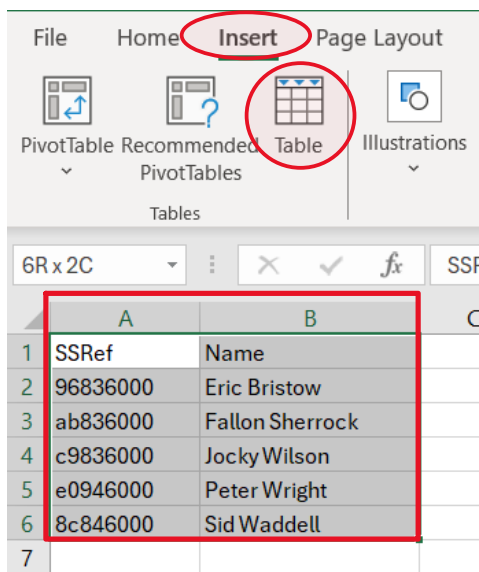


## Using Vlookup to input names on CSV file

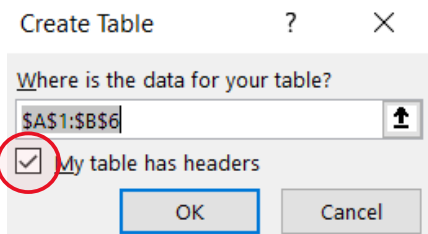
- You will need to create an Excel sheet detailing the SS Ref and names of people receiving services  
*Note – You will need to update this whenever new names are added*
- It is important that this is done in a particular order
- The SSRef (unique identifier) in column A and the persons name in column B
- Ensure that you give each column a title

	A	B
1	SSRef	Name
2	96836000	Eric Bristow
3	ab836000	Fallon Sherrock
4	c9836000	Jocky Wilson
5	e0946000	Peter Wright
6	8c846000	Sid Waddell

- You will then need to convert this into a table. To do this, **highlight both columns**
- Go to **Insert**
- Select **Table**



- You will receive the following pop-up box. Ensure the box for 'My Table has headers' is ticked
- Press **OK**



- The data is now in table format

	A	B
1	SSRef	Name
2	96836000	Eric Bristow
3	ab836000	Fallon Sherrock
4	c9836000	Jocky Wilson
5	e0946000	Peter Wright
6	8c846000	Sid Waddell

- In the Provider Portal, go to **Actuals**
- Select **Actuals Bulk Export**

Home **Actuals** One-Off Claims

Back Services

Ally Pally Ltd

**Current Services**

- Ally Pally Home Care
- Ally Pally Home Care DTA

Include Historical

**Bulk Import/Export**

It is also possible to bulk-import or export actuals data from a CSV file

- [Actuals Bulk Import](#)
- [Actuals Bulk Export](#)**
- [Commissioned Care Export](#)

- Select the period of time required (Monday to Sunday) and then **Export**

### Bulk Export of Actuals

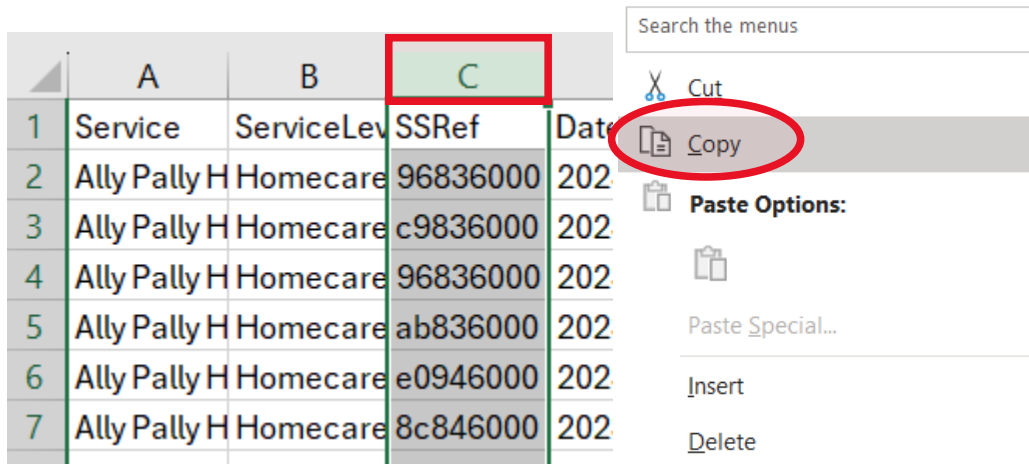
Please select the required time period for the export

Start Date:

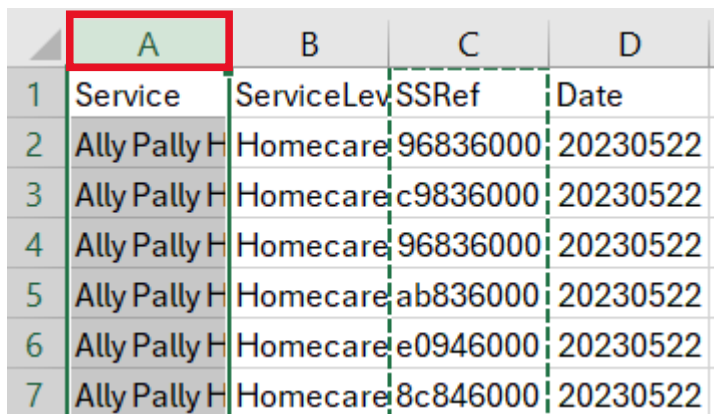
End Date:

**Export**

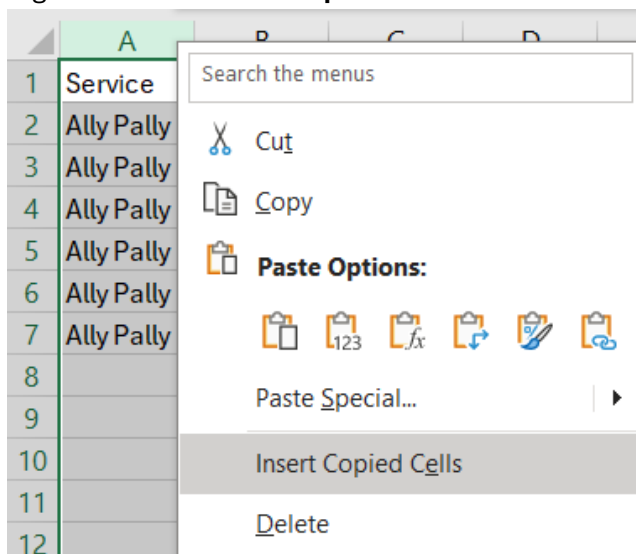
- The actuals data is now displayed on a CSV file
- To populate the names of the people receiving service, follow the next steps exactly
- Highlight the SSRef column by clicking on C, then right-click and **copy**



- Highlight column A by clicking on A



- Right-click and **Insert Copied Cells**



- You will now see that SSRef is shown in column A as well as column D

	A	B	C	D	E
1	SSRef	Service	ServiceLev	SSRef	Date
2	96836000	Ally Pally H	Homecare	96836000	20230522
3	c9836000	Ally Pally H	Homecare	c9836000	20230522
4	96836000	Ally Pally H	Homecare	96836000	20230522
5	ab836000	Ally Pally H	Homecare	ab836000	20230522
6	e0946000	Ally Pally H	Homecare	e0946000	20230522
7	8c846000	Ally Pally H	Homecare	8c846000	20230522

- Add a new column where you would like to see the persons name. On this example, I will say that I want the name to show in column B
- Highlight the column (B), right-click and select **Insert**

	A	B	C	D	E
1	SSRef	Service			
2	96836000	Ally Pally H			
3	c9836000	Ally Pally H			
4	96836000	Ally Pally H			
5	ab836000	Ally Pally H			
6	e0946000	Ally Pally H			
7	8c846000	Ally Pally H			
8					
9					
10					
11					
12					

- You will now have a blank column. On the title line, write 'Name'

	A	B	C	D	E	F
1	SSRef	Name	Service	ServiceLev	SSRef	Date
2	96836000		Ally Pally H	Homecare	96836000	20230522
3	c9836000		Ally Pally H	Homecare	c9836000	20230522
4	96836000		Ally Pally H	Homecare	96836000	20230522
5	ab836000		Ally Pally H	Homecare	ab836000	20230522
6	e0946000		Ally Pally H	Homecare	e0946000	20230522
7	8c846000		Ally Pally H	Homecare	8c846000	20230522

- You will now need to input the formula for Vlookup
- On the CSV file, click in the first empty field in the Name column and then click on the **fx** button

	A	B	C	D	E	F
1	SSRef	Name	Service	ServiceLev	SSRef	Date
2	96836000		Ally Pally H Homecare	96836000	20230522	
3	c9836000		Ally Pally H Homecare	c9836000	20230522	
4	96836000		Ally Pally H Homecare	96836000	20230522	
5	ab836000		Ally Pally H Homecare	ab836000	20230522	
6	e0946000		Ally Pally H Homecare	e0946000	20230522	
7	8c846000		Ally Pally H Homecare	8c846000	20230522	

- The following box will appear. If VLOOKUP already shows in the **'select a function'** box, double-click it
- If it doesn't show, type VLOOKUP in the search box and then click **Go**

Insert Function

Search for a function:

Type a brief description of what you want to do and then click Go

Or select a category: Most Recently Used

Select a function:

- VLOOKUP
- DATEVALUE
- SUM
- TRIMMEAN
- AVERAGE
- IF
- HYPERLINK

**VLOOKUP(lookup\_value,table\_array,col\_index\_num,range\_lookup)**  
 Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

[Help on this function](#)

OK Cancel

- You will be taken to the following box

Function Arguments

VLOOKUP

Lookup\_value  = any

Table\_array  = number

Col\_index\_num  = number

Range\_lookup  = logical

=

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Lookup\_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Formula result =

[Help on this function](#)

- Lookup\_value** – Click on the blank field of the Lookup value box and then click on the first SSref field which will be A2. It will populate this information in the Look\_up value box

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SSRef	Name	Service	ServiceLev	SSRef	Date	IsTimetabl	Timetablec	Timetablec	Timetablec	Timetablec	WeeklyAct	WeeklyFru
2	96836000	P(A2)	Ally Pally H Homecare	96836000	20230522	0						7	0
3	c9836000		Ally Pally H Homec										
4	96836000		Ally Pally H Homec										
5	ab836000		Ally Pally H Homec										
6	e0946000		Ally Pally H Homec										
7	8c846000		Ally Pally H Homec										
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													

Function Arguments

VLOOKUP

Lookup\_value  = 96836000

Table\_array  = number

Col\_index\_num  = number

Range\_lookup  = logical

=

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Lookup\_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Formula result =

[Help on this function](#)

- Then click on the blank field of the **Table\_array** box

Function Arguments

VLOOKUP

Lookup\_value  = 96836000

Table\_array  = number

Col\_index\_num  = number

Range\_lookup  = logical

- You then need to go to the CSV file **you created** with all the names and SSRef
- Highlight all of the fields of both columns (in this example A2 to B6)
- It will populate this information in the Table array box

The screenshot shows an Excel spreadsheet with two columns: 'SSRef' and 'Name'. The data is as follows:

SSRef	Name
96836000	Eric Bristow
ab836000	Fallon Sherrock
c9836000	Jocky Wilson
e0946000	Peter Wright
8c846000	Sid Waddell

The 'Function Arguments' dialog box for VLOOKUP is open. The 'Table\_array' field is highlighted with a red box and contains the formula `[Book2]Sheet1!Table1`.

- **Col\_index-num** – This where you are selecting the information you want to pull through. The details of the names are in column 2, so type 2 in this box

The 'Function Arguments' dialog box for VLOOKUP is shown. The 'Col\_index\_num' field is highlighted with a red box and contains the value '2'.

- **Range\_lookup** – Type the word **FALSE**
- Click **OK**

The 'Function Arguments' dialog box for VLOOKUP is shown. The 'Range\_lookup' field is highlighted with a red box and contains the value 'FALSE'. The 'Formula result' is displayed as 'Eric Bristow'.

- You will now see a name displayed on your CSV file

	A	B	C	D	E	F
1	SSRef	Name	Service	ServiceLev	SSRef	Date
2	96836000	Eric Bristow	Ally Pally H	Homecare	96836000	20230522
3	c9836000		Ally Pally H	Homecare	c9836000	20230522
4	96836000		Ally Pally H	Homecare	96836000	20230522
5	ab836000		Ally Pally H	Homecare	ab836000	20230522
6	e0946000		Ally Pally H	Homecare	e0946000	20230522
7	8c846000		Ally Pally H	Homecare	8c846000	20230522

- To recreate the formula for the remaining fields, highlight the name and towards the bottom right of the box, you will see a small square

	A	B	C	D	E	F
1	SSRef	Name	Service	ServiceLev	SSRef	Date
2	96836000	Eric Bristow	Ally Pally H	Homecare	96836000	20230522
3	c9836000		Ally Pally H	Homecare	c9836000	20230522
4	96836000		Ally Pally H	Homecare	96836000	20230522
5	ab836000		Ally Pally H	Homecare	ab836000	20230522
6	e0946000		Ally Pally H	Homecare	e0946000	20230522
7	8c846000		Ally Pally H	Homecare	8c846000	20230522

- Click (and hold) on the square, and drag down to the end of the column

	A	B	C	D	E	F
1	SSRef	Name	Service	ServiceLev	SSRef	Date
2	96836000	Eric Bristow	Ally Pally H	Homecare	96836000	20230522
3	c9836000		Ally Pally H	Homecare	c9836000	20230522
4	96836000		Ally Pally H	Homecare	96836000	20230522
5	ab836000		Ally Pally H	Homecare	ab836000	20230522
6	e0946000		Ally Pally H	Homecare	e0946000	20230522
7	8c846000		Ally Pally H	Homecare	8c846000	20230522



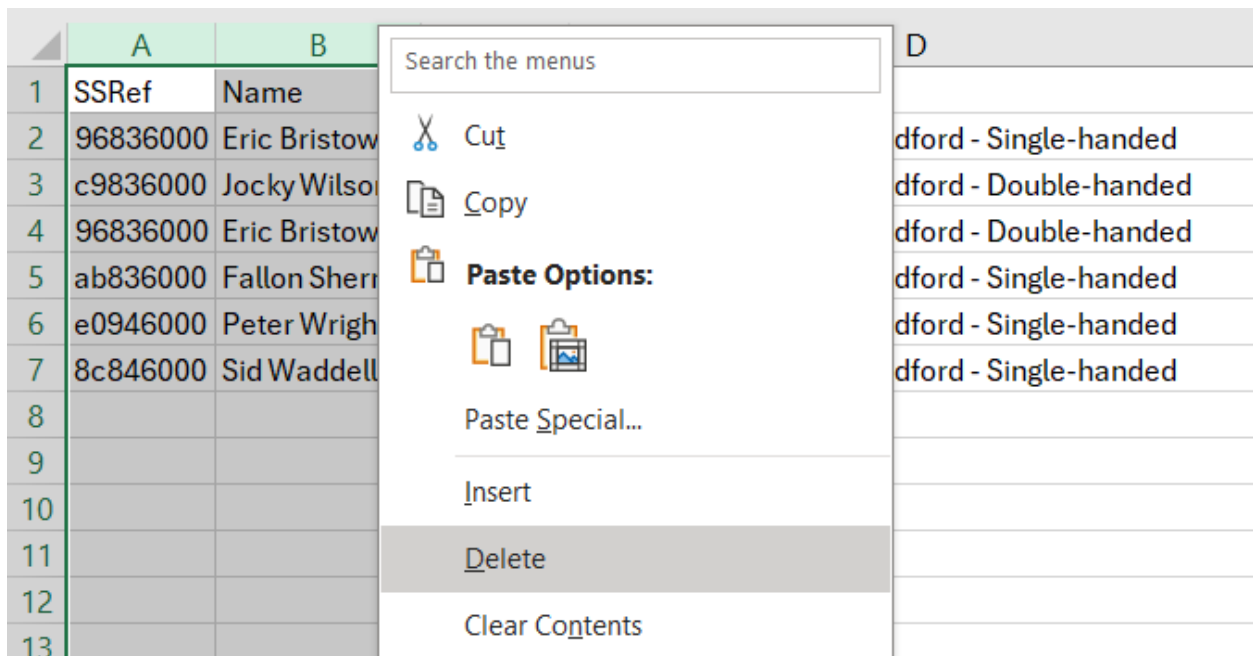
- All the fields will now populate with the individual names

	A	B	C	D	E	F
1	SSRef	Name	Service	ServiceLev	SSRef	Date
2	96836000	Eric Bristow	Ally Pally H Homecare	96836000	20230522	
3	c9836000	Jocky Wilson	Ally Pally H Homecare	c9836000	20230522	
4	96836000	Eric Bristow	Ally Pally H Homecare	96836000	20230522	
5	ab836000	Fallon Sherroc	Ally Pally H Homecare	ab836000	20230522	
6	e0946000	Peter Wright	Ally Pally H Homecare	e0946000	20230522	
7	8c846000	Sid Waddell	Ally Pally H Homecare	8c846000	20230522	

- You now have a CSV file with all of the actuals information as well as the names
- Input the relevant information for services delivered and applicable comments

**IMPORTANT – Before importing the file to the portal, delete the additional columns added**

- To delete, highlight the entire column, right-click and select **delete**
- You will need to delete the duplicated **SSRef** column (which will be column A) – **DO NOT DELETE THE ORIGINAL SSRef column from the file**
- You will also need to delete the **Name** column (on this example, column B)



- Save the CSV file
- You can now import the file into the Provider Portal

- Go to **Actuals**
- Select **Actuals Bulk Import**

The screenshot shows a software interface with a top navigation bar containing 'Home', 'Actuals', and 'One-Off Claims'. The 'Actuals' tab is highlighted with a red circle. Below the navigation bar is a 'Services' section with a 'Back' link and a gear icon. It lists 'Ally Pally Ltd' and 'Current Services' including 'Ally Pally Home Care' and 'Ally Pally Home Care DTA'. There is an unchecked checkbox for 'Include Historical'. Below this is a 'Bulk Import/Export' section with a floppy disk icon. It contains the text 'It is also possible to bulk-import or export actuals data from a CSV file' and a list of options: 'Actuals Bulk Import' (circled in red), 'Actuals Bulk Export', and 'Commissioned Care Export'.

- **Choose File** and select your saved file
- Press **Import**

### Bulk Import of Actuals

Please select a file to import

The screenshot shows a file selection interface on a light orange background. On the left is a globe icon with a green arrow pointing upwards. To the right, the text 'CSV File' is followed by a text input field containing 'Vlookup test.csv'. The 'Choose File' button is highlighted with a black border. Below the input field is an orange 'Import' button.