




Advanced, but simple to use

1. Go to [www.coursemonsterdata.co.uk](http://www.coursemonsterdata.co.uk)
2. Select 'Upload Schedule/Outlines'

Use the form below to upload your course schedule.

One date per row  


Dates in columns  


Outlines  


3. 'Browse' for your Excel spreadsheet
4. Choose a format for your schedule (see below)
5. Click 'Upload'

## Microsoft® Excel - one scheduled date per row

**Start date**  
Ensure Excel's cells are in UK (rather than US) date format eg. DD/MM/YYYY

**Price ex-VAT (Put £0 if TBA).**  
The £ symbol and decimal places are optional.

**Training centre**

**Duration in days (Put 0 if TBA)**  
The word 'days' is optional.

**Course name**

**Course code (optional)**

You must label the column headers. If you do not supply course codes, label column A's header row 'Code' and leave the course codes blank.

You must label the column headers, however may call them whatever you wish. Each label must explain what each column contains.

NB. The column headers supplied are examples.

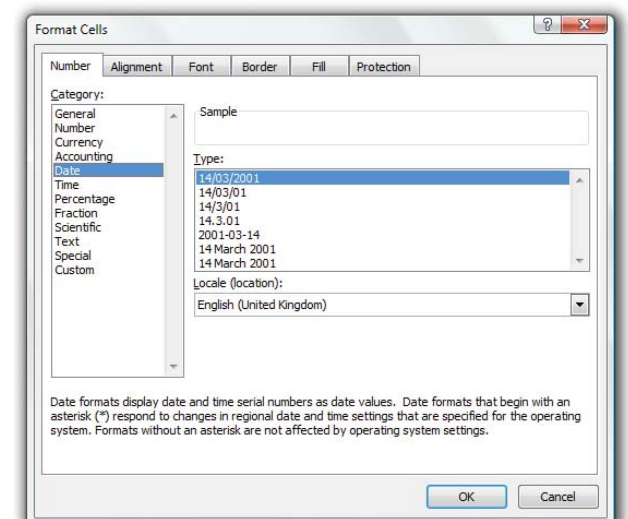
	A	B	C	D	E	F
1	Code	Location	Date	Price	Days	Name
2	P2F	London	17/04/2008	£795	3	PRINCE2 Foundation
3	P2F	London	18/05/2008	£795	3	PRINCE2 Foundation
4	P2F	Manchester	20/04/2008	£795	3	PRINCE2 Foundation
5	P2F	Manchester	21/05/2008	£795	3	PRINCE2 Foundation
6	P2P	London	05/04/2008	£1,595	5	PRINCE2 for Practitioners
7	P2P	London	21/05/2008	£1,595	5	PRINCE2 for Practitioners
8	P2P	Manchester	08/04/2008	£1,595	5	PRINCE2 for Practitioners
9	P2P	Manchester	02/05/2008	£1,595	5	PRINCE2 for Practitioners
10	P2P	Manchester	23/05/2008	£1,595	5	PRINCE2 for Practitioners

The date column must be formatted as UK date format. Check this by:

1. Highlighting the date column
2. Right-click and click 'Format cells'
3. It must look like the picture at right.

(Using Excel 2000? Then use the custom format **dd/mm/yyyy;@**)

A new row is used for each scheduled date of a course.



## Microsoft® Excel - scheduled dates in columns

Price ex-VAT (Put £0 if TBA).  
The £ symbol and decimal places are optional.

Duration in days (Put 0 if TBA)  
The word 'days' is optional.

Training centre

Course code (optional)

Course name

Current month

Next month

Month after next

You must label the column headers. The ones we have given are simply examples.

	A	B	C	D	E	F	G	H	I	J
1	Code	Location	Price	Days	Name	Apr	May	Jun	Jul	Aug
2	P2F	London	£795	3	PRINCE2 Foundation	17	18	6		
3	P2F	Manchester	£795	3	PRINCE2 Foundation	20	21	12		11
4	P2P	London	£1,595	5	PRINCE2 for Practitioners	5	21	6	23	
5	P2P	Manchester	£1,595	5	PRINCE2 for Practitioners	8	2,23	24		5

Each course's training centre appears only once. All dates for that training centre are on the same row.

Use commas to separate multiple dates

The columns contain the start date of the training each month. The first column is always the **current month at the time of upload**.  
eg. If it is April now, P2F in London (Row 2) is scheduled on 17 April, 18 May and 6 June.

## Microsoft® Excel - outlines

Course outline  
NB. Use HTML format. Restrict descriptions to one cell.  
DO NOT use multiple rows.

Course name

Course code (optional)

You must label the column headers. If you do not supply course codes, label column A's header row 'Code' and leave the course codes blank.

	A	B	C
1	Code	Name	Outline
2	LINXF	Linux Fundamentals	<h3>Overview</h3>From installation to configuration and operation,
3	ITXF	ITIL Foundation	<h3>Overview</h3>The course is a detailed modular introduction to
4	N3014	GroupWise 6.5 Administration	<h3>Overview</h3>With GroupWise 6.5 Administration (Course 30
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