

Rules for chapter list upload

1. The selection list must be current PNMs with PNM number (ID)/first name (preferred name as shown below)/last name. The selection list does not need to be in any particular order for daily selections.
2. You **MUST** export the PNMs from the list below. This will export as a CSV file, that you will use when importing into ICS after selections and flex +/- are made.
3. **NO** column/header names.
4. Please delete **ALL** information in columns D, E & F before adding flex +/- flex - PNMs and rank numbers.
5. If adding flex +: flex add should be **UNDER** the selection list with **ONE** blank row between the selection list and the Flex Add list.
 - The flex + list should be in Rank order. #1 being the first PNM you would like to add if PNMs are needed/added. Flex + list is PNMs that are **NOT** on the selection list but could potentially be added.
6. If adding flex -: flex - list should be **UNDER** the flex add list with **ONE** blank row between the flex + and flex - list.
 - The flex - list should be in Rank order. #1 being the first PNM that will be removed if PNMs are removed from your list. Flex - list is PNMs that are **ON YOUR SELECTION** list but could potentially be removed from your selection list.
7. When upload is completed, please click Final Save.
8. **DO NOT STRAY FROM** this screen or the system will not save your file and you will need to refresh your screen and reupload your file and final save again.