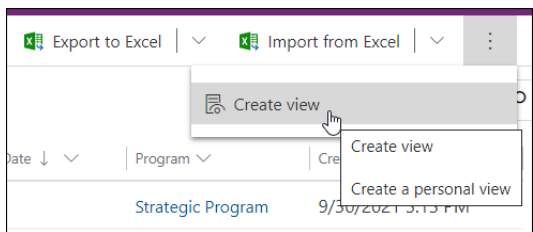
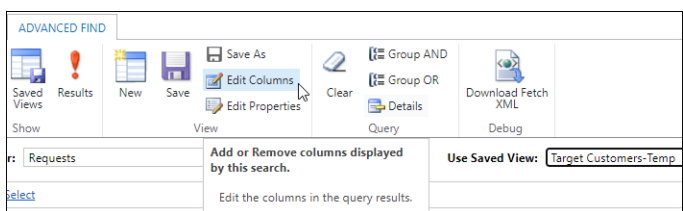


Bulk Copy Data Between Columns

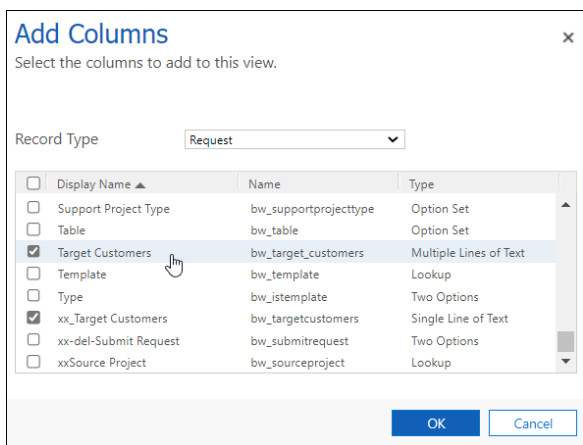
1. In the area of interest (e.g., Requests, Projects) choose to Create a personal view.



2. In the personal view configuration screen click Edit Columns.



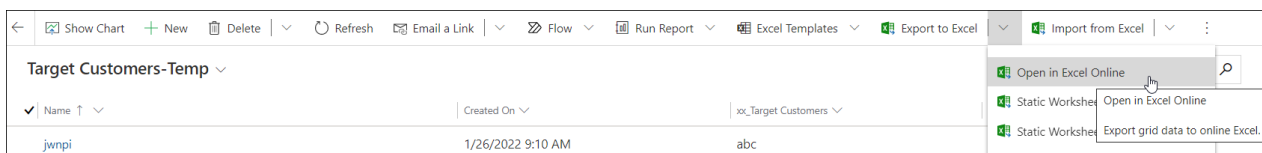
3. Choose the relevant Record Type and add the two columns required for the data transfer.



4. Click OK and save and close the view.

5. Switch to your new personal view.

6. Click Open in Excel Online.



7. In Excel copy the data from one column to the other as you would typically do in a spreadsheet.

8. Save the Excel file, click Track Progress, wait for the Excel Online import process to complete and

close the import screen.

9. Return to your custom view, refresh the screen and confirm that the column data has been successfully copied into the other column.
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