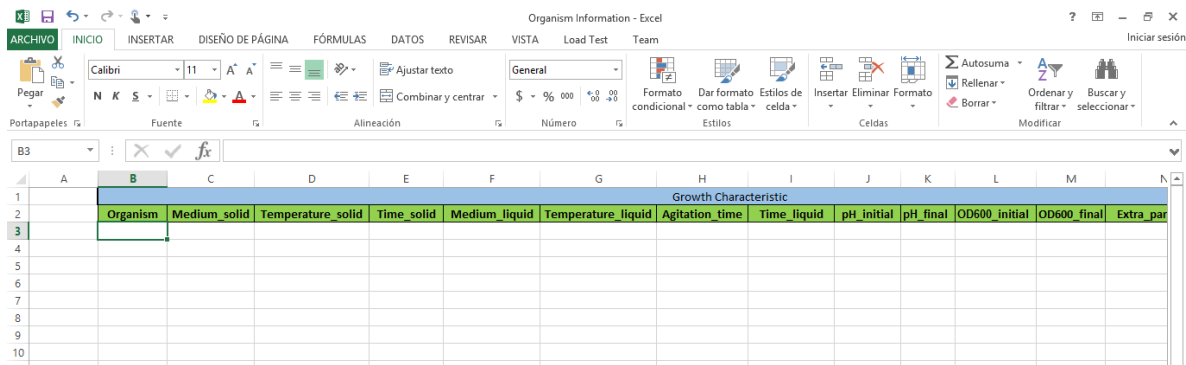


How to insert the records of the excel sheet?

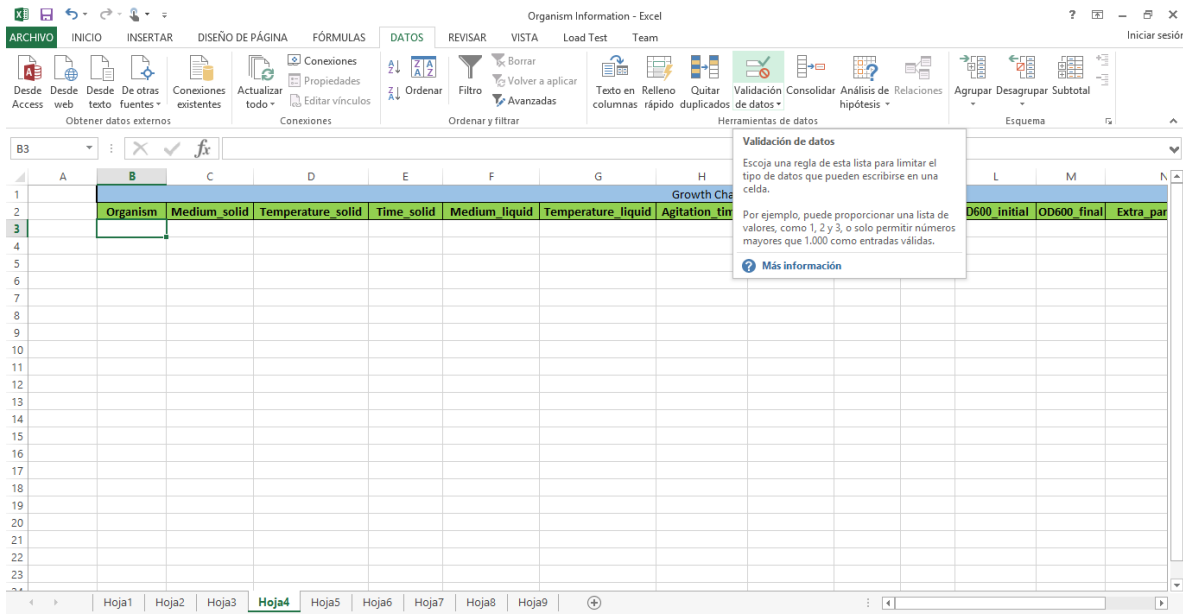
1. Within the document there are 9 spreadsheets, in which you must capture information from their own organism in each laboratory.
2. In the first sheet ,organism having the laboratory are inserted. In the fields User and Lab,we insert the name of the person recording the information and the number of laboratory to which it belongs.

user	Lab
Stephanie	1

3. When the sheet of organisms is fully loaded, we proceed to fill the other features that relate to the organism.
4. In order to facilitate finish Organism template , a combobox field is created within the Excel spreadsheet as follows:
 - a. Select the cell in which we 'll insert the combobox.

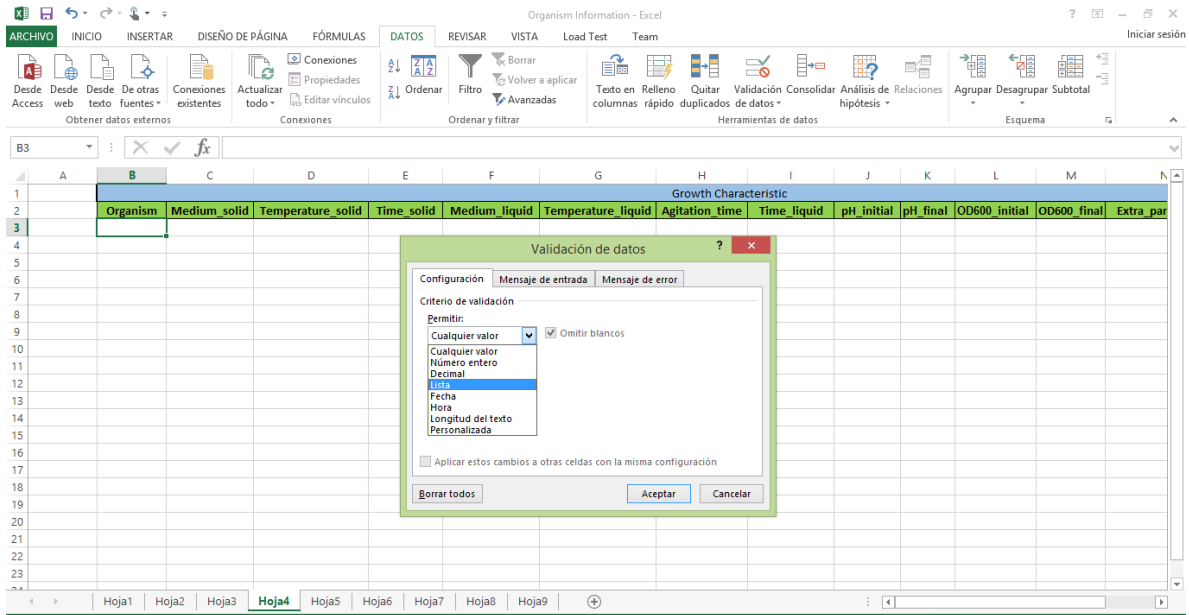


- b. We select Data and then to Data Validation.

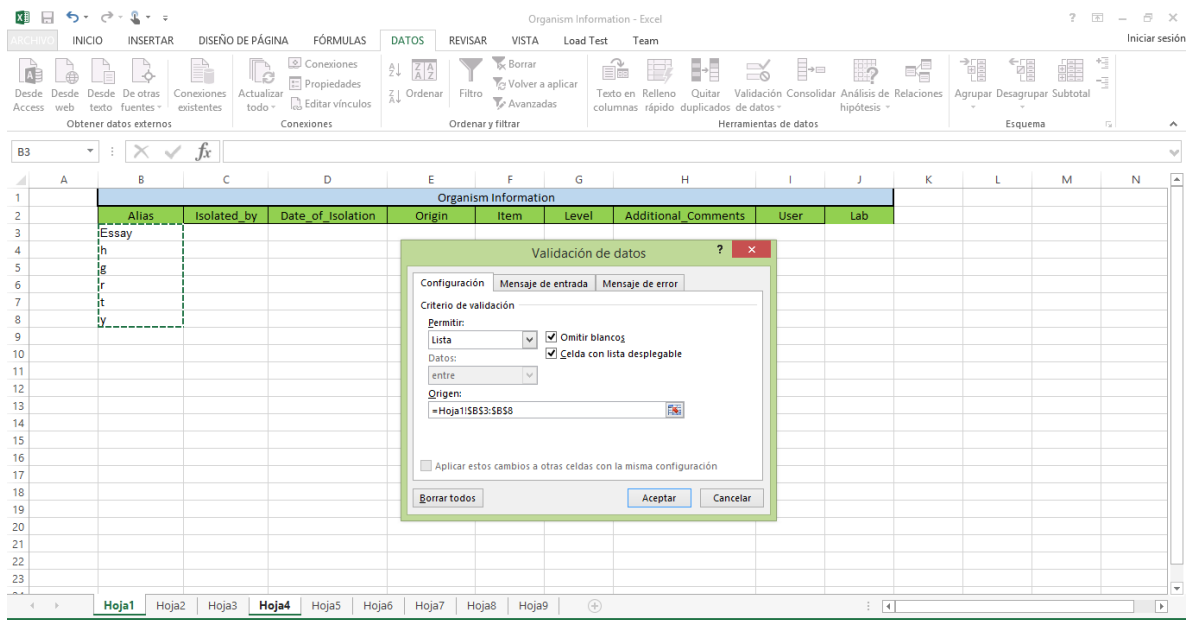


- c. In the settings tab we choose List from the option Allow.

How to insert the records of the excel sheet?



d. Now we look for the source range where it begin to where the organisms end.



e. We click OK and we can see our combobox already implemented.

How to insert the records of the excel sheet?

Organism Information - Excel

ARCHIVO INICIO INSERTAR DISEÑO DE PÁGINA FÓRMULAS DATOS REVISAR VISTA Load Test Team

Desde Access Desde web Desde texto fuentes + Conexiones existentes Actualizar todo + Conexiones

Ordenar Filtro Volver a aplicar Avanzadas

Texto en columnas Relleno rápido Quitar duplicados de datos + Validación de datos + Consolidar hipótesis + Relaciones Herramientas de datos

Agrupar Desagrupar Subtotal Esquema

B3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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Hoja1 Hoja2 Hoja3 Hoja4 Hoja5 Hoja6 Hoja7 Hoja8 Hoja9