**PLAYBOOK: ADDING NEW SUBMISSIONS TO THE REPOSITORY – OLD METHOD**

1. Save xlsx in location: *\Shared folder\_ESM repository\_data team\Add new submissions - Old method\Submission templates*
   1. Name format: submission\_(name dataset or other identifier)\_(YYYY-MM-DD: date it is saved here).xlsx 🡺 example: submission\_example\_2023-05-09
2. Open xlsx doc in Excel
   1. Non-Latin characters?
      1. YES: note down the row numbers of the lines with the non-Latin characters to later check in R
      2. NO: if there are already unreadable characters in the xlsx that are out of place, check with who sent the submission; otherwise no extra step is needed
   2. Delete line breaks
      1. CTRL+H to open Replace
      2. Replace the line break (which you type with CTRL+J) with an empty value
      3. Replace all
   3. Check the values of each column (select all columns, then click: Data > Filter)
      1. Logical values?
   4. Save as xlsx with name: original name\_checked.xlsx
3. Open R-project and run the script
   1. Change the filename on line 11
   2. No errors does not mean everything is in order, read the printed text and use the comments to make every check is passed
   3. Processed version of the submission is saved as a csv (regardsless of locale)