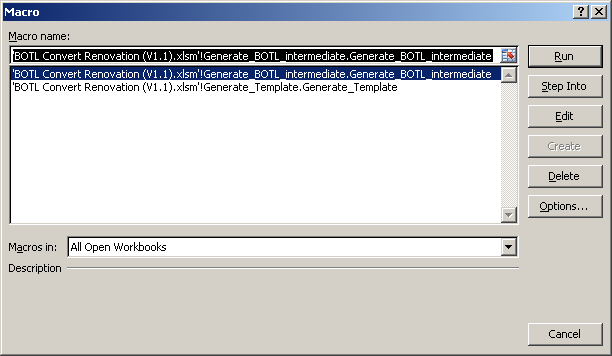


Generate intermediate files

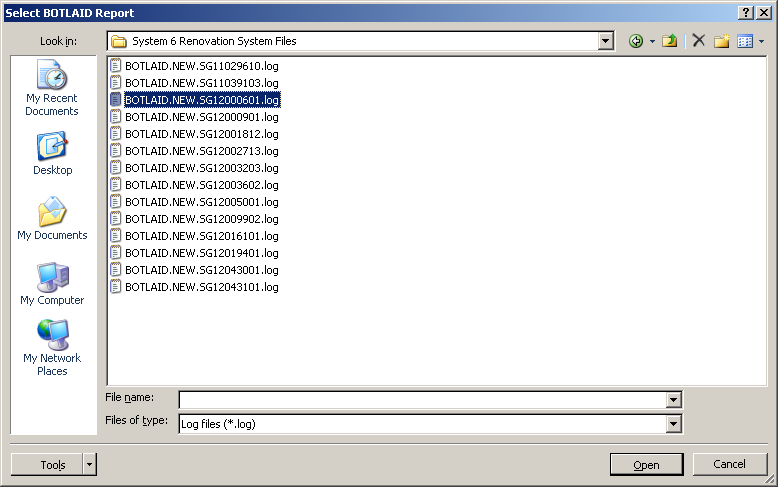
1. Open the **BOTL Convert Renovation.xlsm**.
2. Open the excel files with the completed data.
3. Go to **Developer** -> **Macros**



1. Select the macro with the name ***……!Generate\_BOTL\_intermediate.Generate\_BOTL\_intermediate***, and then click **Run**.



1. Select the **same reference BOTLAID** file that you have used to generate the template.



1. Navigate to the directory you want to save your output and enter a desired file name, then click on **Save**.

