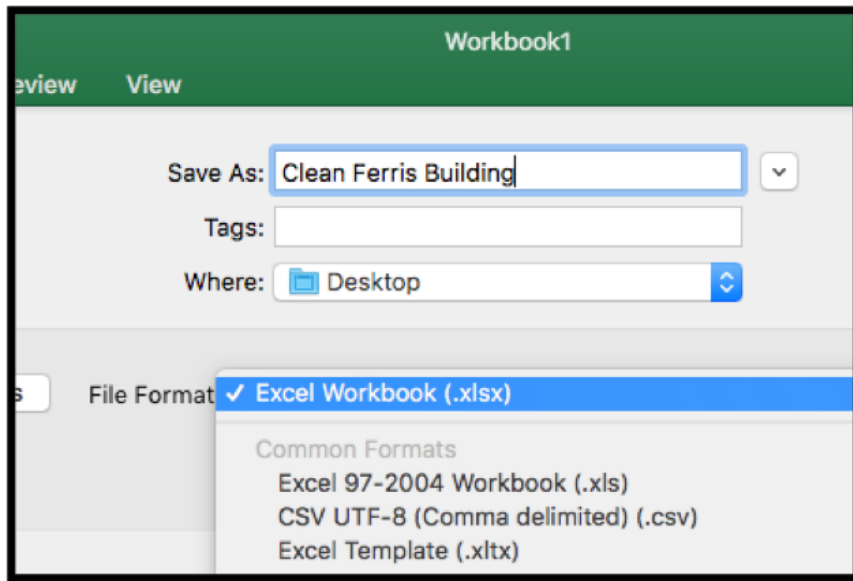


DASHFLOW CLEAN IMPORT GUIDE

Follow these steps to create an Excel rent roll file that will be imported by Dashflow.

1. Open the Microsoft Excel application
2. Create a new Workbook (which will have only one worksheet).
3. Save this Workbook as “Clean [Rent Roll FileName].xlsx”



4. In cell A1 insert the Building Name.
5. In Row 2, copy & paste the Rent Roll headers from your original Rent Roll file.
6. You can keep the same order of headers as in the original, but modify the header labels so that they are identical to the labels shown here:

Tenant Name	Start Date
Area	Expiry Date
Rent pa	Break Date
Rent psf/psm	Rent Review Date
ERV pa	Fixed Uplift Date
ERV psf/psm	Fixed Uplift Rent

Dashflow will import a wide variety of alternative names for these headers, but the goal in this exercise is to be 100% secure: that is why it is a good idea to fix names.

The country of the property is set in the NEW DEAL screen, and that will determine how the area is treated (square foot or square metre) and what currency symbol is used.

You may have copied other column headers from the original to the clean file, and this does not matter subject to one restriction: only copy plain text within single cells i.e. no special formatting, no colours, no merged cells, no hidden columns, no graphics &c.

7. Copy and paste data for the first tenant lease from the original rent roll file into Row 3, for the second tenant lease into Row 4, and so on.
8. Proceed lease by lease and row by row, ensuring:
 - a. all cells containing dates are formatted within Excel as "Date";
 - b. no date cell has more than one date; no cell is messy in other ways;
 - c. you are pasting values only i.e. remove any special formatting;
 - d. no single tenant/lease has multiple rows, merged cells &c;
 - e. you do not copy non-lease information like licenses etc.
9. Check that every tenant has a value in the cell corresponding to:

Tenant Name, Area, & either Rent pa or Rent psf/psm

 - If a value is missing in any cell in these three columns, insert an artificial value.
 - Values missing in other columns can be ignored.

If your spreadsheet is now looking something like this, the job is done.

	A	B	C	D	E	F	G	H	I
1	Building Name:	Ferris Building							
2	Suite Number	Tenant Name	Area	Rent pa	Start Date	Expiry Date	Break Date	Rent Review Date	Comments
3	1	Yardi	1,000	£ 45,000	11-Oct-12	10-Oct-32	11-Oct-17	11-Oct-22	
4	2	Kaplan	2,000	£ 90,000	17-Mar-17	16-Mar-32	17-Mar-22	17-Mar-27	
5	3	Cosco	3,000	£ 135,000	10-Jul-16	31-Mar-18			
6	4	Unicef	4,000	£ 180,000	12-Aug-16	24-Apr-19			
7	5	Trader Joe	5,000	£ 225,000	25-Apr-15	24-Apr-19			
8	6	Aqua Fax	6,000	£ 270,000	25-Aug-17	24-Aug-22		25-Aug-20	
9	7	Lil and things	7,000	£ 315,000	6-Feb-13	5-Feb-23			
10	8	Matte	8,000	£ 360,000	7-Nov-16	6-Nov-26	6-Feb-18		
11	9	Oxford	9,000	£ 405,000	20-Mar-16	19-Mar-26	7-Nov-21	7-Nov-22	
12	10	Aguila	10,000	£ 450,000	31-Oct-16	31-Mar-18	20-Mar-21	20-Mar-21	
13	11	Ottish	11,000	£ 495,000	24-Mar-16	23-Mar-21			
14	12	Kardish	12,000	£ 540,000	25-Apr-15	24-Apr-19			
15	13	Vacant	13,000	£ 585,000					
16	14	Kosem Imports	14,000	£ 630,000	12-Feb-17	24-Apr-19			
17	15	Rolling Hills	15,000	£ 675,000	4-Jul-15	3-Jul-30		4-Jul-20	
18									

10. Save, exit Excel and e-mail this clean rent roll file to the user who wishes to import the data into Dashflow. (Do not forget to inform the user of any artificial values that were inserted, break dates that were removed &c, because these issues can be easily fixed within Dashflow.)