ROSELAWN DATABASE Filtration Guide

1. Open ROSELAWN-DATABASE.xlsx
2. Click LOT NUMBER filter option
3. Hover Text Filters – Begin With
4. CTRL+A to copy all
5. Select another Sheet, then paste
6. Deactivate filter, Freeze panes first row
7. Sort by lname
8. Rename 1st column header (id to scode)
9. Rename 2nd column header (FAMILY NAME to lname) – check Available Lot words if consistent, change Lot Available to Available Lot, drag word Available Lot from GIVEN NAME to lname column
10. Rename 3rd column header (MIDDLE NAME to mi) – replace . with ‘’
11. Rename 4th column header (GIVEN NAME to fname) – replace . with ‘’
12. Rename 5th column header (CORPORATION to corporation)
13. Rename 6th column header (PHONE NUMBER to landline) – change 0 to empty
14. Rename 7th column header (EMAIL to email)
15. Rename 8th column header (MOBILE NUMBER to mobile) – change 0 to empty
16. Rename 9th column header (ADDRESS to address)
17. Rename 10th column header (LOT NUMBER to lotid) – change to uppercase, check for block number that is less than 3 digits
18. Rename 11th column header (BOUGHT ON to purdate) – change format to YYYY-MM-DD
19. Rename 12th column header (SALES CODE to salecode)
20. Rename 13th column header (COUNCILOR to councilor)
21. Rename 14th column header (CERTIFICATE NUMBER to certnum)
22. Rename 15th column header (CERTIFIED ON to certdate) – change format to YYYY-MM-DD
23. Rename 16th column header (BENEFICIARY to beneficiary)
24. Rename 17th column header (RELATION to relation)

For demo

* Lawn3\_demo.xlsx (until relation column only, all Available Lot from lname was removed)
* Sort by lastname
* Show Yanguas name recording – for manual checking
* Show Arai, Sharon Rose