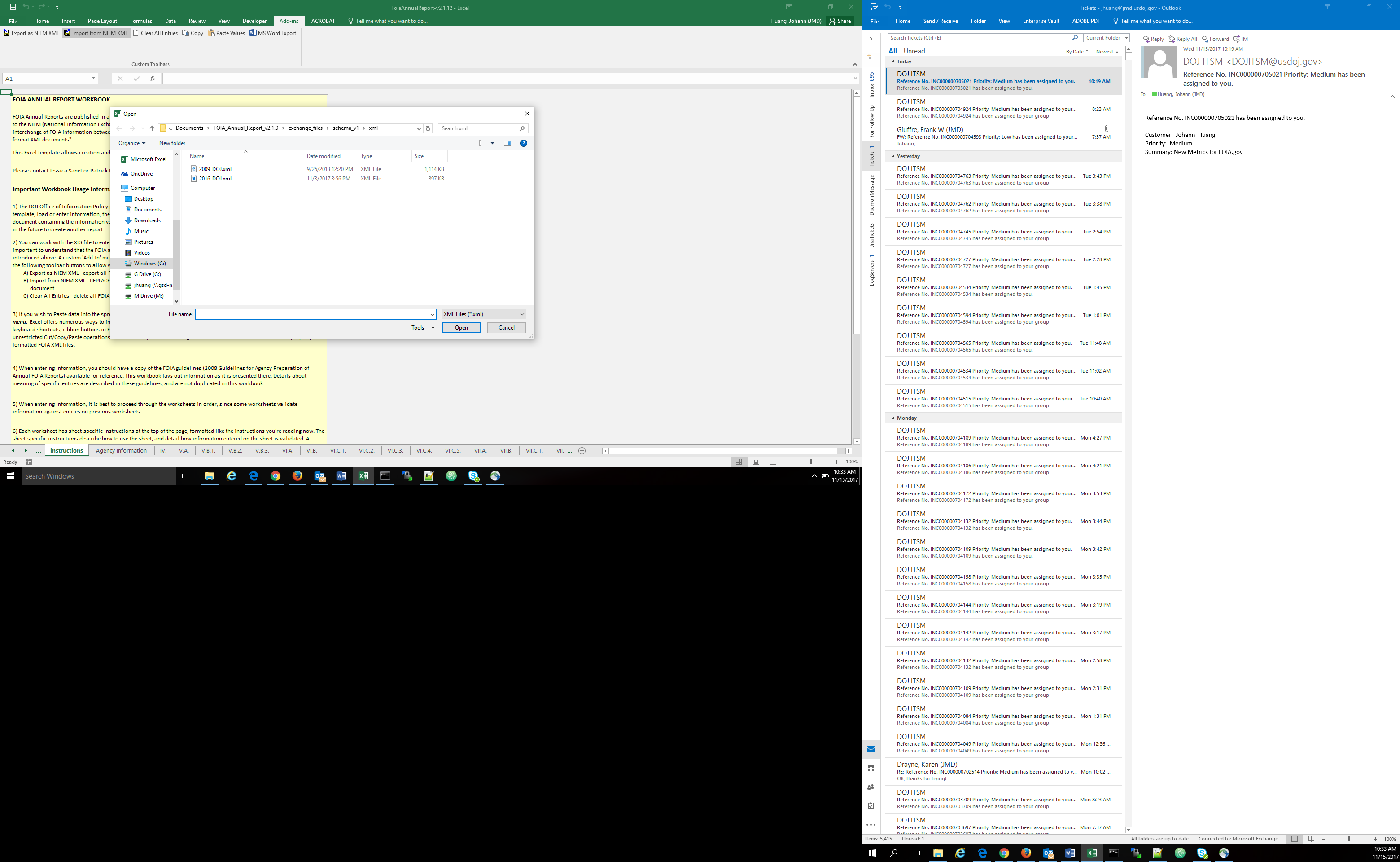
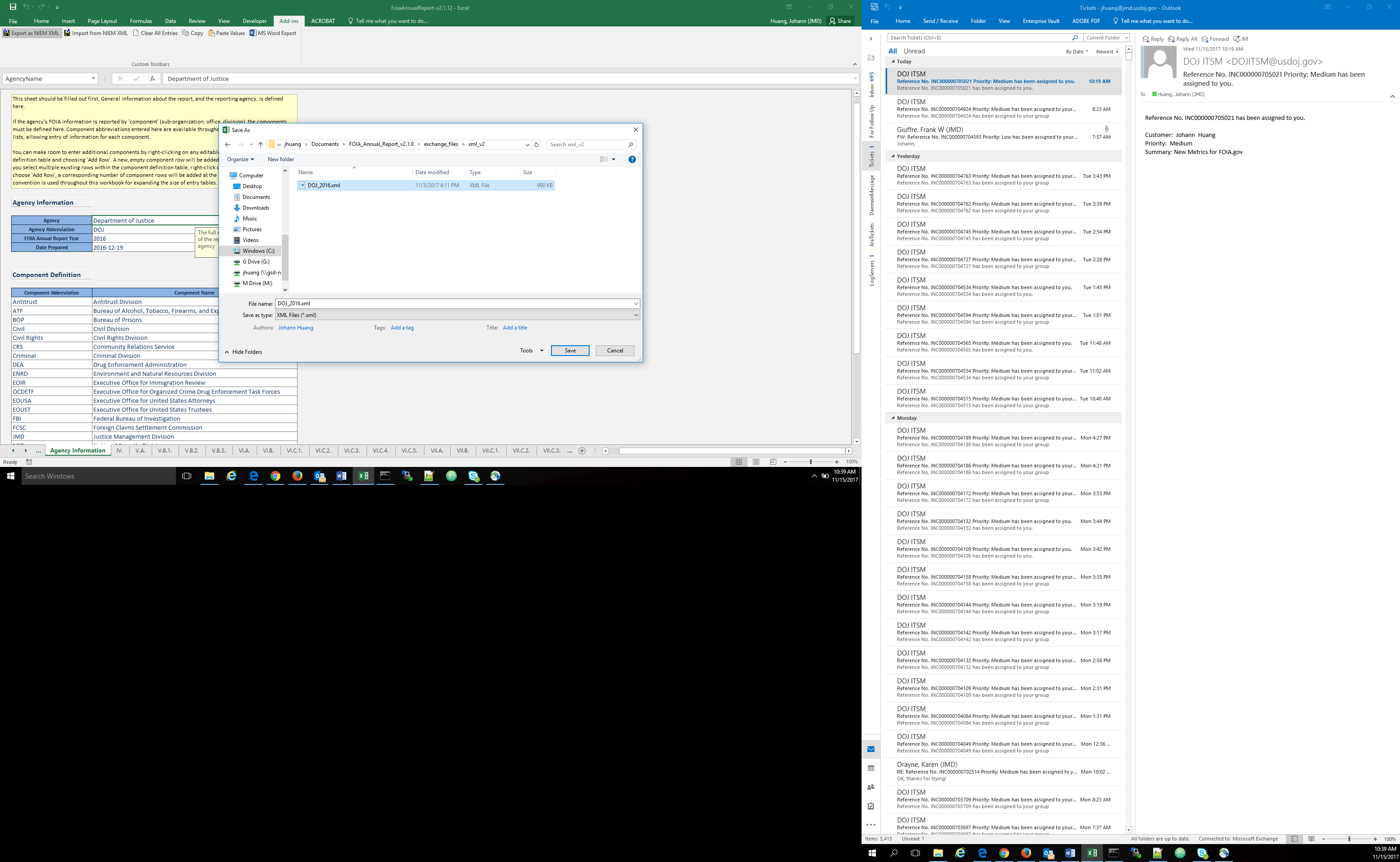
**Instructions to FOIA annual report spreadsheet v 2.1**

1. Unzip the received or downloaded file to local drive, for instance, C:\Users\[user]\Documents\FOIA\_Annual\_Report\_v2.1 that is called based folder.
2. Copy xml files, which are generated from previous version of FOIA workbook, to [based folder] \exchange\_files\schema\_v1\xml.
3. Open FOIA annual report workbook [based folder]\tools\FoiaAnnualReport-v2.1.3.xltm.
4. Import previous copied xml files from step 2 folder, like



1. Fill out two new tabs, XI.A. and XI.B.
2. Export context to [based folder] \exchange\_files\xml\_v2 as xml, like 
3. Save workbook as .xlsm file.
4. Exported version-2.1 xml file is importable as before.