1. Create a Folder on Hayes Conversion for the client and make a note of its name
   1. The folder root will be E:\DataConversion\IT\
2. Set up the database you will be using (can script and rename – ask if questions) and make a note of its name
3. Open the Excel file
   1. Turn off filters if they are on
   2. Review for any blatant problems (like no data)
   3. Save AS a CSV file and make a note of its name.
   4. COPY the file into the folder created in Step 1
4. Go into the Database called **DC\_Library**
5. Open the table called SSIS\_**ITVariables** and enter the information for this validation:
   1. **DatabaseName**: The database file you just created or are using for this validation. The package assumes you are running this on the same server that this database is on
   2. **InputFile**: The CSV you saved from the spreadsheet
   3. **FolderLocation**: Created in Step 1; this is where your output will go
   4. **TipWebDataSource**: The name of the copy of the TipWeb database that you will use for comparison and updates