**INSTRUCTIONS FOR UPLOADING FILE**

**OSCE Hate Monitor Application**

1. **Download sample Excel spreadsheet by using the link below:**

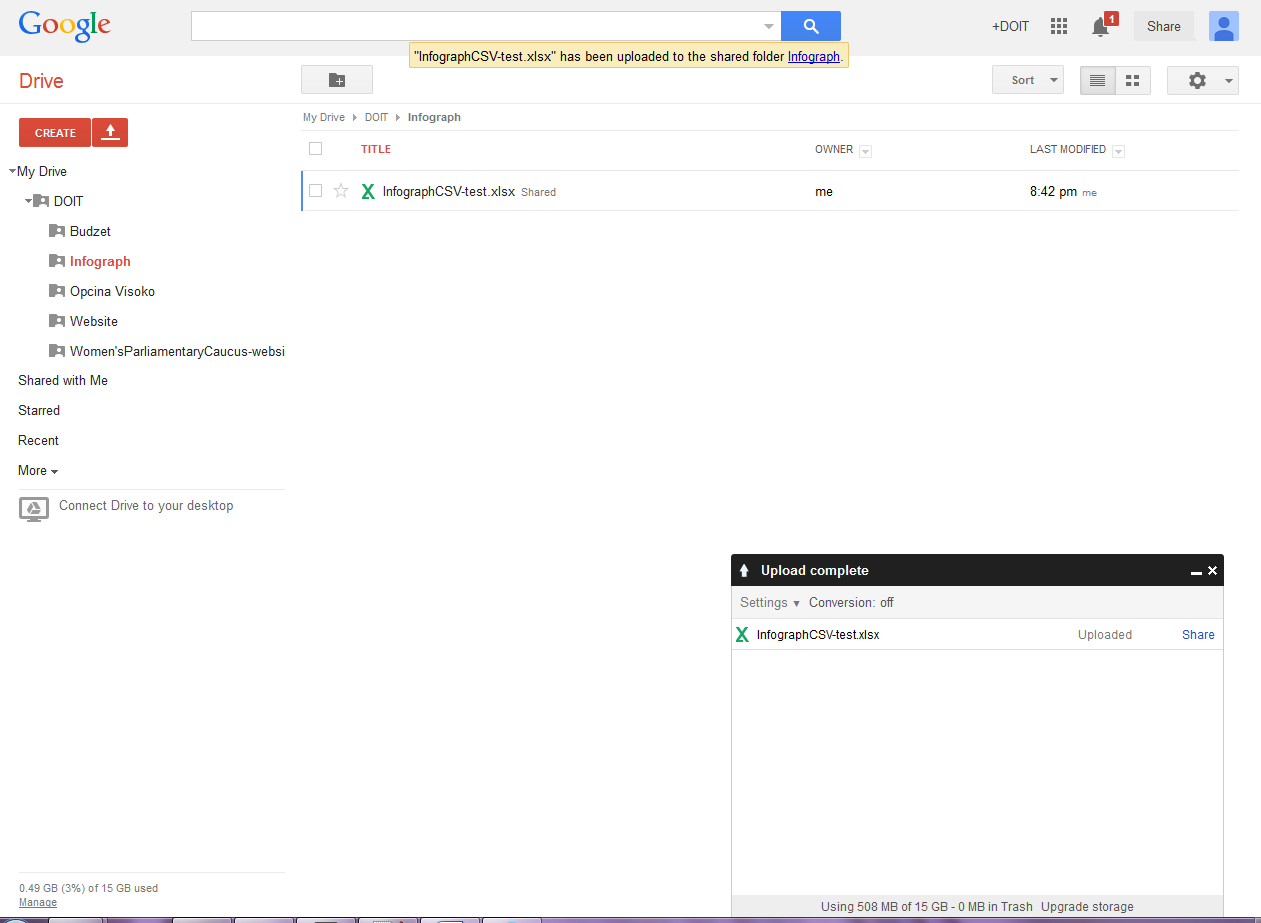
<http://infograph-osce.rhcloud.com/sample.xlsx>

***Security credentials***

Username: osceadmin

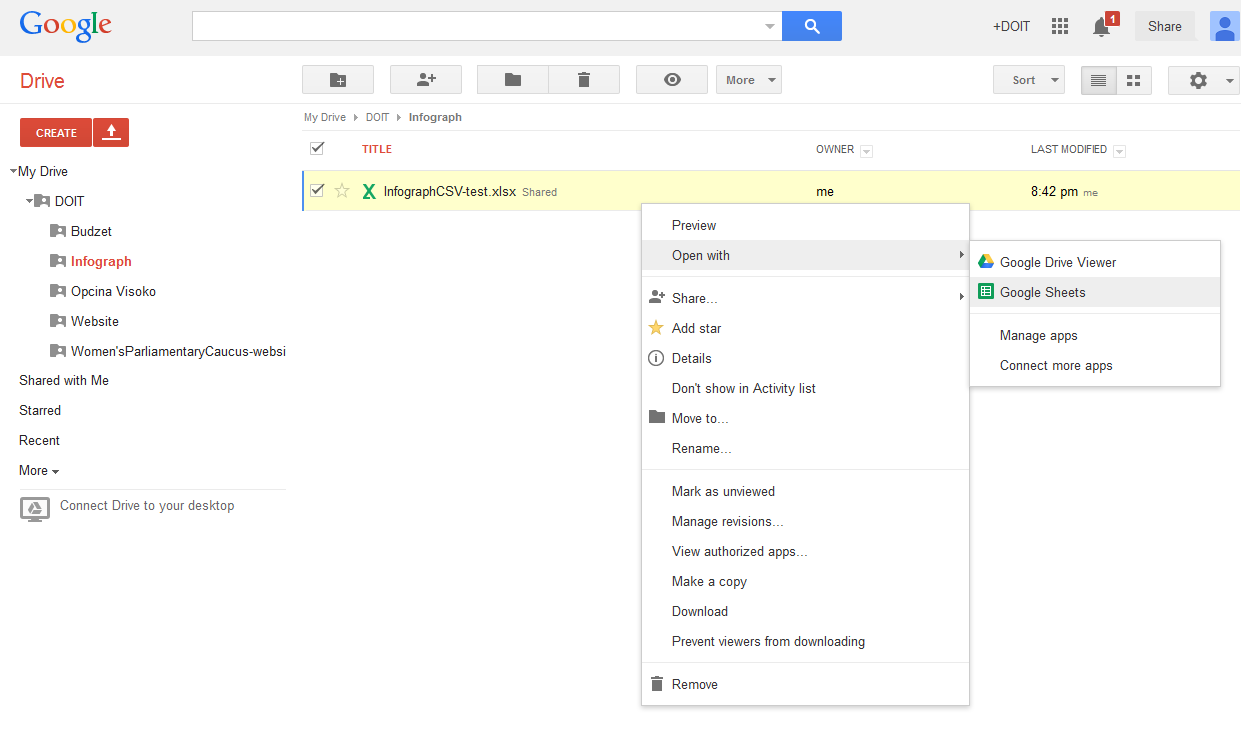
Password: osce2013

1. **Upload downloaded Excel spreadsheet to Google docs**



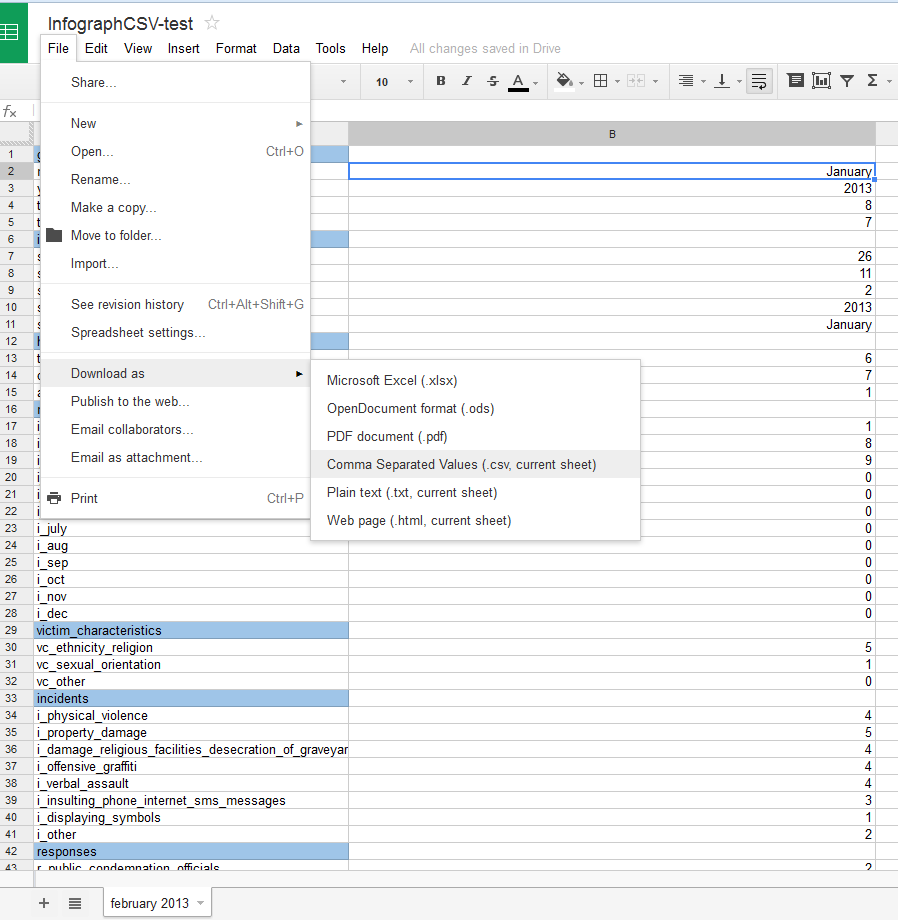
**UPLOAD FILE**

1. **Convert uploaded spreadsheet to Google sheets**



1. **Open the Google sheet, update data and save as CSV file**

\*You can also use multiple sheets to copy data for several months, and each sheet can be saved as CSV file separately. It is just important to use sample Excel spreadsheet from Step 1 as start point.



1. **Upload CSV file to Hate Monitor Application**

Visit <http://infograph-osce.rhcloud.com/> to open the application and upload your CSV file. Use the same credentials as listed in the Step 1.

