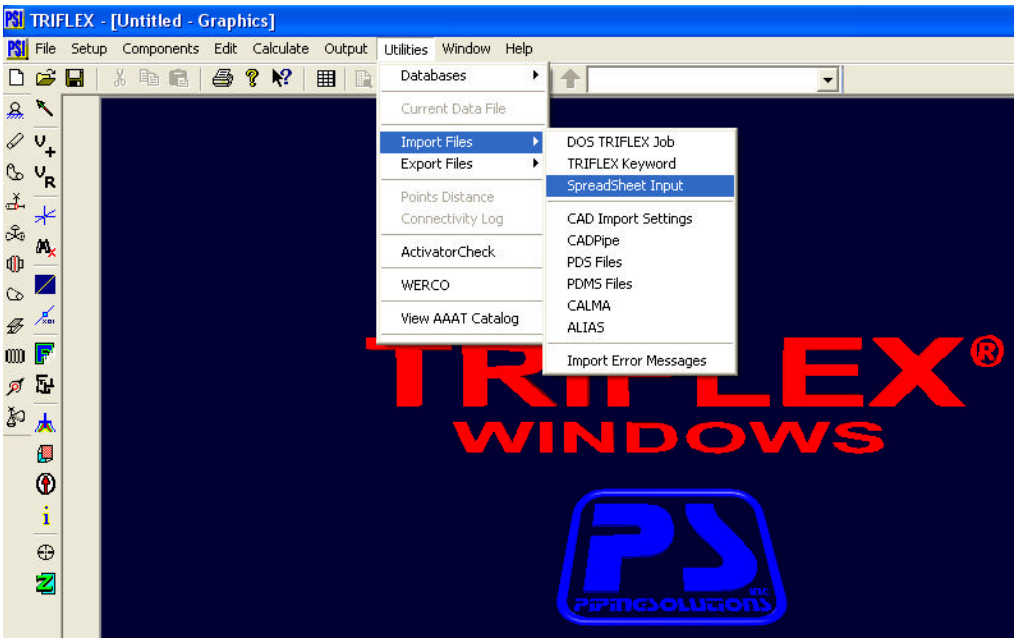
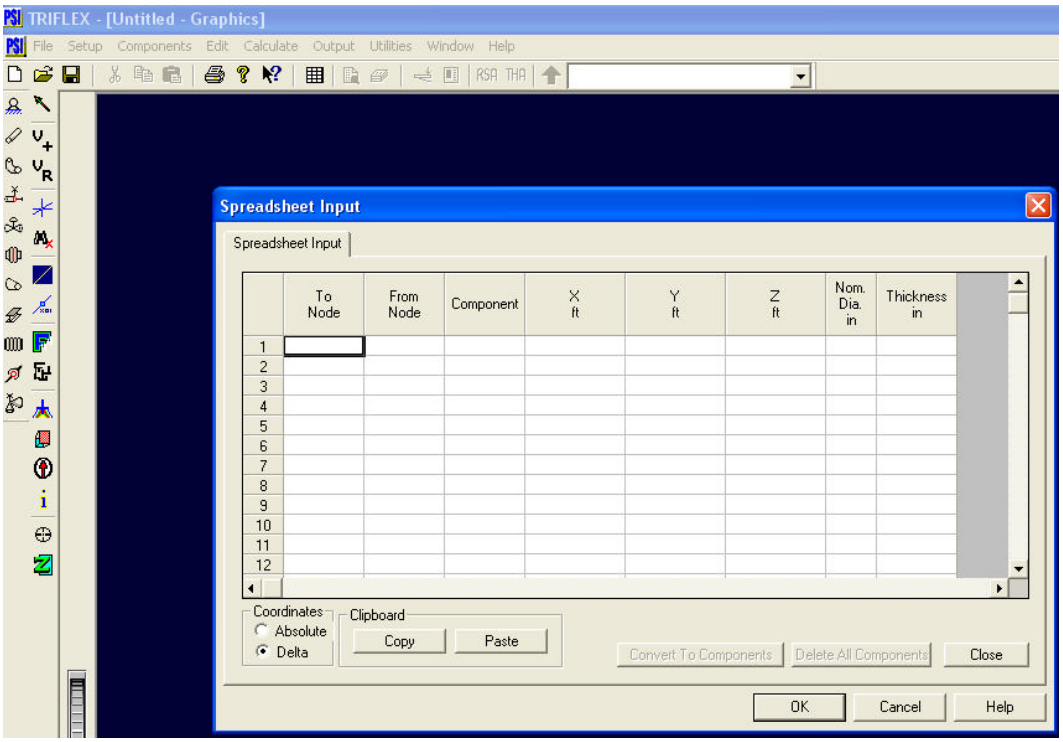
To import spreadsheet data, follow the steps listed below:



Then enter the data into the spreadsheet shown below or copy the data in from a spreadsheet and paste it into the spreadsheet form shown below.