Simple Tagging of UCPB

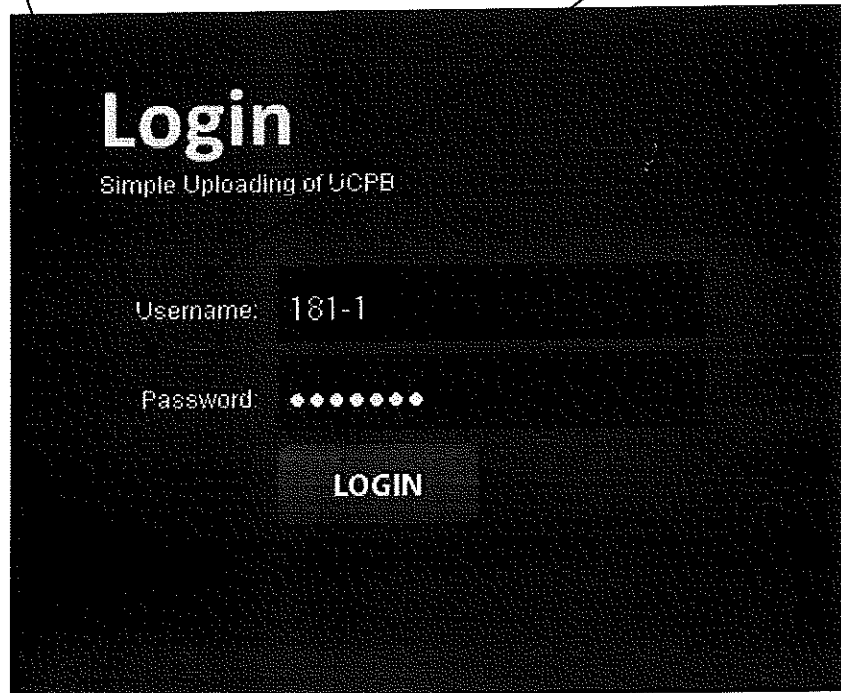First go to http://202.2.2.52/myojt/myucpbcc/index.php . Login your username and password. Please call local 213 for your username and password look For Jem or Sir.Oliver for assistance
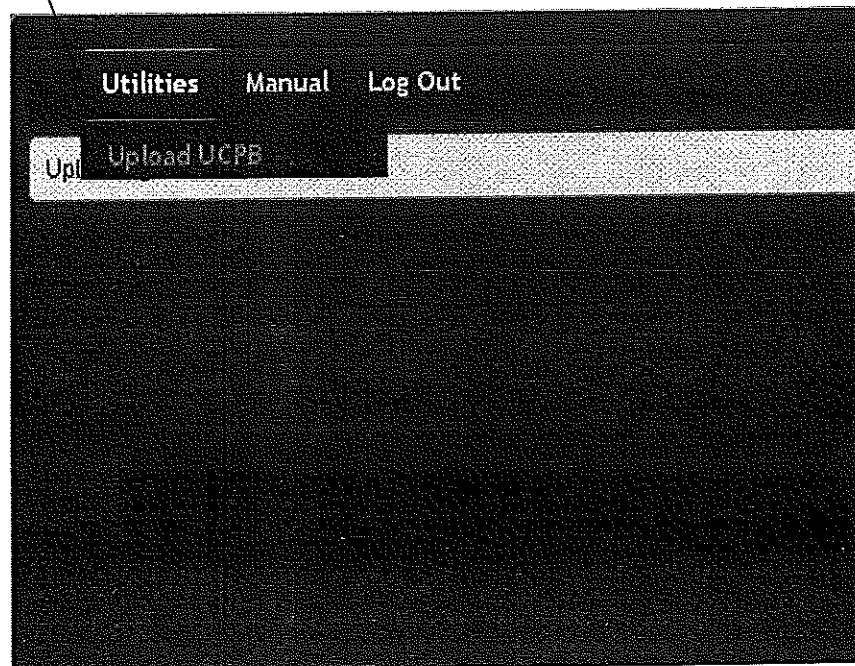

Go to **Utilities** Click **Upload UCPB.**

After clicking **Utilities** You will see the sample **.xls** . Format that u need to follow Be carefull in following the format.

Utilities   Manual   Log Out

Updating/Tagging UCPB

Select Source File

[Upload File] [Cancel All Uploads]
Sample Format.xls

	A	B	C	D
1	NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER
2	JORGE, MERCALINO	14001306	59000109520000479466'	102530025343'
3	MELAR, MARY JANE	14001292	59000109520000479474'	102530025355'

On your xls. Format this the sample preview.

Spreadsheets - [UCPBSAMPLE SAMPLE.xls *]

File   Edit   View   Insert   Format   Tools   Data   Window   Help   Feedback

Arial   10

Online Templates   x   revert.xls   x   Book2   x   UCPBSAMPL...PLE.xls *   x

C16

	A	B	C	D
1	NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER
2	COMPLIDO, MARWIN	14002146	59000109520000332442'	102530014825'
3	GIMPAYA, KEVIN	14002153	59000109520000332517'	102530014771'
4				
5				
6				
7				
8				
9				
10				
11				
12				

After creating Click **Select Source File**

Find the **"file"** that you need to upload. Then **Click Save** and click **Upload File**

Note:Remember you need to follow the Sample format before
uploading the **xls. file**

If you have incorrect file you may cancel the file file clicking "**X**" button or if you want to delete all the file select [Cancel All Uploads]

In these section you will see the **"total"** number and the **"xlsfile"** that you download that has been upload..

Last click the Process button for the last procedure. You will see below the process buttonthat the file is **Successfuly Uploaded..**

Utilities   Manual   Log Out

Updating/Tagging UCPB

Select Source File

Upload File | Cancel All Uploads
Sample Format .xls

	A	B	C	D
1	NAME	EMPLOYEE NUMBER	CARD NUMBER	ACCOUNT NUMBER
2	JORGE, MERCALINO	14001306	59000109520000479466'	102530025343'
3	MELAR, MARY JANE	14001292	59000109520000479474'	102530025355'

Employee Number	Employee Name	Card No.	Acct. No.
14002614	NANO, JODEREY R.	59000109520000540424	102530028927
14002625	LOPEZ, DAVID M.	59000109520000540432	102530028964

Total 2 Record/s

Process

Successfully Uploaded....

Thats it your ..DONE.. CONGRATULATIONS!! :)