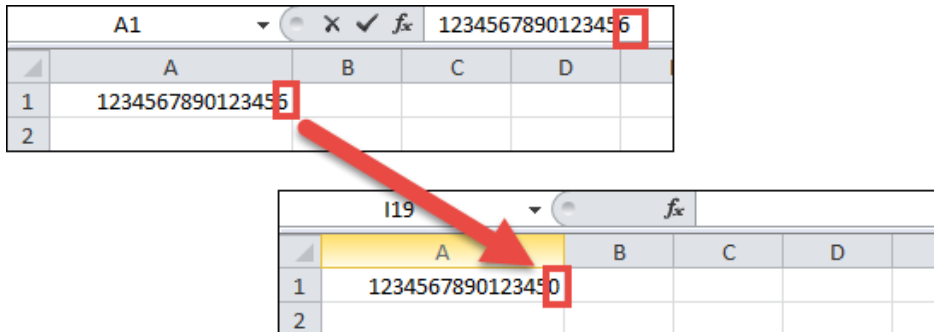




Avoiding ID Truncation in EvaluationWeb[®] Excel Upload Files

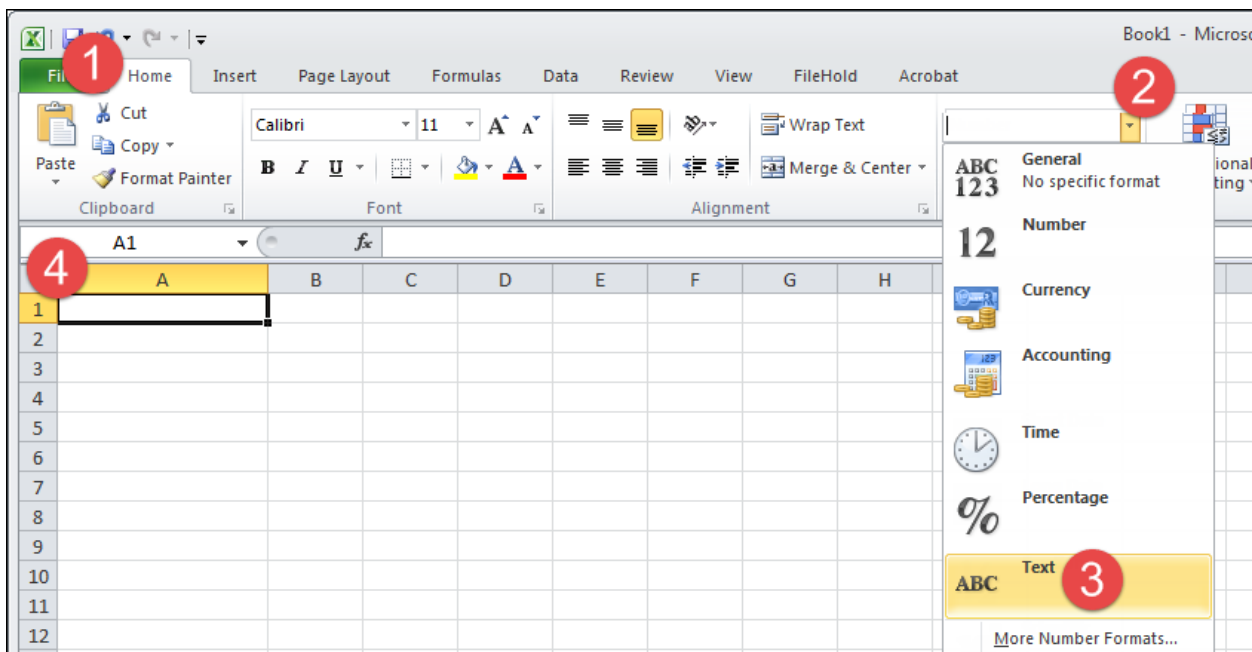
Excel truncates 16-character (or longer) numbers when you insert them into a cell by converting digits to '0'.



To avoid this issue with long numeric IDs in your Excel upload files, format the appropriate cells as 'Text' (not as 'Number' or 'General') and then insert your IDs. Cells formatted as 'Text' will not truncate long numbers.

To format cells as Text:

1. On the Home tab, select the cells in question.
2. Click the formatting dropdown arrow.
3. Select 'Text' in the list.
4. Type or insert your ID in the cell.



Note: This issue happens with numeric IDs, but not with IDs containing an alpha character.