**MACROS STEPS TO FORMAT SUMMARIZER FULL DOWNLOAD 🡪 .CSV IMPORT FOR NEW SUMMARIZER**

1. Delete column B – D
2. Rename column B (“current\_price”) to “price”
3. Cut column B and insert before column AI
4. Delete column B – M
5. Rename column E (“1st\_price\_target”) to “first\_pt”
6. Cut column E and insert before column B
7. Delete column E – F
8. Rename column E (“2nd\_price\_target”) to “consensus\_pt”
9. Cut column E and insert before column C
10. Delete column F – J
11. Rename column F (“target\_weight”) to “weight”
12. Cut column F and insert after last column (R)
13. Delete column F – K
14. Rename column F (“notes”) to “summary”
15. Delete contents of column G (“last\_update”)
16. Rename column G to “updated\_at”
17. Create two new columns before column H (“price”)
18. Name column H “analyst\_id”
19. Name column I “quintile\_id”
20. Delete column L – M
21. Insert 3 new columns before last column “weight” (O)
22. Name column L “buy\_price”
23. Name column M “consensus\_upside”
24. Name column N “first\_upside”
25. Format columns B, C, E, J, K, and L as Number with 2 decimals
26. Format column D as custom date YYYY-MM-DD
27. Replace all “0000-00-00” dates with “2021-03-14” (or any date that is not so far in the past)
28. Fill column H (“analyst\_id”) with the number “3” (or some other User in the database)
29. Fill column I (“quintile\_id”) with the number “6” (for “pass”)
30. Fill columns L, M, and N with “0”