

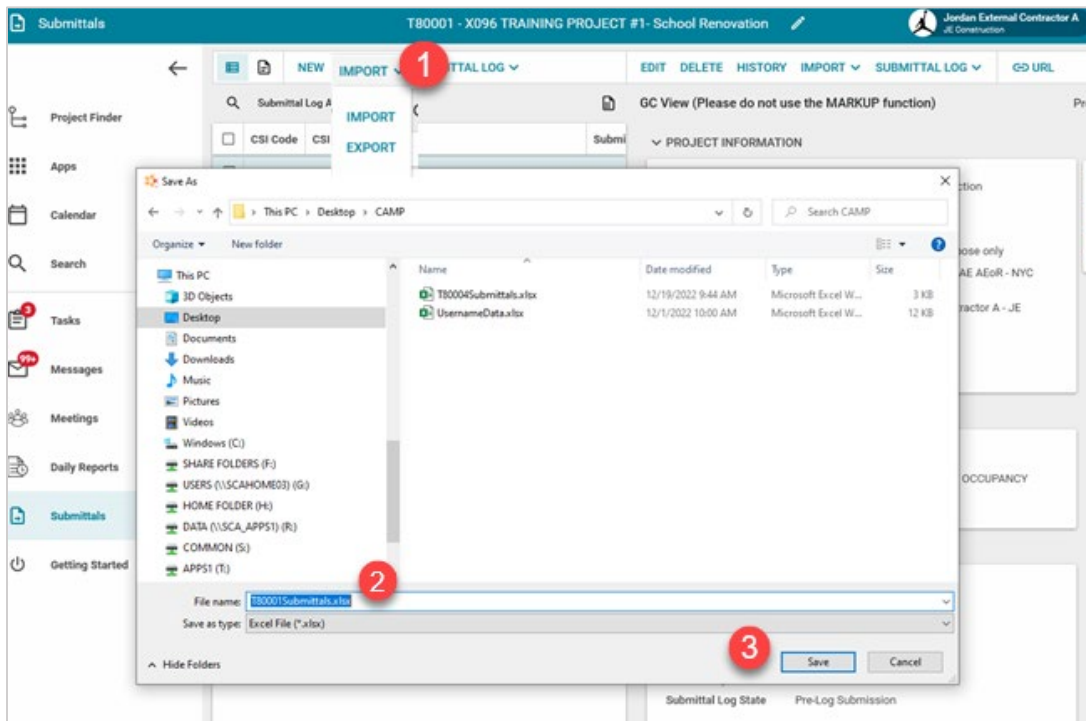
## SOV and Submittals Excel File Export/Import Instructions

You can create and upload SOV and Submittals logs in Excel:

1. Export the template from the new record you create
2. Enter your data into the spreadsheet using Excel
3. Upload the completed file to the record you created

**Steps:** (The images below are for Submittals, but the process is the same for an SOV breakdown file.)

1. In the Submittals or SOV Breakdown app, add one line item to set the data in the proper fields, then click the **Import** dropdown menu and select **Export**.
2. **Name** the file.
3. **Save** the file.



4. Open and update the Excel file.

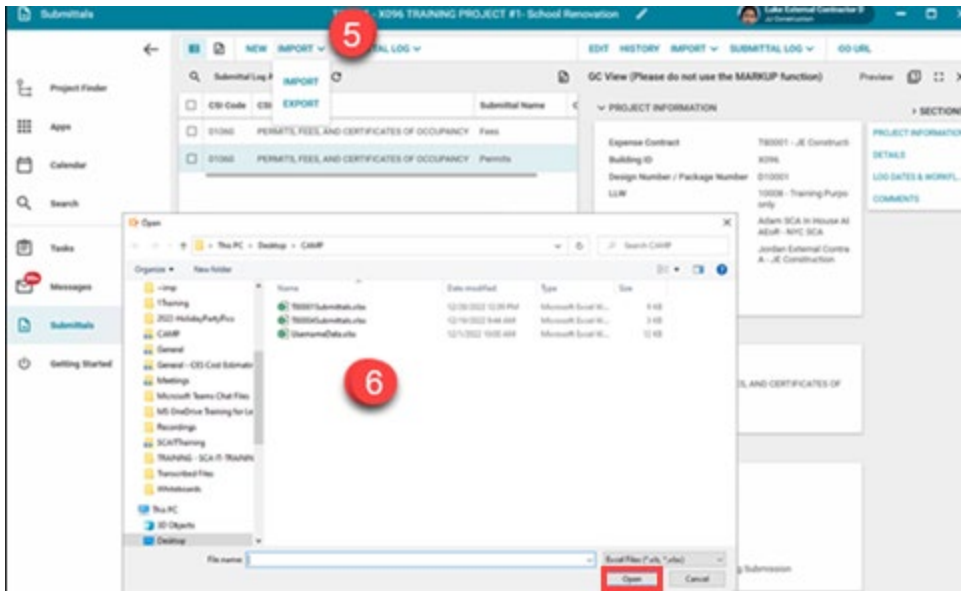
You can only import **150 items at a time**. If you are going to upload multiple files, make sure that the Item Number in Column A starts with the next number in the series. For example: Your first file has items 00001 – 00150. The second file should start with 00151 and go to 00300 (see graphic below).

### **IMPORTANT:**

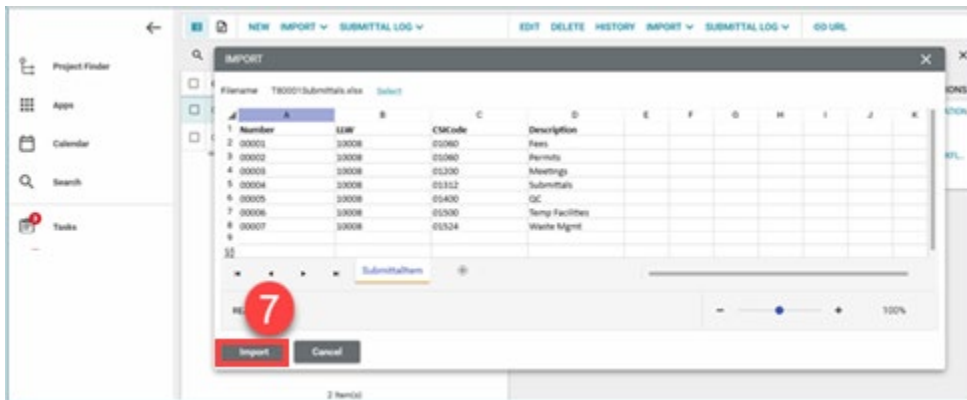
- **DO NOT** change the cell formatting
- **DO NOT** add additional columns
- **DO NOT** re-arrange columns
- **DO NOT** re-name the excel sheet

Number	LLW	CSCode	Description
00001	10008	01060	Fees
00002	10008	01060	Permits
00003	10008	01200	Meetings
00004	10008	01312	Submittals
00005	10008	01400	QC
00006	10008	01500	Temp Facilities
00007	10008	01524	Waste Mgmt

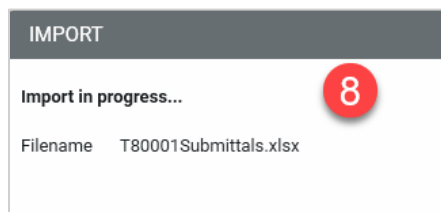
- To import the data from the Excel file, click the **Import** dropdown menu and select **Import**.
- Browse to the location of the file, select the file, and click **Open**.



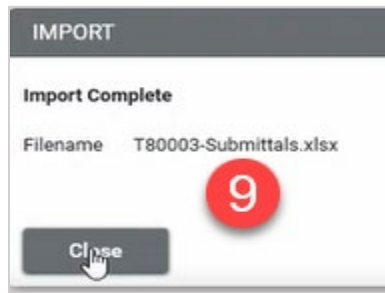
- You'll see CAMP verifying the data. Once complete, click **Import**.



- CAMP will import the data. **DO NOT** close the window.



- CAMP will confirm Import has been completed. Click **close**.



**NOTE:** If there is a data error in the excel file, CAMP will let you know. Fix the error and import again.