

UNITS UPLOAD INSTRUCTIONS

Get spreadsheet template

- Go to Units Page to download “Unit Data Template”.

The screenshot shows the DHCA Montgomery County Maryland website. The header includes the DHCA logo and the text 'MONTGOMERY COUNTY Maryland'. The navigation menu has 'Home', 'Survey', 'Users', and 'Help'. The 'Survey' menu is active, showing '2014 Survey' and a 'Select' button. Below this, there are tabs for 'Facility' and 'Units'. The 'Units' tab is active, showing a 'Browse...' button with 'No file selected.', an 'Upload File' button, and a 'Reset' button. There is also a 'No Unit Information.' button and an 'Add Unit' link. The 'Unit Data Template' link is circled in red.

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Disclaimer: This website works best with the following browsers: Windows IE 9.0 or higher, Google's Chrome, Safari, FireFox. Using other not supported browsers may cause problems. Please make sure that your web browser settings have cookies and scripts enabled.

Complete spreadsheet

- Fill in Excel spreadsheet with unit information. Refer to “Unit Upload Data Definition” to learn how to complete the spreadsheet.

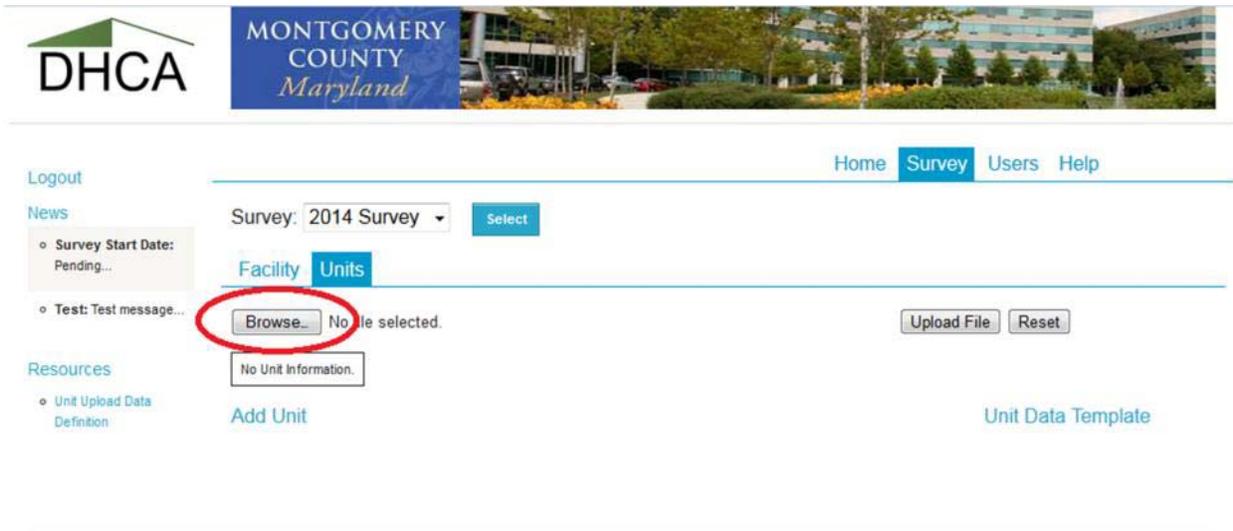
The screenshot shows the DHCA Montgomery County Maryland website. The header includes the DHCA logo and the text 'MONTGOMERY COUNTY Maryland'. The navigation menu has 'Home', 'Survey', 'Users', and 'Help'. The 'Survey' menu is active, showing '2014 Survey' and a 'Select' button. Below this, there are tabs for 'Facility' and 'Units'. The 'Units' tab is active, showing a 'Browse...' button with 'No file selected.', an 'Upload File' button, and a 'Reset' button. There is also a 'No Unit Information.' button and an 'Add Unit' link. The 'Unit Upload Data Definition' link is circled in red.

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Upload spreadsheet

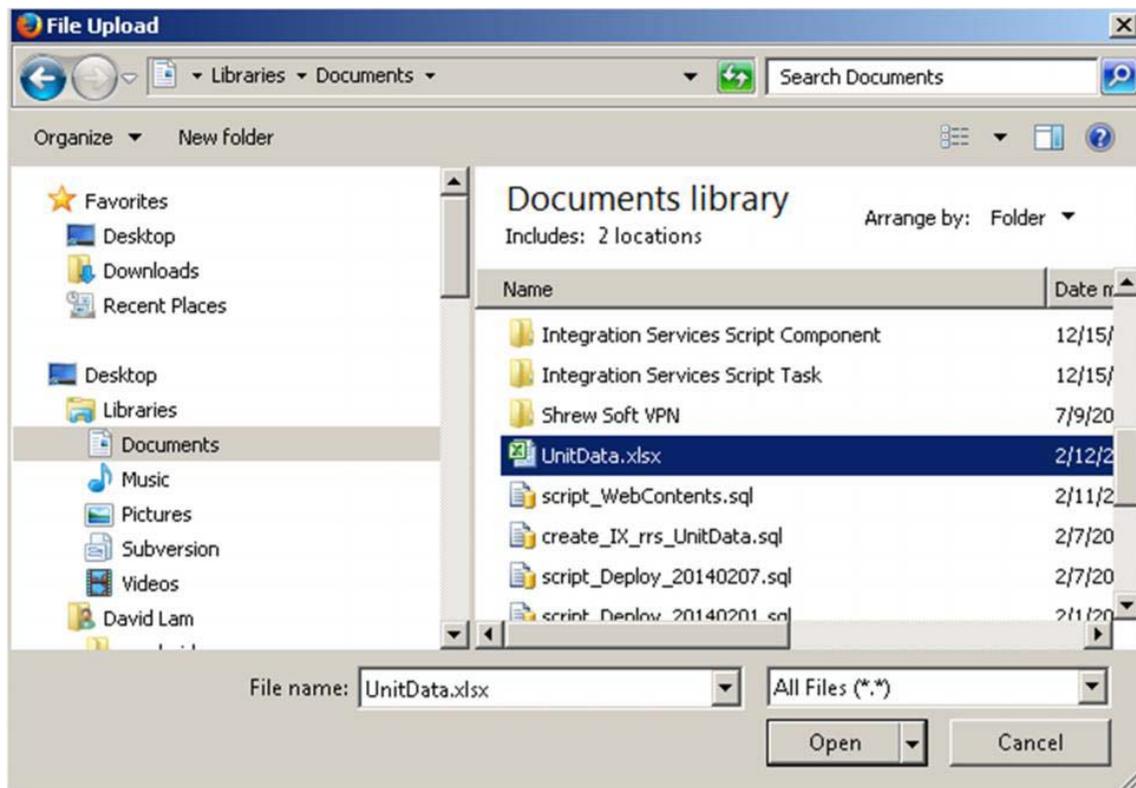
- Go to Units Page to upload spreadsheet.
- Click “Browser” or “Choose File” if you are using Chrome.



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- Select the completed spreadsheet from the pop-up menu and click “Open”.



- Click "Upload File".

The screenshot shows the DHCA Montgomery County Maryland website interface. At the top left is the DHCA logo. To its right is a banner for 'MONTGOMERY COUNTY Maryland' with a background image of a modern building. Below the banner is a navigation bar with 'Home', 'Survey', 'Users', and 'Help' links. The 'Survey' link is highlighted. On the left side, there are sections for 'Logout', 'News', and 'Resources'. The 'News' section contains two items: 'Survey Start Date: Pending...' and 'Test: Test message...'. The 'Resources' section contains 'Unit Upload Data Definition'. The main content area has a 'Survey: 2014 Survey' dropdown menu with a 'Select' button. Below this are tabs for 'Facility' and 'Units', with 'Units' selected. There is a 'Browse...' button followed by 'No file selected.' and a circled 'Upload File' button next to a 'Reset' button. Below these are 'Add Unit' and 'Unit Data Template' links. At the bottom, there is a copyright notice and a disclaimer: 'Disclaimer: This website works best with the following browsers: Windows IE 9.0 or higher, Google's Chrome, Safari, FireFox. Using other not supported browsers may cause problems. Please make sure that your web browser settings have cookies and scripts enabled.'

- When units upload is done, unit records will be displayed.

The screenshot shows the same DHCA Montgomery County Maryland website interface as the previous one, but now displaying unit records. The 'Upload File' button is no longer circled. Below the 'Units' tab, there is a 'Choose File' button followed by 'No file chosen' and 'Upload File' and 'Reset' buttons. Below these, a message states: 'File uploaded: SampleUnitData.xlsx. The Excel file has been processed. Total 8 rows of data uploaded.' Below this message is a table with the following data:

Unit Identifier	Bedrooms	Vacant	Occupy Date	Current Rent
1-001	2	No	12/17/2007	1907
1-002	2	Yes		0
1-003	2	No	2/18/2008	2284
1-004	4	No	1/1/1996	2560
2-001	3	No	6/29/2013	2025
2-002	2	No	5/30/2014	1756
2-003	3	No	8/1/2013	2131
2-004	2	Yes		0

Below the table are 'Add Unit' and 'Unit Data Template' links.