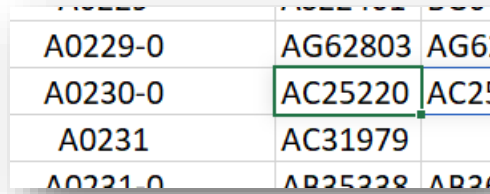# How to update the new list:

1. From the **Bottle_Shelf Locations only_1 18Jun13 update** file, take the folder you're currently working on, in this case for example, A0230-0, and highlight the contents of that drawer. Please use "ctrl + shift + right arrow (->)" to do this so you don't highlight the **entire** row, but the contents in that row **only**. We don't want to paste in empty cells.


2. Press "Alt + E + S + E + V" to paste the contents into the file **bottleShelf_comparisons sheet**. A dialog will show up that should have "Values" and "Transpose" selected already, if you did the shortcut already. Hit OK.
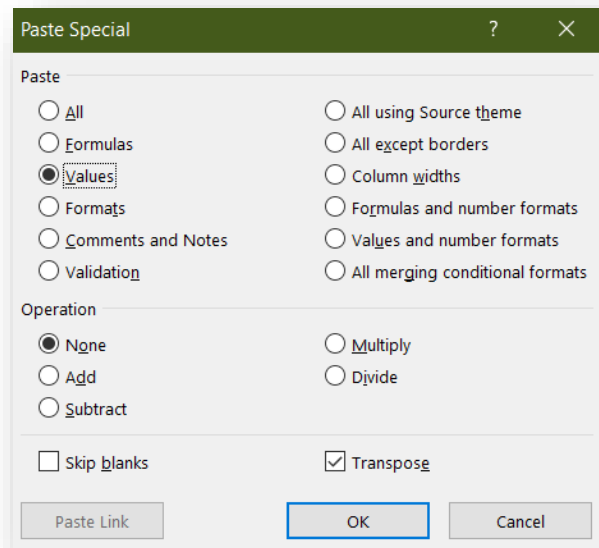

3. Copy the location "A0230-0" and select the first bottle from that list you just pasted, in this case "AC25220", press "ctrl + down arrow" then go right one, "ctrl + shift + up" then while **only** pressing shift, go down one. Do ctrl + v to paste the location for that entire list for column B.

4. To get the new drawer, take the transposed list and pull it up on CoreLIMS. Use "Inventory Report" to get the .txt file with all the locations.
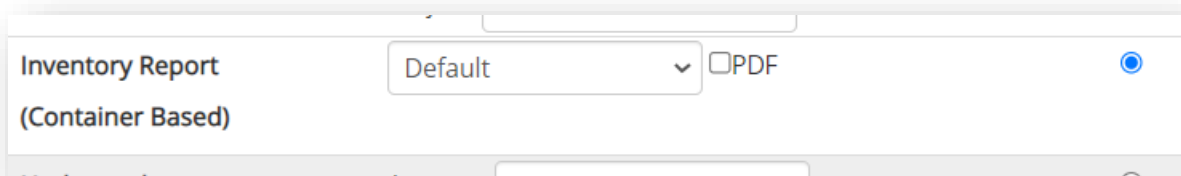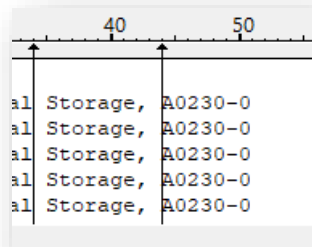
5. I paste the contents into a new, throwaway excel sheet then I use "Text to Columns" to extract the location from that list. (You can also use the shortcut "ALT + A + E").
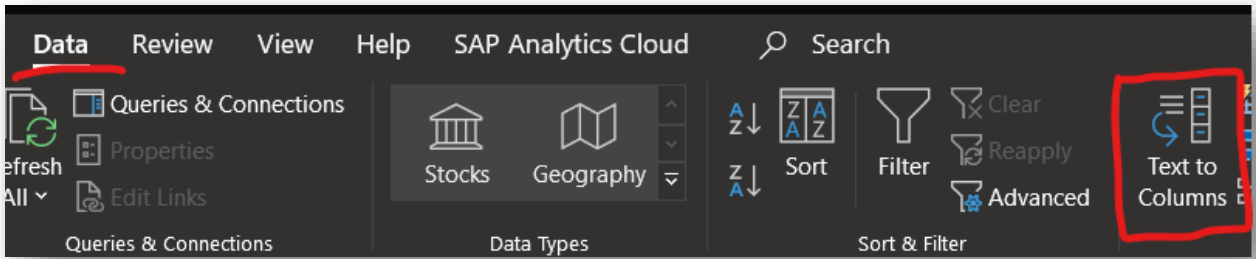
Make sure the "Location" column is highlighted before clicking "Text to Columns".
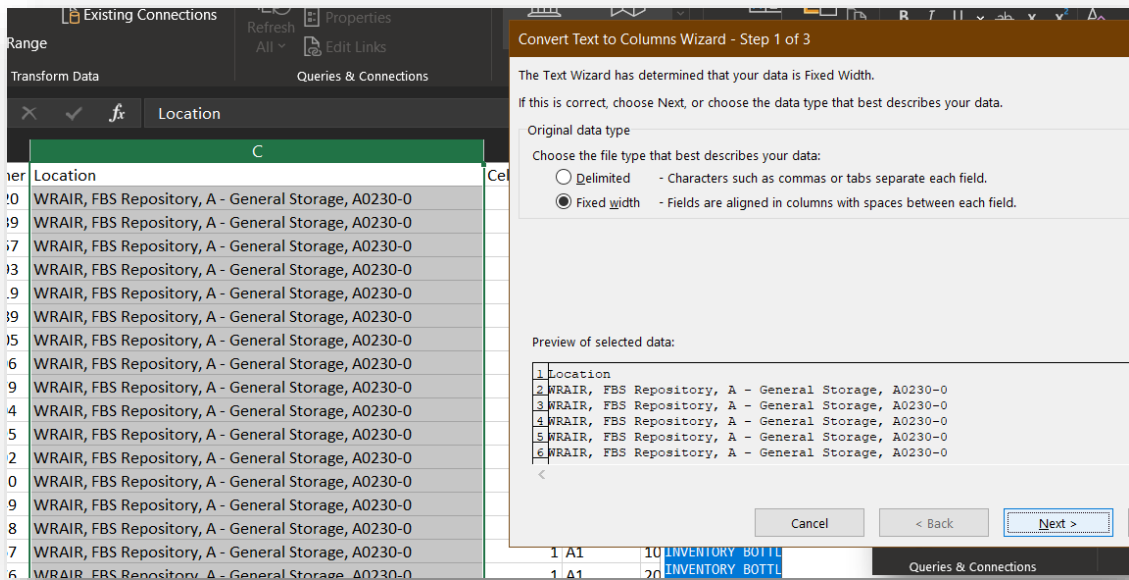
6. Click "Next >" then make sure the arrow is right before the location you want to extract like so:

7. Click "Next >" and say "yes" to overwriting the data. You don't need the other information. Scroll down to make sure every cell has a location, and if it doesn't belong there (like a WR#", erase it. **Note:** Sometimes "H0001" or "S0001" locations will be off to the right in a different column. Just copy and paste it back into the column with the other locations. The goal is to mirror the "old drawer" column configuration so they match. Once confirmed, highlight the entire location column and paste back into the comparisons sheet.

8. For columns E, F, and G, just double click the bottom right corner of the cell to populate the formulas I already have in there.

When you hover over this green square, a black plus sign will show up and you just need to double click that instead of dragging it down.

The final column will indicate if they've been moved, then you can move on to the next drawer from the first file.