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| WI-CP040 Populate Baselog Comment Template |
| **Process Description: This process backs up the month-end database, archives the month-end database for future reporting, and creates and prepares the processing environment in the monthly Cobra processing folders on the computer** |

| **Setup for Current Month Processing Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Run the “Log” Report in Cobra for your hull  * Enter in the file name and click finish (no filters/criteria are necessary) |  |
|  | 1. Apply a filter to the “Date” column to select only the current period. |  |
|  | 1. Copy columns A:I from the Log report and paste in to the “Baselog Comment Template” columns B:J |  |
|  | 1. In column A on the Baselog Comment Template fill in the Hull number and the Month of Change and Year |  |
|  | 1. Ensure that the formula in Column K has properly extracted the Activity ID from Column B. |  |
|  | 1. Navigate to the Master BCR Change List Tab on the IMS Data Check for the current month.    * Copy and Paste (Special Values) the WP and coinciding BCR # to the BCR’s tab of the Log Comment Template |  |
|  | 1. Go back to the “Worksheet” tab and review columns L and M to ensure no #N/A’s are present. The Concatenate statement should be populated in column N    * If everything is populated correctly you can then forward this worksheet to the administrator to enter in to Cobra |  |