* Create a code for consolidating all RAW files into one excel sheet
* Create an additional column in the consolidated file and track all the file names for tracking purposes
* Delete entire rows if the Column “Rank” contains “Unknown” or “Intern (CS)”
* Colour entire rows if the column “Activity Code Description” contains “General”
* Create a separate sheet and name it “Senior Rank”
* Filter “Executive Director” & “Manager” data from the column “Rank” and copy and paste filtered data to the sheet “Senior Rank”
* Identify the last row in the Consolidated file and add a comment “Consolidation done” in the cell of the last row +1
* Add sum to the columns “Charged Hours”, “NSR” & “ANSR” in the consolidated sheet