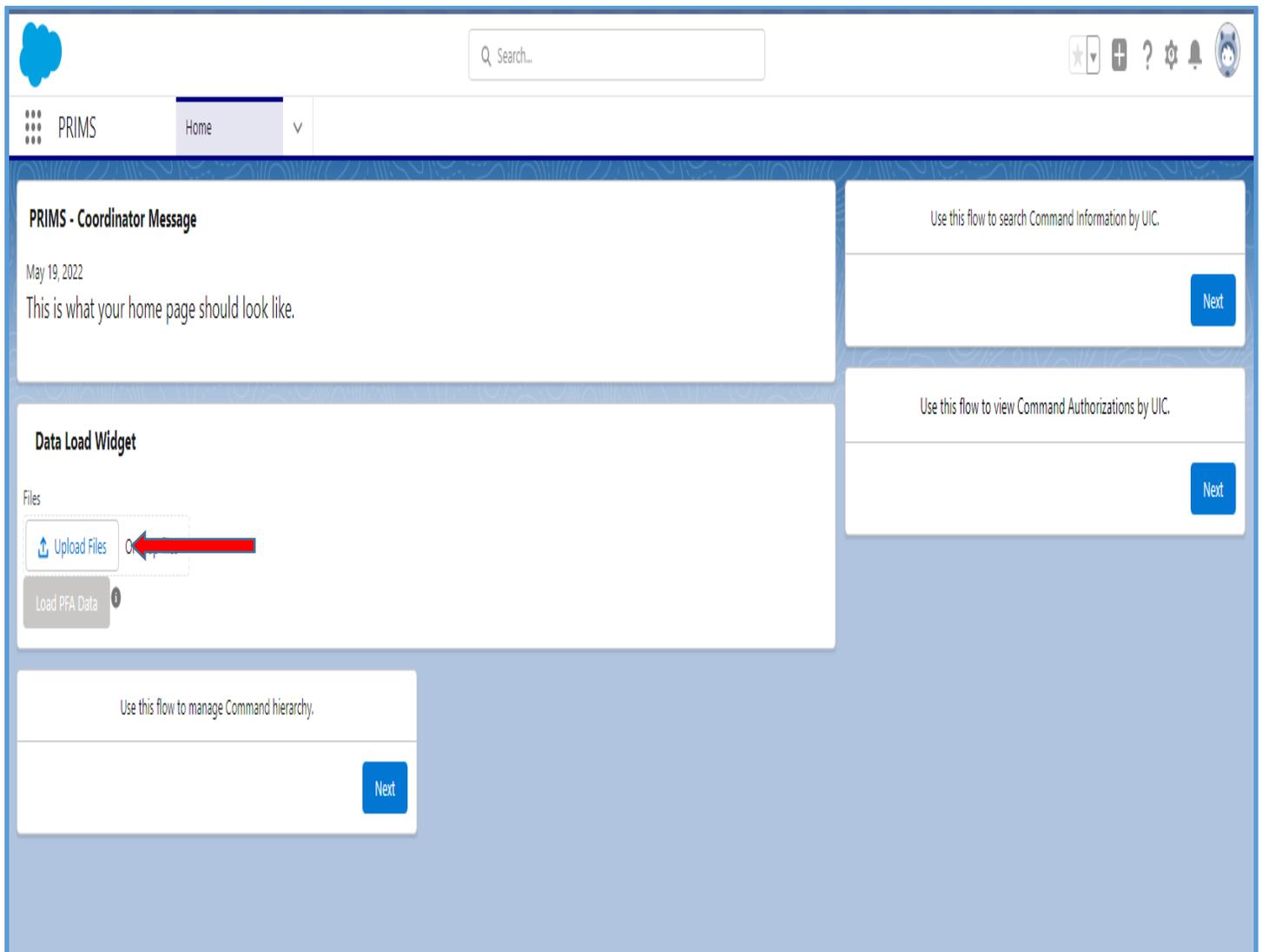


HOW TO UPLOAD THE DATA LOAD WIDGET

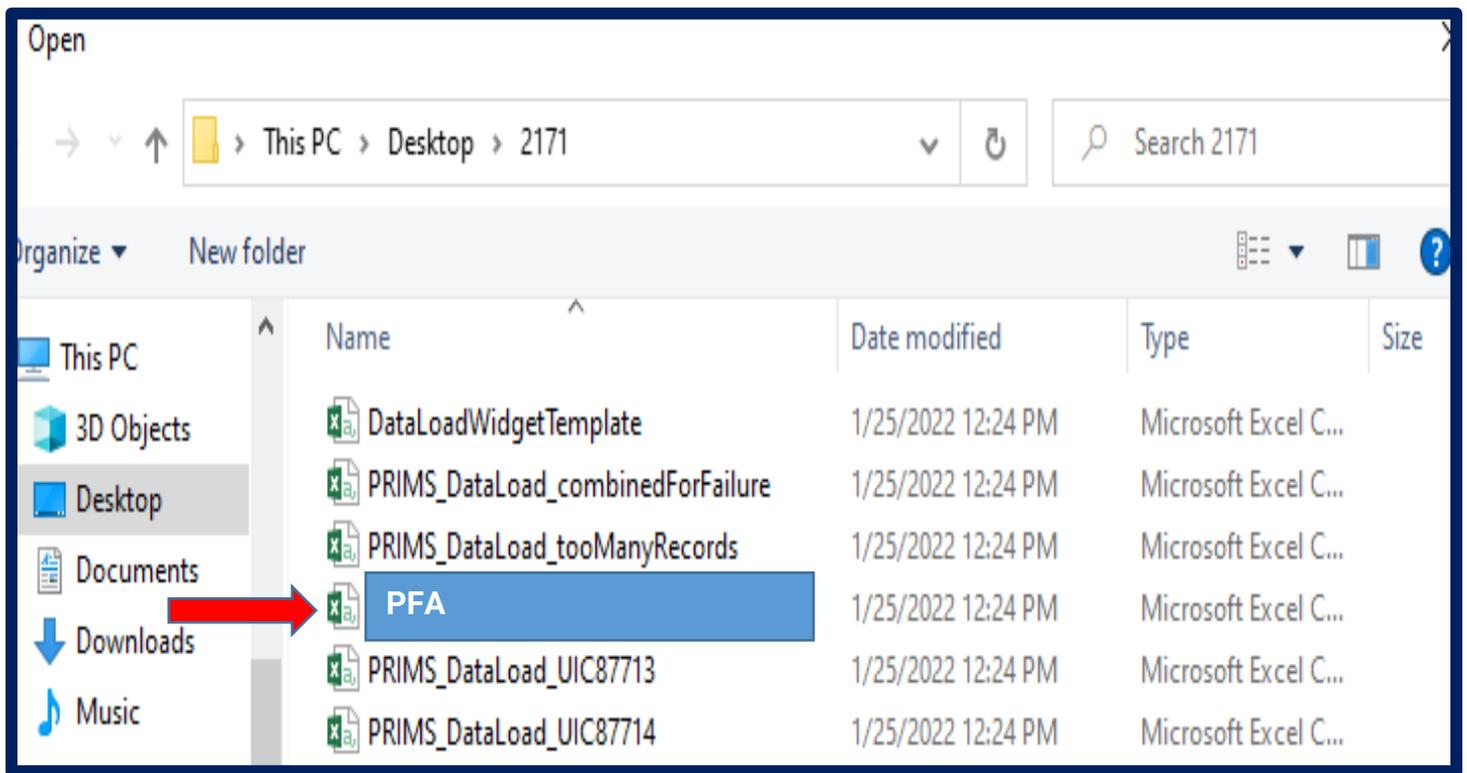
1. After you have completed filling out the .csv file utilizing the Data_Load FAQ, save it to your desk top (save as PFA_Cycle-1_20XX_YourUIC)

NOTE: The csv. file along with step by step directions and a “how to” upload guide are located in PRIMS-2 (from the app launcher (nine dots) select files, then select libraries, followed by PRIMS2 Document Library and then select Data Load Widget Folder. Please keep in mind, the file is csv and not pdf and cannot be modified. Document formatting is very specific as well: case sensitive, spelling, date formats, etc. If guidance not followed, the file will not upload. You can also request a copy of the .csv spreadsheet and Data_Load FAQ by sending an email to PRIMS@navy.mil mailbox.

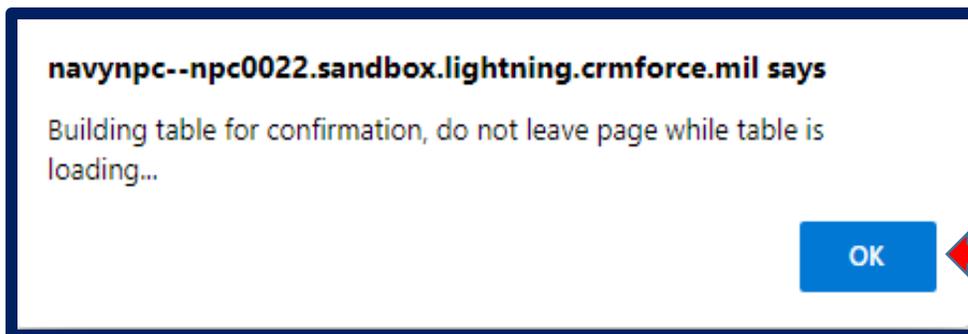
2. From the Home Page, click “Upload Files”



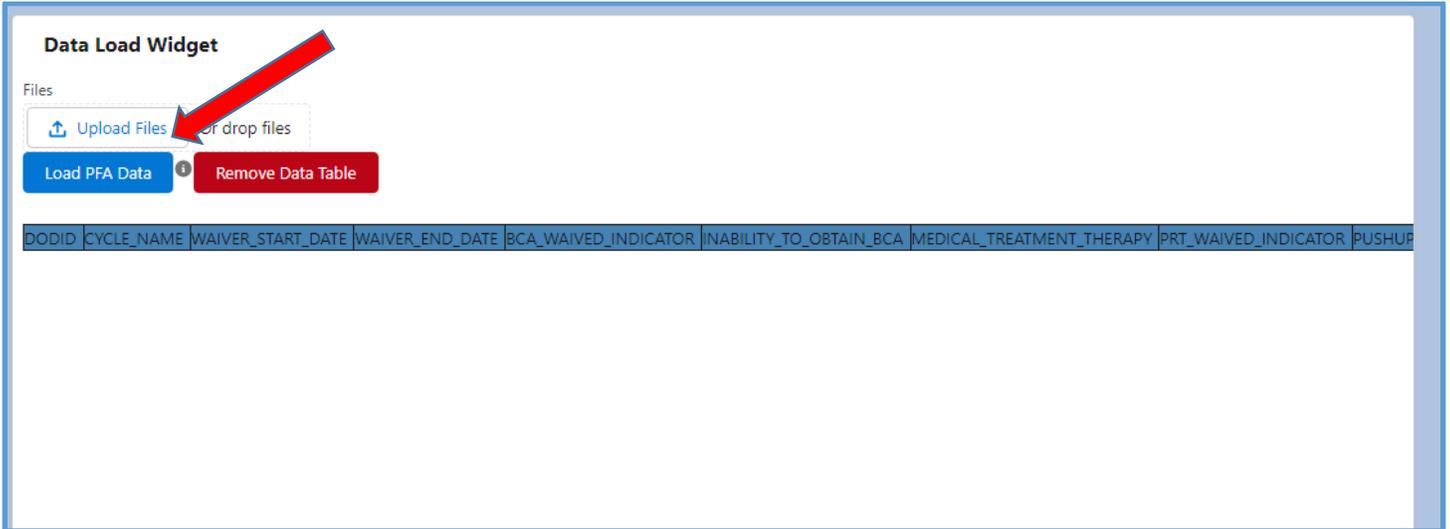
3. Choose the applicable File for upload:



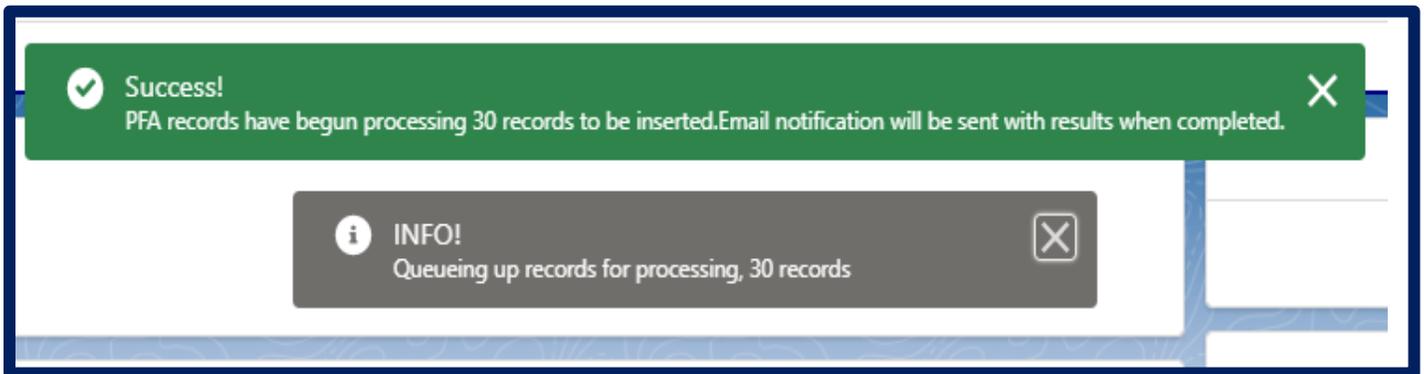
4. Click "OK"



5. Click "Load PFA Data" in the box below Upload Files



6. You should see this and will receive an email notification when results completed.



7. Email should look similar to this:

