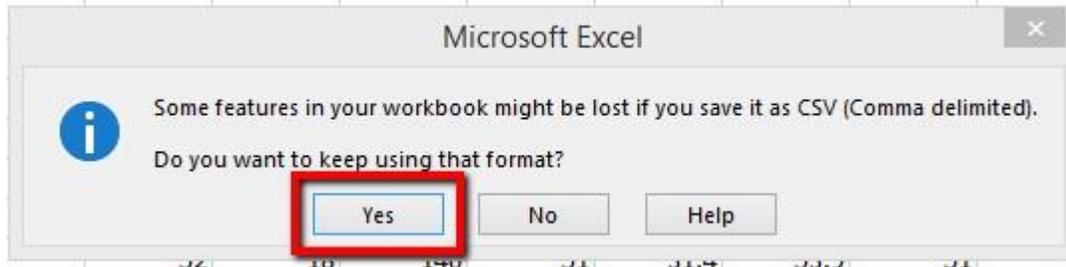
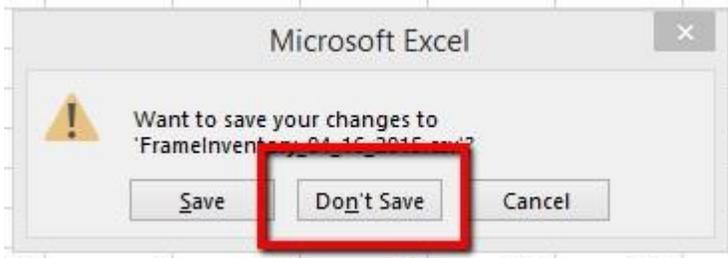


1. Print Full List to file and save the file. If you change the name you will need to add ".csv" to the end.
MAKE AN EXTRA COPY OF THIS FILE, JUST IN CASE!
2. Right click on column A and choose Format Cells
3. Choose Number with 0 decimal places. This will adjust column A to show the actual UPC numbers.
4. Make your necessary adjustments.
5. Save your file. It will ask you if you want to "keep using that format?" Click Yes



6. This will leave Excel open. Click the X in the top right to close.
7. You will get a pop up asking if you want to save changes, click "Don't Save"



8. From this point, you will need to contact CrystalPM Support at 800-308-7169 x1 or in Crystal by going to Support – Request Support for assistance with importing this into your database.