




### Creating a Spreadsheet from the e-KSF Consistency Checking Report

1. From the consistency checking reports menu select the report you wish to export.
2. Click on the Export icon ↓
3. From the Export options window select MS Excel 97-2000 (Data Only)
4. Click on "open" in the next window that pops up
5. Insert approx 10 extra columns after column A in the excel spreadsheet and click OK
6. Select Column A
7. Click "Data" from toolbar menu
8. Click "Text to Columns" (wizard)
9. Select "Delimited" radio button and click "next"
10. Select "other" box
11. Insert < into the box next to "other"
12. Click "next" and "finish"
13. Click on OK in next pop up window
14. Delete all the columns that you don't need.

### To remove the HTML characters (e.g. <b>):

1. Select the column you wish to remove characters from
2. Click "edit" from tool bar
3. Click "replace"
15. In "find what" box type "<b>"
16. Leave "replace with" box blank, and click "find all" then "replace all"