

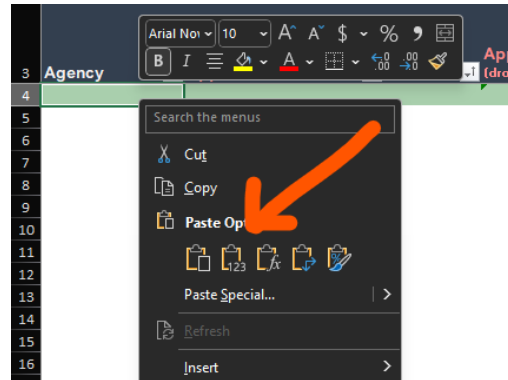
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4. Only applications that are still active should be visible. Select the first set of formula free data from columns A to H and copy it. Do this by pressing **CTRL+C** or right clicking on the selected cells and pressing **Copy**.

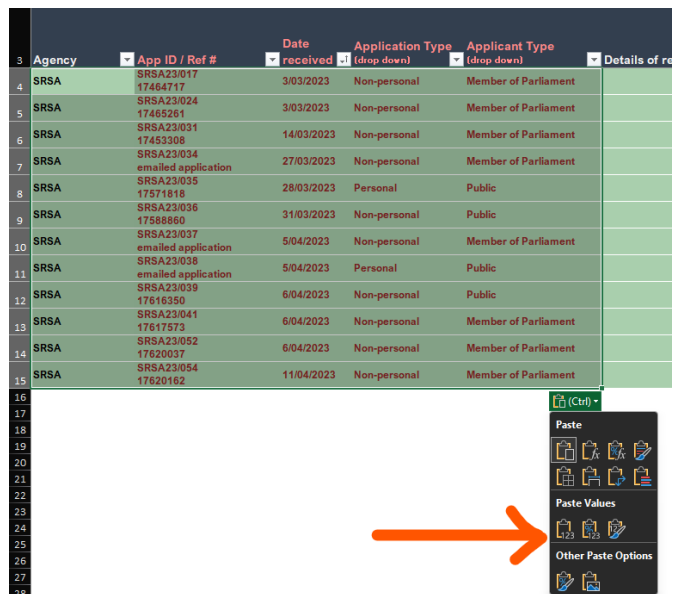
App ID / Ref #	Date received	Application Type	Applicant Type	Details of request	Applicant name	Applicant contact details	Applicant postal address	Due Date
Test 58	21/09/2022	Non-personal	Member of Parliament					Friday, 21 Oct
Test 70	13/09/2022	Non-personal	Lawyer / Agent					Thursday, 13 Oct
Test 71	13/10/2022	Non-personal	Member of Parliament					Monday, 14 Nov
Test 79	17/10/2022	Non-personal	Public					Wednesday, 17 Oct
Test 83	17/10/2022	Non-personal	Public					Wednesday, 17 Oct
Test 86	9/11/2022	Non-personal	Member of Parliament					Friday, 9 Dec
Test 87	20/10/2022	Personal	Public					Monday, 21 Nov
Test 89	25/10/2022	Personal	Public					Thursday, 24 Oct
Test 91	27/10/2022	Personal	Public					Monday, 28 Nov
Test 92	29/10/2022	Personal	Lawyer / Agent					Monday, 28 Nov
Test 94	4/11/2022	Personal	Lawyer / Agent					Monday, 5 Dec
Test 96	3/11/2022	Non-personal	Member of Parliament					Monday, 5 Dec
Test 100	14/11/2022	Non-personal	Public					Wednesday, 14 Nov
Test 102	15/11/2022	Non-personal	Lawyer / Agent					Thursday, 15 Nov
Test 103	21/11/2022	Personal	Lawyer / Agent					Wednesday, 21 Nov
Test 104	18/11/2022	Non-personal	Public					Monday, 19 Dec
Test 105	21/11/2022	Non-personal	Lawyer / Agent					Wednesday, 21 Nov
Test 106	23/11/2022	Non-personal	Member of Parliament					Friday, 23 Dec
Test 107	24/11/2022	Non-personal	Lawyer / Agent					Monday, 26 Dec
Test 108	28/11/2022	Non-personal	Lawyer / Agent					Wednesday, 28 Nov
Test 109	29/11/2022	Non-personal	Lawyer / Agent					Thursday, 29 Nov

5. To paste the copied data, you must remove any formatting that is associated with that text. This formatting can be removed easily and efficiently in two ways

- 5.1. Right click the cell you want to paste in, scroll down to Paste and select Paste Values, or...



- 5.2. Paste the content in the cell(s) and locate the CTRL box at the base of the pasted selection. Click on the CTRL box and select the first icon under Paste Values.



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Your data should appear in the new spreadsheet as shown in the image below.

You will need to repeat steps 3 to 6 for any Extension Data you have recorded for active applications.

You can also manually add Site information to each application if your office chooses to use this function (details about adding Site data to your spreadsheet can be found in the Instructions tab).

Access Application Details										Extensions to due date (if applicable)				
Site	App ID / Ref #	Date received	Application Type (drop-down)	Applicant Type (drop-down)	Details of request	Applicant name	Applicant contact details	Applicant postal address	Due Date (manually calculated)	Due date for Extension (automatically calculated)	Extension type (drop-down)	Extension period (days)	Advance Deposit (days check imposed)	New due date (manually calculated)
start here	Test 88	21/09/2022	Non-personal	Member of Parliament					Fri, 21 Oct 2022	Tue, 11 Oct 2022				Fri, 21 Oct 2022
	Test 70	13/09/2022	Non-personal	Lawyer / Agent					Thu, 13 Oct 2022	Tue, 4 Oct 2022				Thu, 13 Oct 2022
	Test 71	13/09/2022	Non-personal	Member of Parliament					Mon, 14 Nov 2022	Wed, 2 Nov 2022				Mon, 14 Nov 2022
	Test 79	17/10/2022	Non-personal	Public					Wed, 16 Nov 2022	Mon, 7 Nov 2022				Wed, 16 Nov 2022
	Test 83	17/10/2022	Non-personal	Public					Wed, 16 Nov 2022	Mon, 7 Nov 2022				Wed, 16 Nov 2022
	Test 86	01/10/2022	Non-personal	Member of Parliament					Fri, 9 Dec 2022	Tue, 29 Nov 2022				Fri, 9 Dec 2022
	Test 87	20/10/2022	Personal	Public					Mon, 21 Nov 2022	Wed, 9 Nov 2022				Mon, 21 Nov 2022
	Test 89	25/10/2022	Personal	Public					Thu, 24 Nov 2022	Mon, 14 Nov 2022				Thu, 24 Nov 2022
	Test 91	27/10/2022	Personal	Public					Mon, 28 Nov 2022	Wed, 16 Nov 2022				Mon, 28 Nov 2022
	Test 92	29/10/2022	Personal	Lawyer / Agent					Mon, 28 Nov 2022	Fri, 18 Nov 2022				Mon, 28 Nov 2022
	Test 94	4/11/2022	Personal	Lawyer / Agent					Mon, 5 Dec 2022	Thu, 24 Nov 2022				Mon, 5 Dec 2022
	Test 96	3/11/2022	Non-personal	Member of Parliament					Mon, 5 Dec 2022	Wed, 23 Nov 2022				Mon, 5 Dec 2022
	Test 100	14/11/2022	Non-personal	Public					Wed, 14 Dec 2022	Mon, 5 Dec 2022				Wed, 14 Dec 2022
	Test 102	15/11/2022	Non-personal	Lawyer / Agent					Thu, 15 Dec 2022	Mon, 5 Dec 2022				Thu, 15 Dec 2022
	Test 103	21/11/2022	Personal	Lawyer / Agent					Wed, 21 Dec 2022	Mon, 12 Dec 2022				Wed, 21 Dec 2022
	Test 104	18/11/2022	Non-personal	Public					Mon, 19 Dec 2022	Thu, 8 Dec 2022				Mon, 19 Dec 2022
	Test 105	21/11/2022	Non-personal	Lawyer / Agent					Wed, 21 Dec 2022	Mon, 12 Dec 2022				Wed, 21 Dec 2022
	Test 106	23/11/2022	Non-personal	Member of Parliament					Fri, 23 Dec 2022	Tue, 13 Dec 2022				Fri, 23 Dec 2022
	Test 107	24/11/2022	Non-personal	Lawyer / Agent					Tue, 27 Dec 2022	Wed, 14 Dec 2022				Tue, 27 Dec 2022
	Test 108	26/11/2022	Non-personal	Lawyer / Agent					Wed, 28 Dec 2022	Mon, 19 Dec 2022				Wed, 28 Dec 2022
	Test 109	28/11/2022	Non-personal	Lawyer / Agent					Thu, 29 Dec 2022	Mon, 19 Dec 2022				Thu, 29 Dec 2022

If you have any questions or issues transferring your active application data across to the new year's spreadsheet, please contact us on staterecords@sa.gov.au or 7322 7081.