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- 1. Log in to Advance.
- 2. Click Clipboard 🖾 from the Main Menu.
- 3. This will open the Clipboard window.

# FIRST A GENERAL TOUR OF THE CLIPBOARD

Clipboard	Actions
Modify Content in the Current Clipboard:	A New Belete Clear Clear All Import List
Create or Update a Saved ID List:	ESave
Work with a Saved ID List:	Load List   Merge List   Intersect   Exclude
View or Update a List Header:	List Headers
Entity Clipboard (50462) (0)	

SOME KEY FUNCTIONS OF THE CLIPBOARD DEFINED

A. New - This creates a row on the Clipboard and allows you to enter an individual Entity ID manually. Like so...I have typed the ID 1931 into the box below.



- B. Delete Use to delete individual entries on the Clipboard. Click to highlight the line that you want to remove, then click Delete.
- C. Clear All Use to clear all entries on the Clipboard.
- D. Import List Use to import Entity IDs from a Comma-separated file (.csv). THIS IS THE PROCESS THAT THIS FILE WILL STEP YOU THROUGH.
- E. Save Use Save to store the current Clipboard contents to Advance so that you may use it over and over again. WARNING: IF YOU USE THE SAVE FUNCTION, IT IS YOUR RESPONSIBILITY TO KEEP IT UP TO DATE. THIS CAN BE CHALLENGING AS ENTITIES OFTEN NEED TO BE ADDED OR REMOVED TO YOUR LISTS.
- F. Load List Use this button to load saved lists. (See E. above.)

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# HOW TO CREATE A .CSV FILE

- Open .xls file with the list of Entity names in Excel
   Make sure that all Entity ID
- 2. Make sure that all Entity IDs are in Column A.

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10	0000020798									
11	0000020799									
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13	0000026323									
14	0000031468		$\searrow$							
15	00000000000									

3. Make sure there are no sub-headers or a main header row. (This example has none. If you have any, delete them.)

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4. Click on File in the top left corner.

l	3 570	~ <del>.</del>												
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7	0000012499													
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9	0000016407													
10	0000020798													
11	0000020799													
12	0000024677													
13	0000026323													
14	0000031468													
15	00000000000													

5. Click Save As.



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6. Choose your save location.

$\bigcirc$		
Info	Save As	
New		
Open	OneDrive - University of Arkansas	Current Folder
Save	OneDrive - Personal	OneDrive - University of Arkansas » CSV Files
Save As	kali_farris@outlook.com	Тодау
Save as Adobe PDF	Sites - University of Arkansas	CSV Files OneDrive - University of Arkansas » CSV Files
History	This PC	Last Week OneDrive - University of Arkansas
Print Share	Add a Place	Personal OneDrive - University of Arkansas » Personal
Export	Browse	Older
Publish		Background OneDrive - University of Arkansas » Personal » West Port, City Of » Ba

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7. Change your Save as type: to CSV (Comma delimited) (\*.csv).

XI Save As							x
💮 🖓 - 📕 « Lo	cal Disk (C:) ▶ Users ▶ cmfarris ▶ One	Drive - University	∕of Arkansas ► CSV I	Files	• <b>•</b> j	Search CSV Files	م
Organize 🔻 Ne	w folder						 (?)
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File name:	EntityIDs 56.xlsx						-
Save as type:	Excel Workbook (*.xlsx)						-
Authors:	Excel Workbook (*.xlsx) Excel Macro-Enabled Workbook (*.xlsm) Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls) XML Data (*.xml)						
Hide Folders	Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html) Excel Template (*.xltx)						
Account	Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.txt) Unicode Text (*.txt)						
Options	XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls)	↓					
🐔 Send As Zip File	CSV (Comma delimited) (*.csv) Formatted Text (Space delimited) (*.prn) Text (Macintosh) (*.bxt) Text (MS-DOS) (*.bxt)						
i Save As Zip File	CSV (Macintosh) (*.csv) CSV (MS-DOS) (*.csv) DIF (Data Interchange Format) (*.dif) SYLK (Symbolic Link) (*.slk) Excel Add-in (*.xlam) Excel 97-2003 Add-in (*.xla) PDF (*.pdf) XPS Document (*.xps) Strict Open XML Spreadsheet (*.xlsx) OpenDocument Spreadsheet (*.ods)						

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8. Click Save	Save					
XII Save As						23
🕞 🕞 🗸 📕 « Local Di	isk (C:) ♦ Users ♦ cmfarris ♦	OneDrive - University of Arkansas      CSV	Files	<b>- 4</b> €	Search CSV Files	Q
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🗎 Libraries						
Documents						
J Music						
Pictures						
Videos						
Computer						
Information Syste			$\mathbf{X}$			
Girmo LIDEV (M. T	-					
File name: Enti	tyIDs_56.csv					•
Save as type: CSV	(Comma delimited) (*.csv)			<u> </u>		•
Authors: Debb	pie Putman	Taos: Add a tao	Title: Add a tit	tle		
		,,				
Hide Folders			Тс	ools 👻	Save	Cancel

**9.** THE SYSTEM IS GOING TO ASK YOU SEVERAL TIMES IF THINGS ARE OKAY, KEEP SAYING YES. Here is an example of one of those messages:

Microsoft I	Excel
0	Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format? Yes No Help

10. You now have a working .csv file.

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# HOW TO IMPORT A LIST OF ENTITIES FROM A .CSV FILE

1. From the Clipboard, click the Import List Import List button.

Clipboard	Actions
Modify Content in the Current Clipboard:	New Delete Clear Clear All Import List
Create or Update a Saved ID List:	Save
Work with a Saved ID List:	Load List Merge List Intersect Exclude
View or Update a List Header:	List Headers
Entity Clipboard (50462) (1/1)	

- 2. This opens the Import Clipboard File window.
- 3. Click the Comma Delimited radio button.

Import Clipboard F/e (90585)		Close	$\odot$
Tab Delimited     Gomma Delimited			
First row is a header	ID		
Choose File No file chosen			
	Import New Import Append		

- 4. Click Choose File.
- 5. This will open the Computer's file search window. Like so:

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- 6. Find the file that you are looking for.
- 7. Click on the file name, then click the Open button Open

📀 Open		-	1.00	×
😋 🔵 🗢 📙 🕨 Christopher M.	Farris > OneDrive - University of Arkan	sas 🕨 CSV Files	✓ 4 Search CSV	Files 🔎
Organize 💌 New folder				:= • 🔟 🔞
🚱 cneyman	^	Name	Date modified	Туре
ConeDrive - University of Area	rkansas	EntityIDs 20.csv	1/26/2017 3:07 PM	Microsoft Excel C
iCloud Drive		FntitvIDs 20.xls	1/26/2017 3:08 PM	Microsoft Excel 97
licloud Photos		EntityIDs 56.csv	1/26/2017 3:05 PM	Microsoft Excel C
_		EntityIDs 56.xlsx	1/26/2017 3:04 PM	Microsoft Excel W
🛱 Libraries	=	InviteesList_25.xlsx	1/19/2017 10:56 AM	Microsoft Excel W
Documents	_	_		
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Pictures				
<ul> <li>Videos</li> <li>Computer</li> <li>Local Disk (C:)</li> <li>Information Systems (\\Giz</li> <li>Gizmo-UDEV (M:)</li> <li>pCloud Drive (P:)</li> <li>apps (\\gizmo) (W:)</li> </ul>	zmo\udev\_Departments) (F:)	۲ [		,
File name:	EntityIDs_56.csv		✓ A <sup>tt</sup> Files (*.*)	-
			Open	▼ Cancel

IMPORTANT: THE FILE YOU ARE IMPORTING MUST BE A .CSV (COMMA-SEPARATED FILE)

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8. You should now see your file on the screen prepared to upload.

Import Clipboard File (90585)		Close	$\odot$
Tab Delimited     Omma Delimited			
First row is a header			
Choose File EntityIDs_56.csv			
	Import New Import Append		

- 9. Choose one of the two Import Buttons.
  - a. Import New Import the contents of the file and overwrite everything on the clipboard.
  - b. Import Append Import the contents of the file and add it to the end of what is already on the clipboard.
- 10. This will now give you a clipboard full of Entities like so:

Clipboa	ITC	Actions
Iodify Content	in the Current Clipboard:	New Delete Clear Clear All Import List
reate or Upda	ite a Saved ID List:	Save
Vork with a Sa	wed ID List:	Load List Merge List Intersect Exclude
iew or Update	a List Header:	List Headers
Entity Clip	bcard (50462) (1/58)	
tems 1	to 15 of 58 🕜 🕜 🕥 🕥	
D		
2034	C The	ges Jr.
6656	Q Mr.	
6657	Q Mrs.	
6971	Q Mr.	
8351	Q Mr.	
8352	Q Mrs.	
12499	Q The	· ·
16406	Q Mr.	
16407	Q Mrs.	
20798	Q Dr.	
20799	Q Mrs.	
24677	Q Mr.	
26323	Q Mrs.	
31468	( Dr	

11. We have one last thing to check.

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🔍 Invalid ID

- 12. Click the end VCR button to go to the last page of the Clipboard.
- 13. You are looking for this:

ems 46 t	o 58 of 58 🕜 📿 🔯	
)	0	
87592	Y Mrs	
10201	Ride	
12193	C Esta	s, Jr.
16699	Key	
39216	Q Dr.	
49178	Q Mrs	
63858	<b>Q</b> Arks	puting
71028	Q Mr.	
99101	Rob	
19315	Q Jam	
44736	Q Toll	int
05380	S Ms.	
	Q Invalid ID	

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14. Left click on the Invalid ID so that it is highlighted.

Clipboard	Actions
Modify Content in the Current Clipboard:	New Delete Clear Clear All Import List
Create or Update a Saved ID List:	Save
Work with a Saved ID List:	Load List Merge List Intersect Exclude
View or Update a List Header:	List Headers
Entity Clipboard (50462) (58/58)	
Items 46 to 58 of 58 🕜 🖓 🖓	
ID	
487592 Q Mrs	
510201 Q Fide	
512193 Q Esta	
516699 Q Key	
539216 9 0.	
549178 Q Mrs	
563858 Ark	a
571028 A Mr.	3
599101 Q Rob	
619315 Q Jam	
644736 Q Toll	
705380 Q Ms	
I Invalid ID	
Items 46 to 58 of 58	

15. Click the Delete button.

YOUR CLIPBOARD IS NOW READY FOR WHATEVER TASK YOU NEED TO PERFORM NEXT.