

To install and use R Package `uscoauditlog`, please follow the following instructions step by step:

1. Please drag and drop your .xlsx file into your Documents (under QuickAccess) [R on Windows by default set your working directory to Documents, if you would like to change your working directory, please use `setwd()` command]
2. Rename your file to “`data.xlsx`”
3. Open your R Studio
4. In your R Studio Console (left/bottom left corner), please type the following command in the order they are listed [*THE YELLOW-HIGHLIGHTED PORTION IS ONLY REQUIRED FOR THE FIRST TIME, YOU DON'T NEED TO INSTALL THOSE PACKAGES AFTER THE FIRST TIME. IF YOU ALREADY HAVE THOSE PACKAGES INSTALLED, PLEASE SKIP TO STEP d.*]

```
a. install.packages("devtools") #may take about 10 mins...
b. install.packages("readxl") #may take about 2 mins...
c. install.packages("xlsx") #may take about 2 mins...
d. library("devtools")
e. library("stringr")
f. library("readxl")
g. library("xlsx")
h. install_github("pakabuka/uscoauditlog/uscoauditlog")
i. library("uscoauditlog")
j. clean_format_all("data.xlsx")
```

After you finish the above steps, the NEW .xlsx and .txt file should be named “`audit_data_formatted.xlsx`” and “`audit_data_formatted.txt`” and is located somewhere in your Documents folder.

Hopefully this will work. Happy cleaning! ☺

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