**Using NUcore Data in the Core Utilization Template**

I. Exporting Data from NUcore

1. In NUcore, go to the ***Reports*** tab and choose ***General*** from the drop-down menu (green arrow in image).
2. Select ***Fulfilled*** from the date type drop-down, select a date range of ***04/01/2023 to 03/31/24***, and include ***Complete*** and ***Reconciled*** in the Current Order Status box (red box in image).

1. Wait for the data to update, then click ***Export Raw*** (blue arrow in image) to save the data in CSV format. Note that the CSV file will be emailed to you.

II. Using the Activity Template

1. Open the CSV file in Excel.
2. Copy the data only, excluding the column titles. This will include a range of cells from **A2** to the last row in column **BU**.
3. Open the activity template (*FY25\_core\_utilization\_template*).
4. Paste the data beginning in cell **A3** on the tab labeled ***Enter Data on this Tab*** (image below). This data will automatically populate the other tabs in the spreadsheet.



1. The tab ***DO NOT EDIT THIS TAB*** will now contain those fields that are relevant to the activity report. Note that this tab contains an Excel table with 40,000 lines. If you pasted more than 40,000 lines of data in the first tab (unlikely), you can expand the table & the other tabs will adjust automatically.

Summary data are now available on the ***Summary*** and ***Detail*** tabs. If you want to see the data pivoted by department/user or by service/user, go to the ***Pivot by Department*** or ***Detailed Services*** tab of the template and click on ***Data -> Refresh All***.