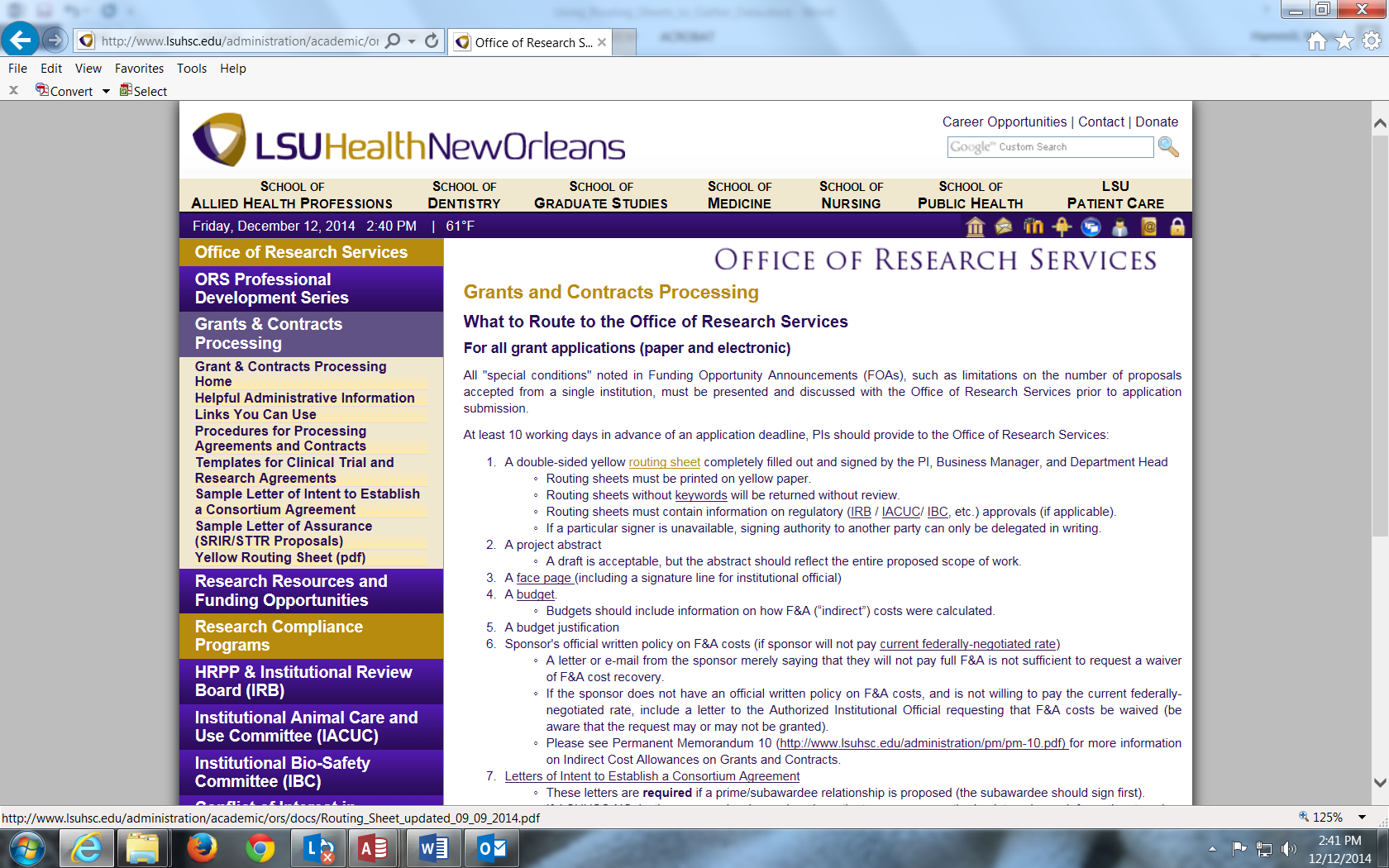
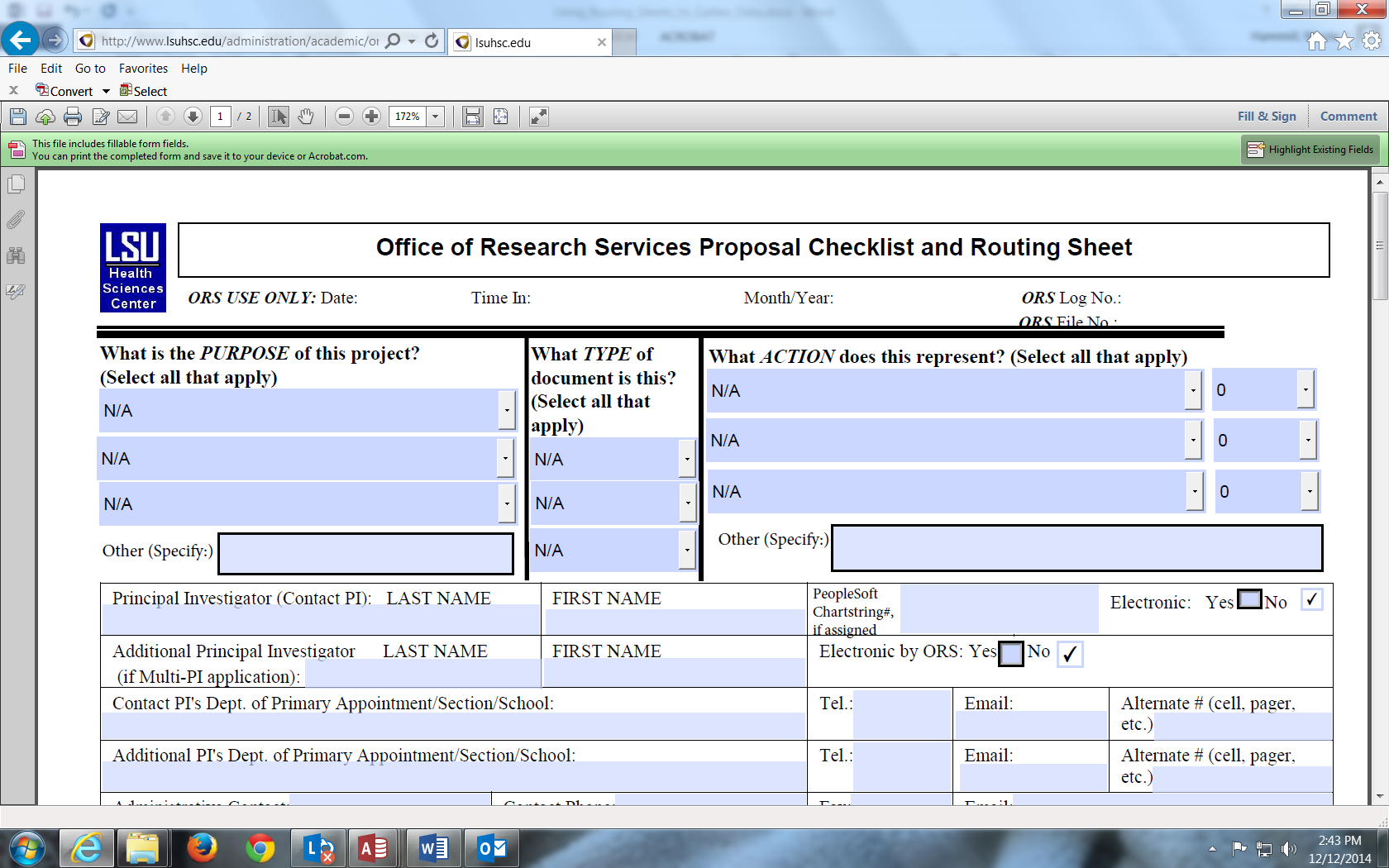
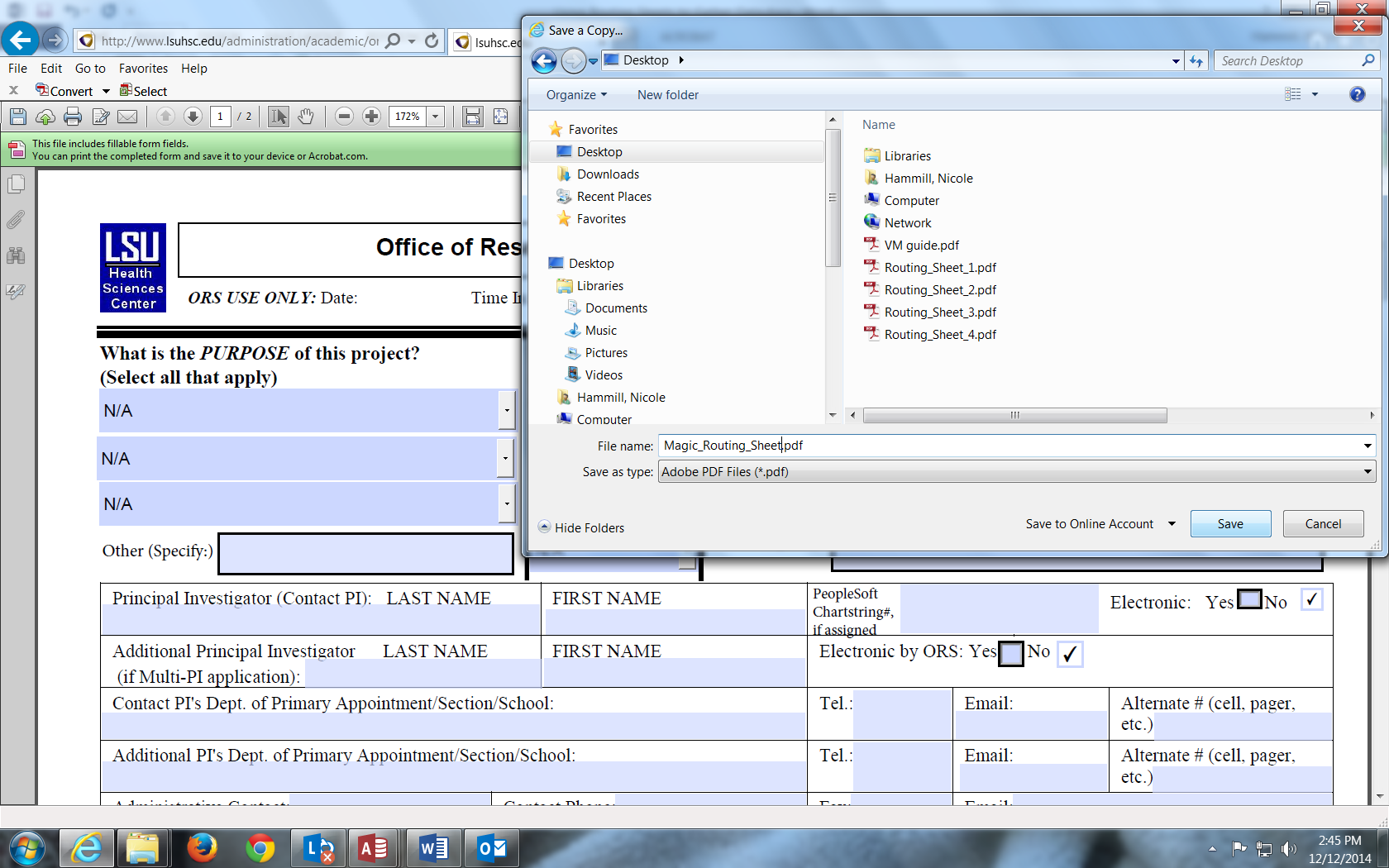
Visit our web site to locate the most recent version of the routing sheet:



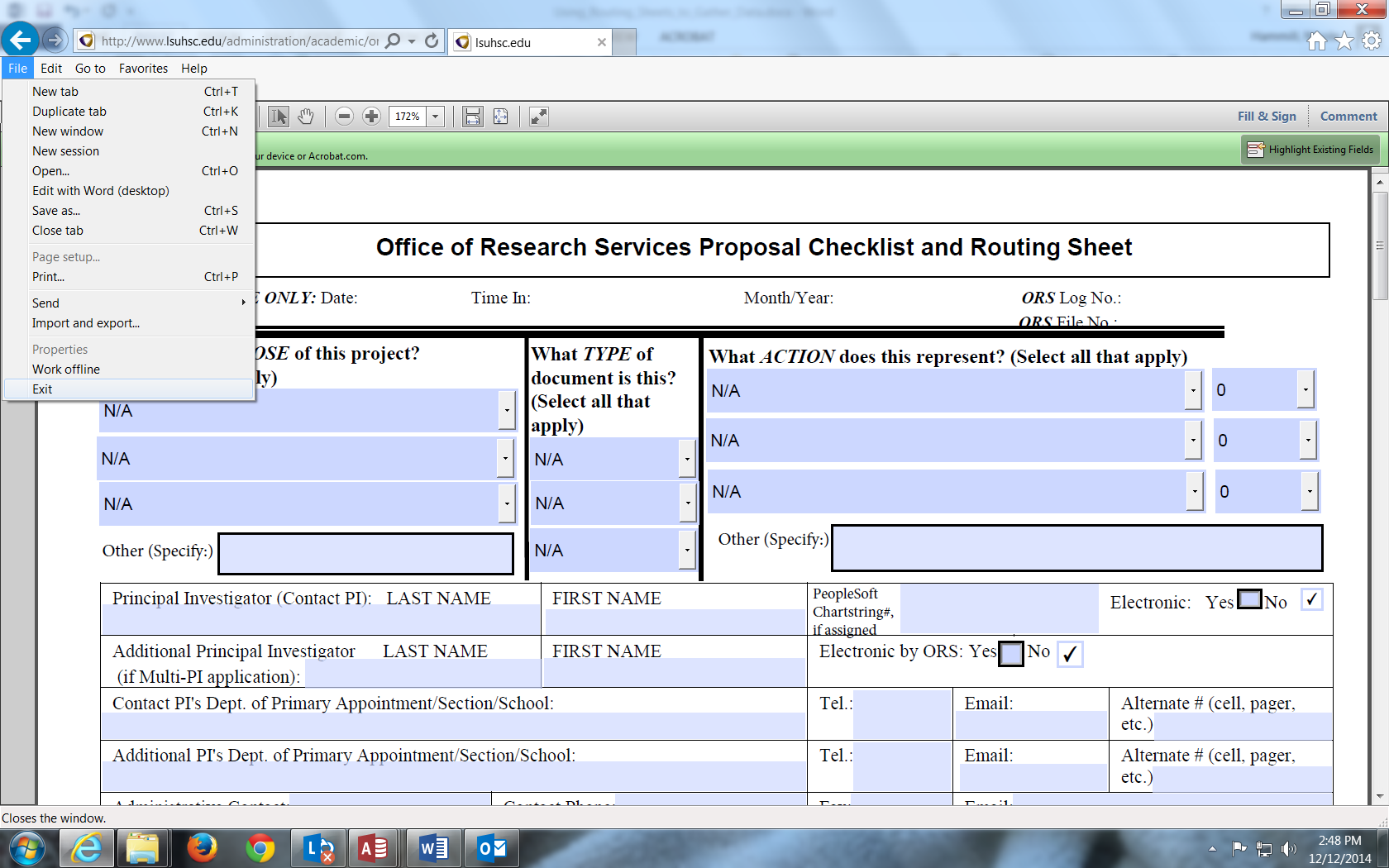
Open the document:



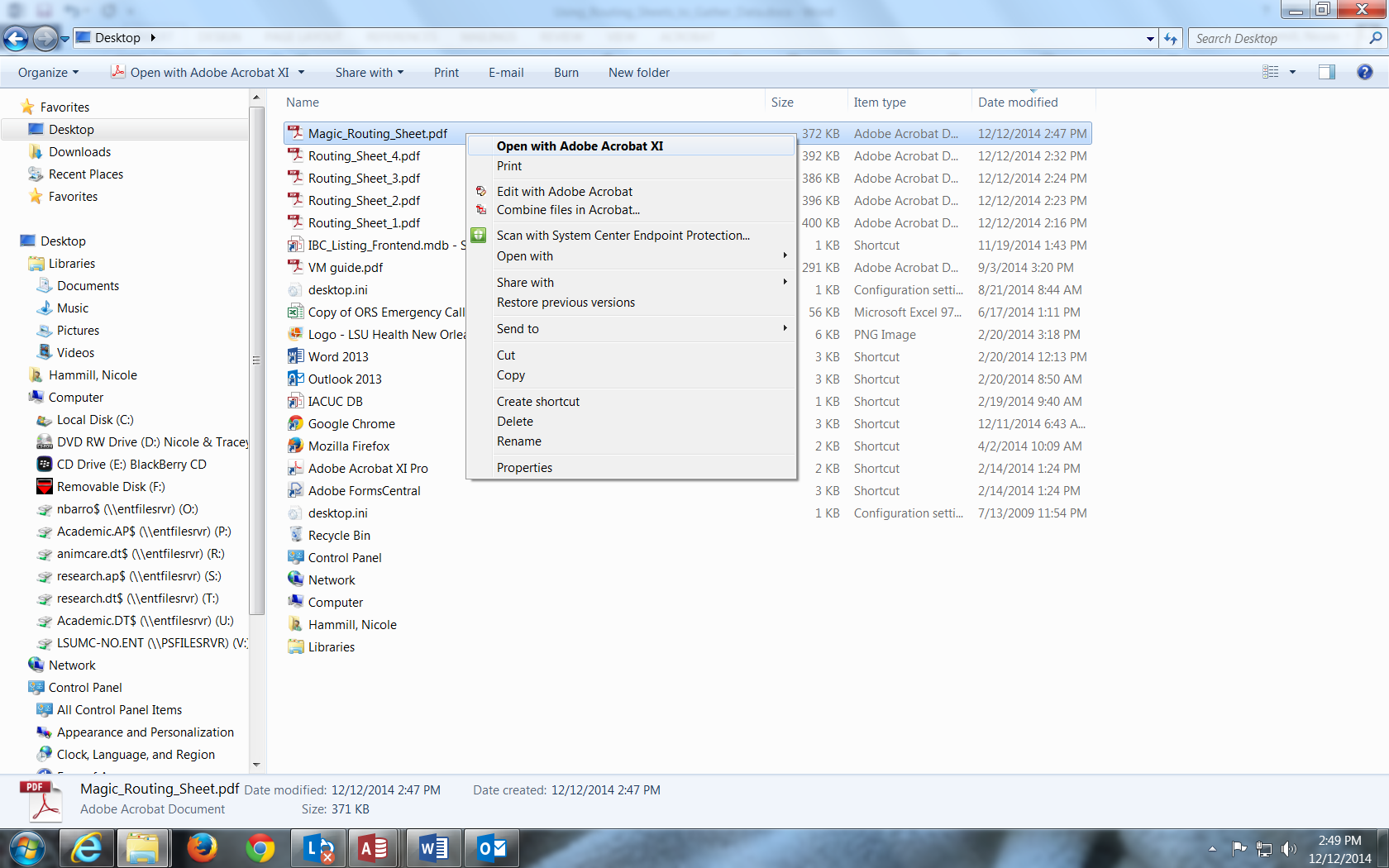
Select “file” and “save as” to save a copy of the document on your local drive, naming it whatever you wish:



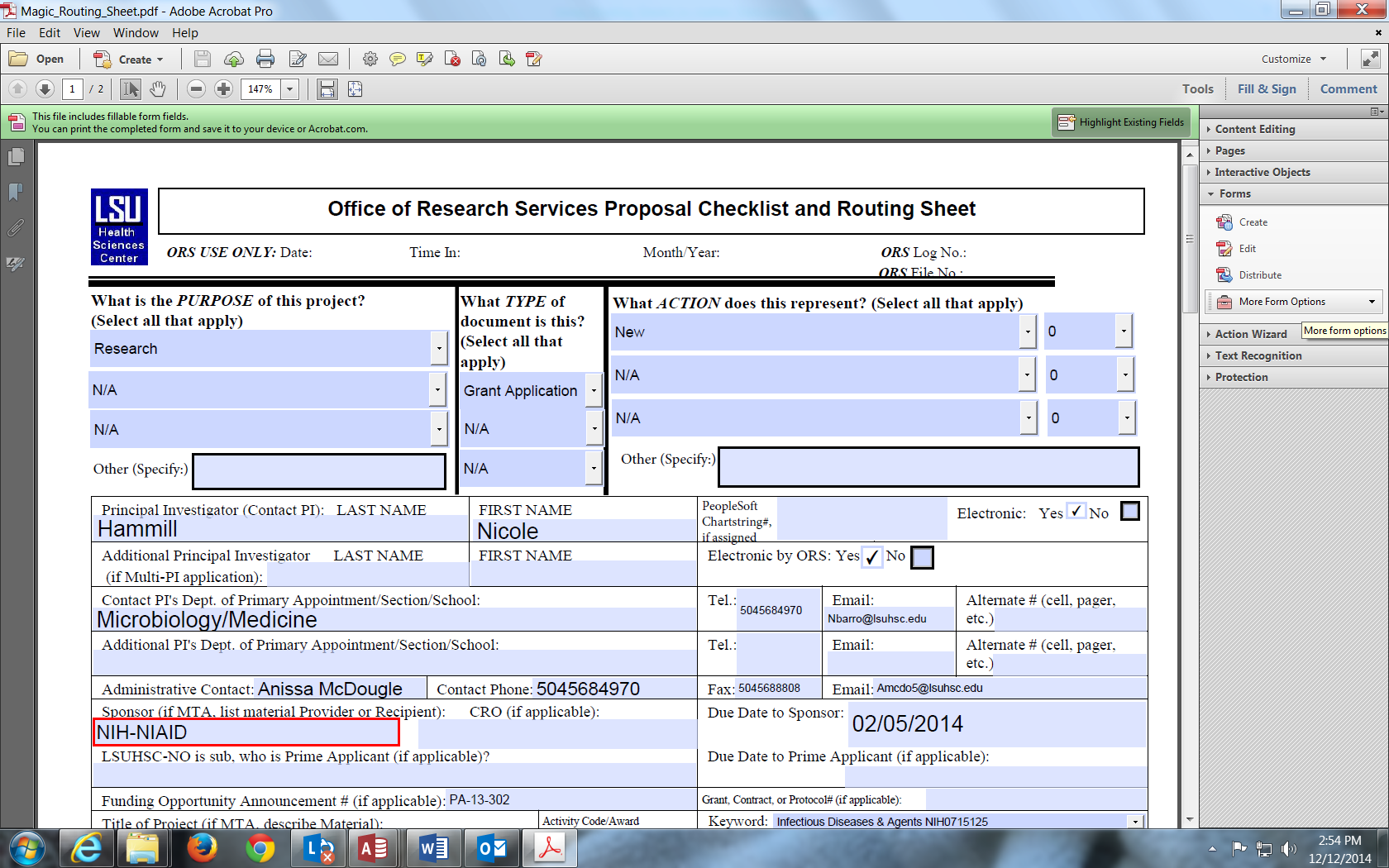
Close the document:



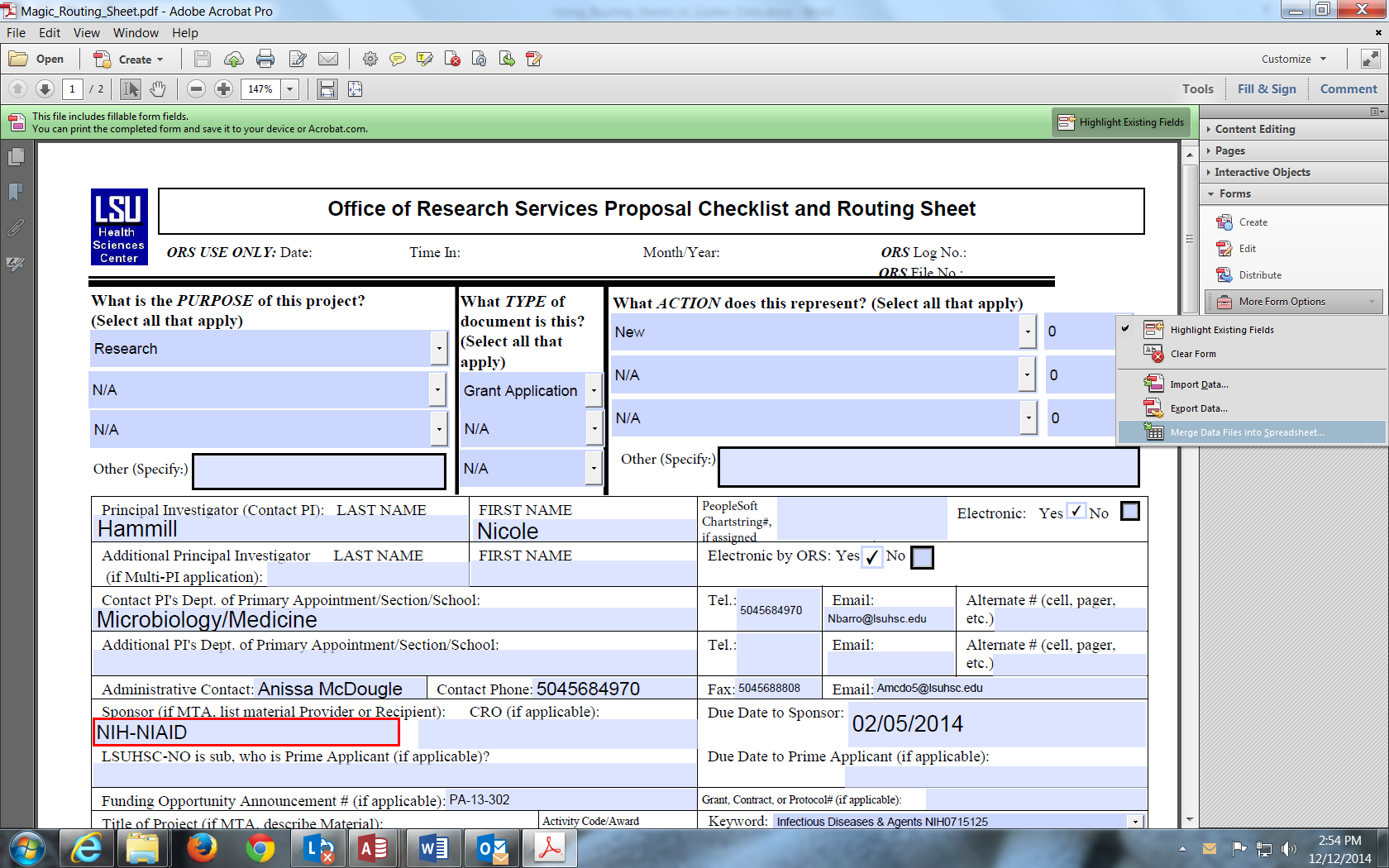
Using your **professional** version of Adobe (not just your Adobe reader), reopen the document from your local drive:



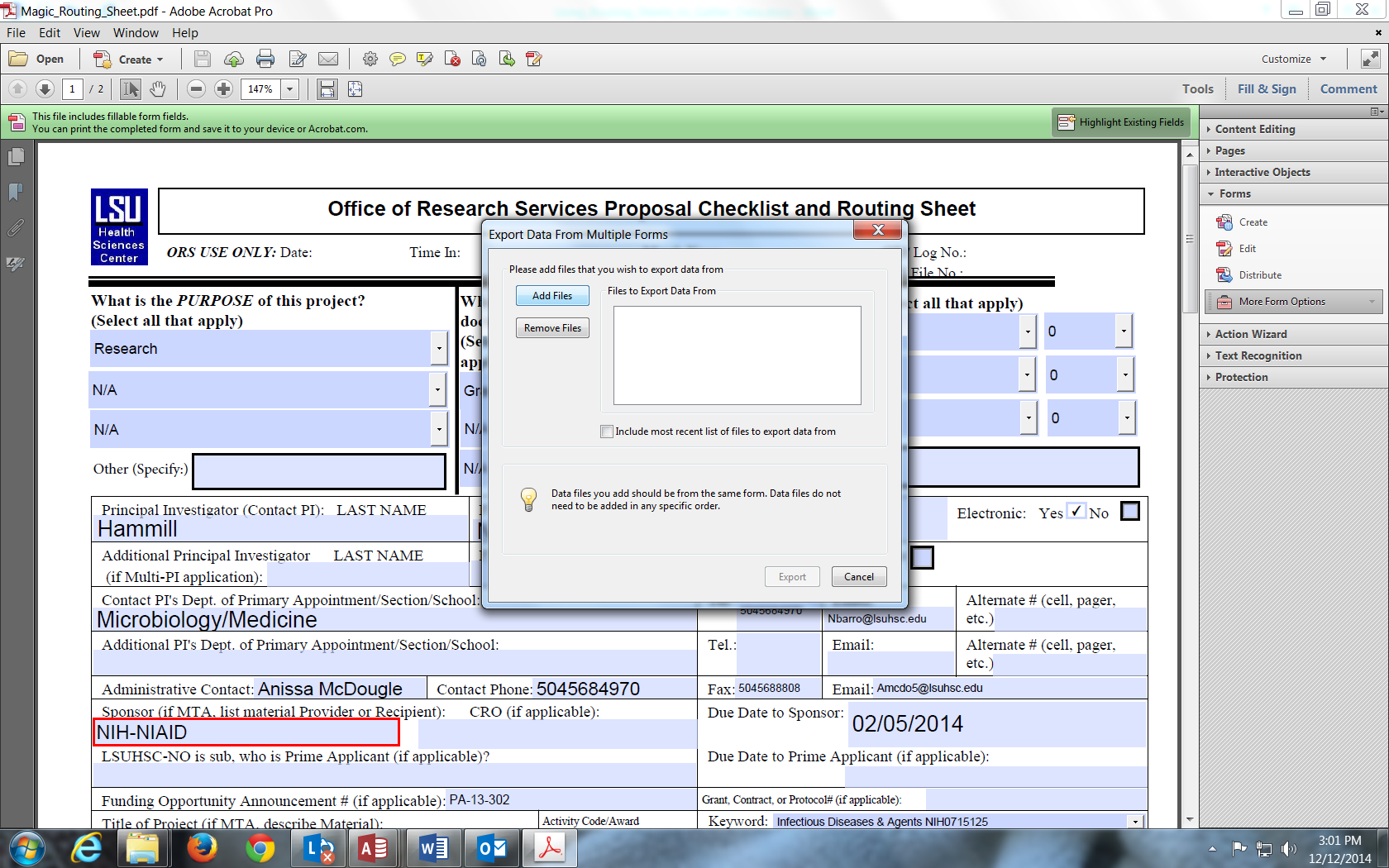
Select “tools”, then “forms”, then “more form options”:



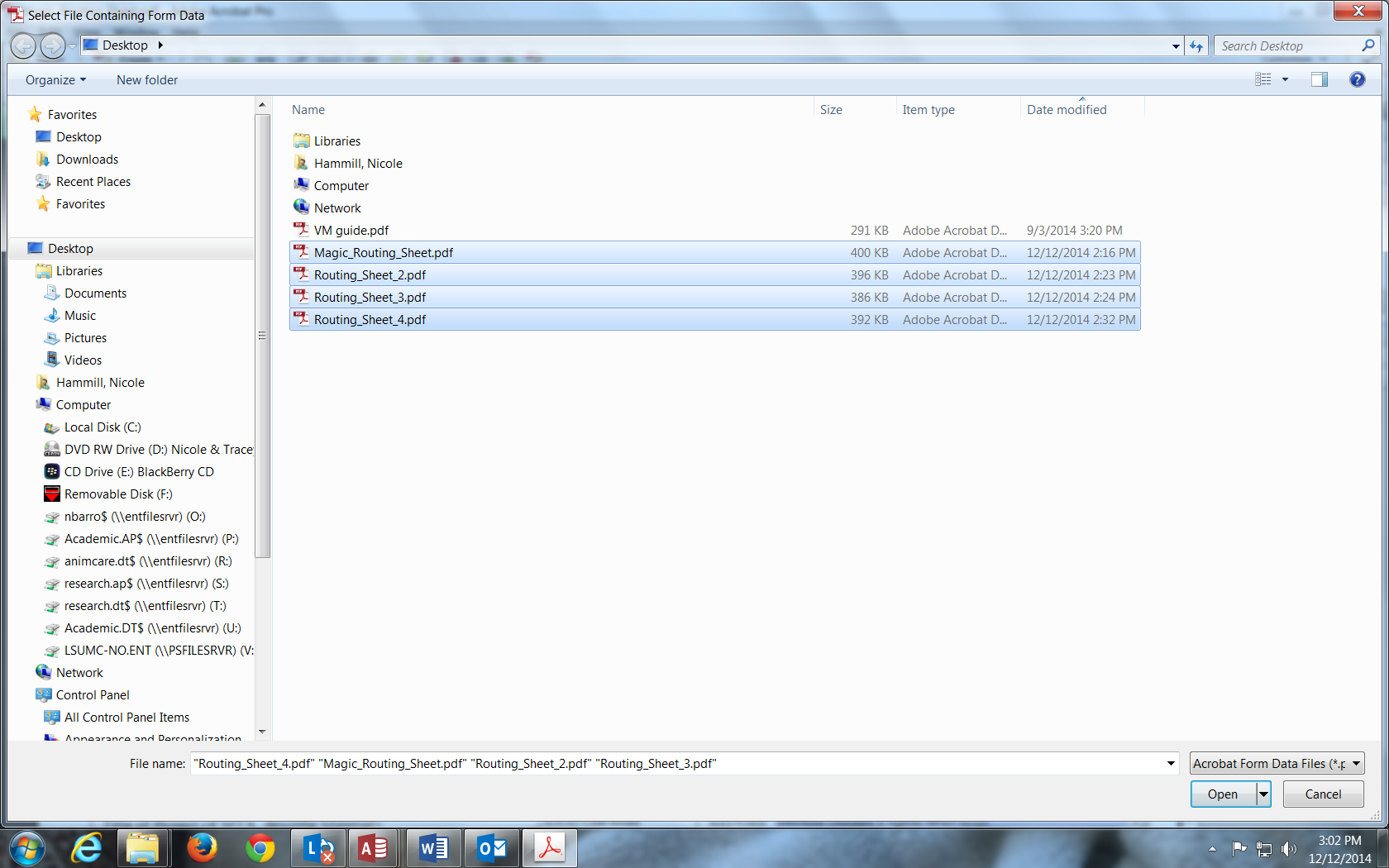
Select “merge data files into spreadsheet”:



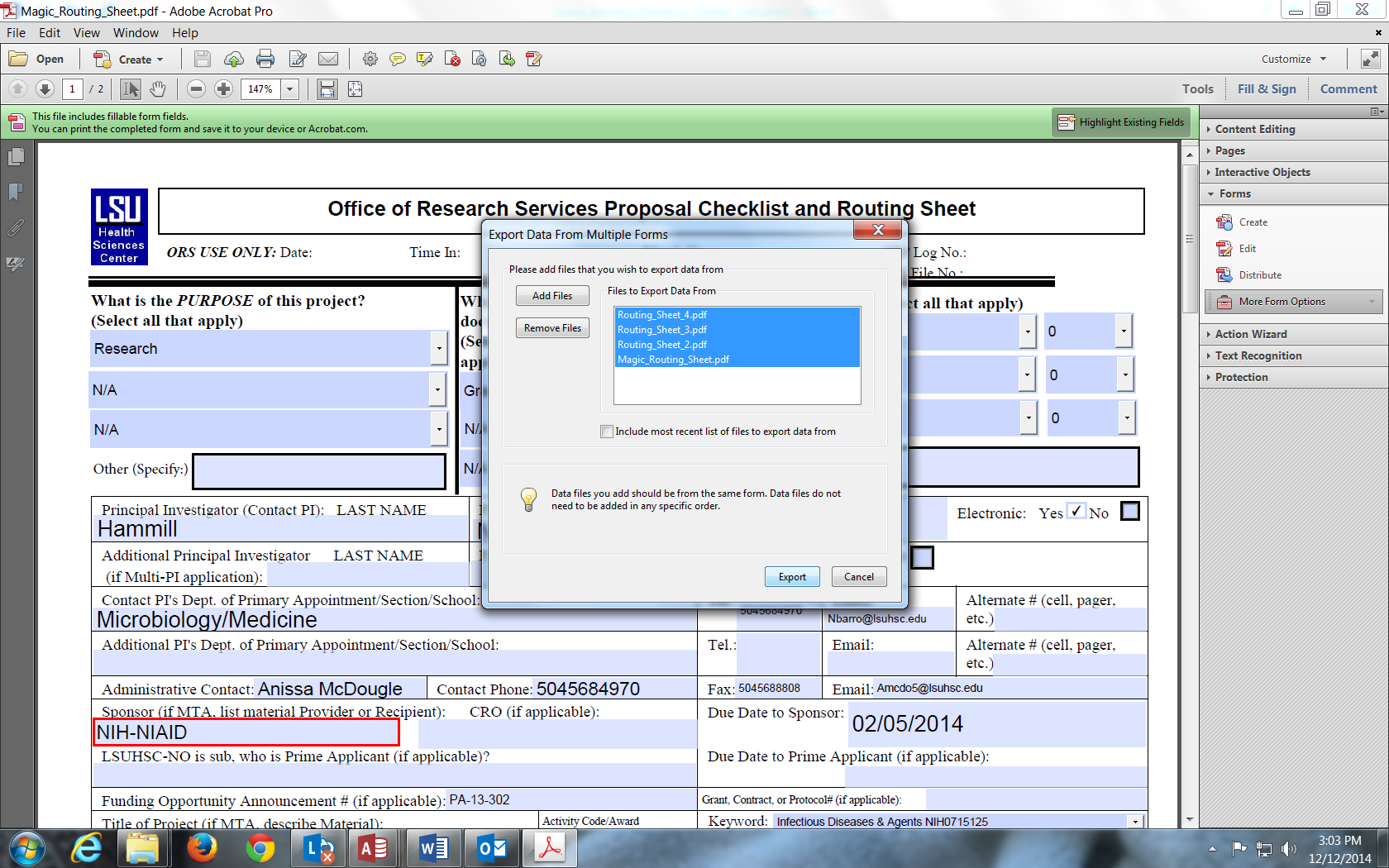
Select “add files”:



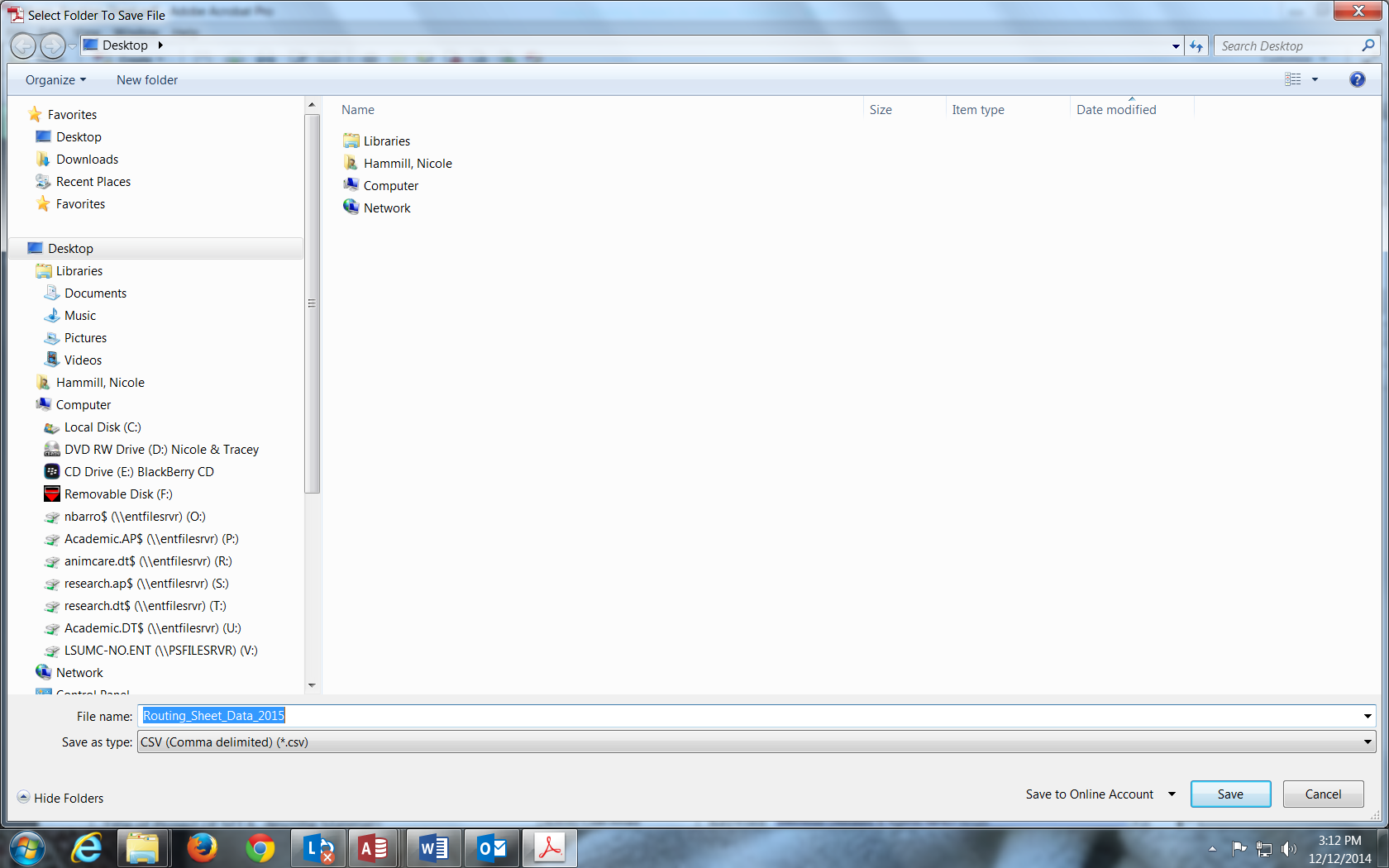
Select the routing sheet, along with any other routing sheets you want in your report, from their location(s) on your local drive:



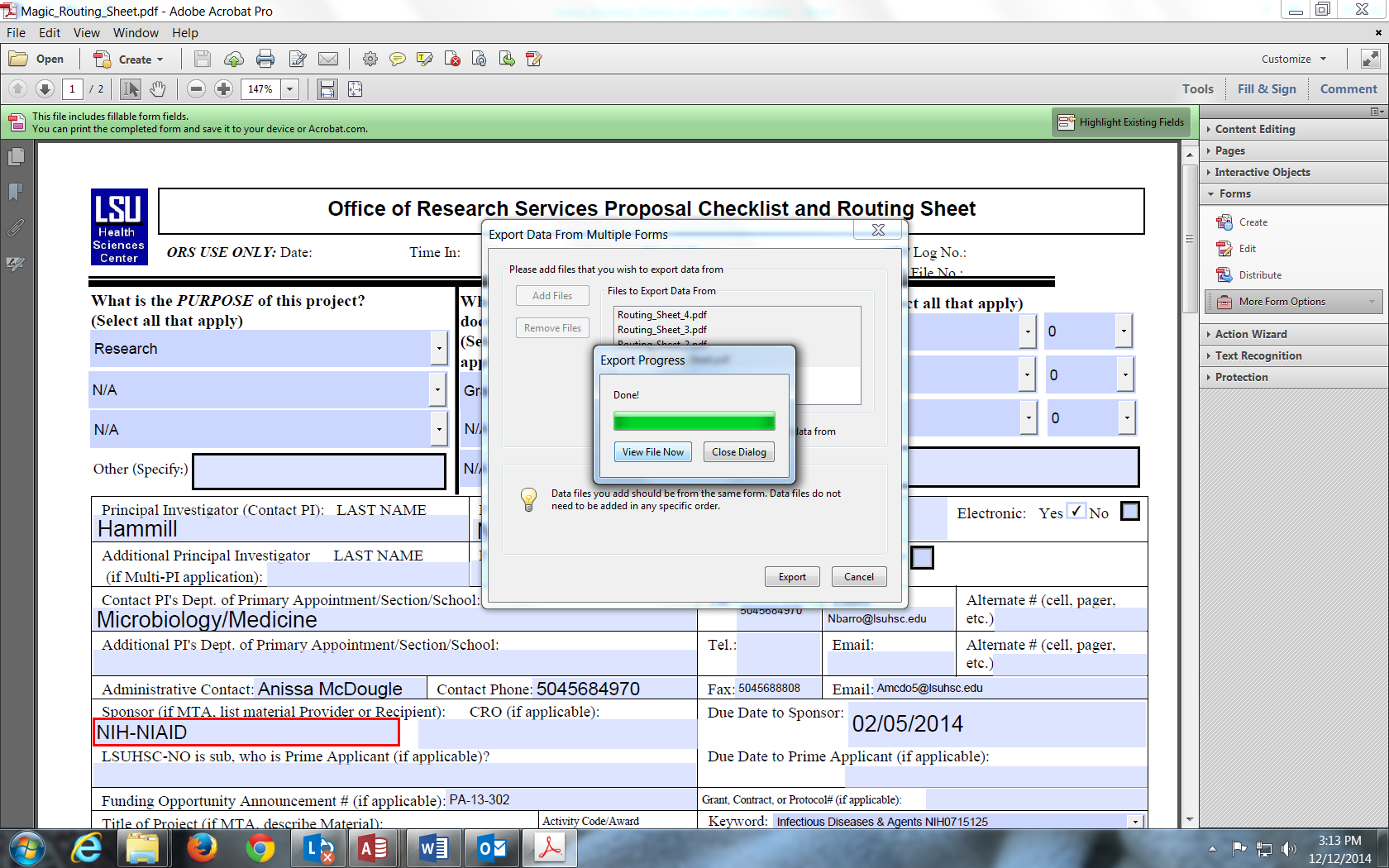
Select “export”:



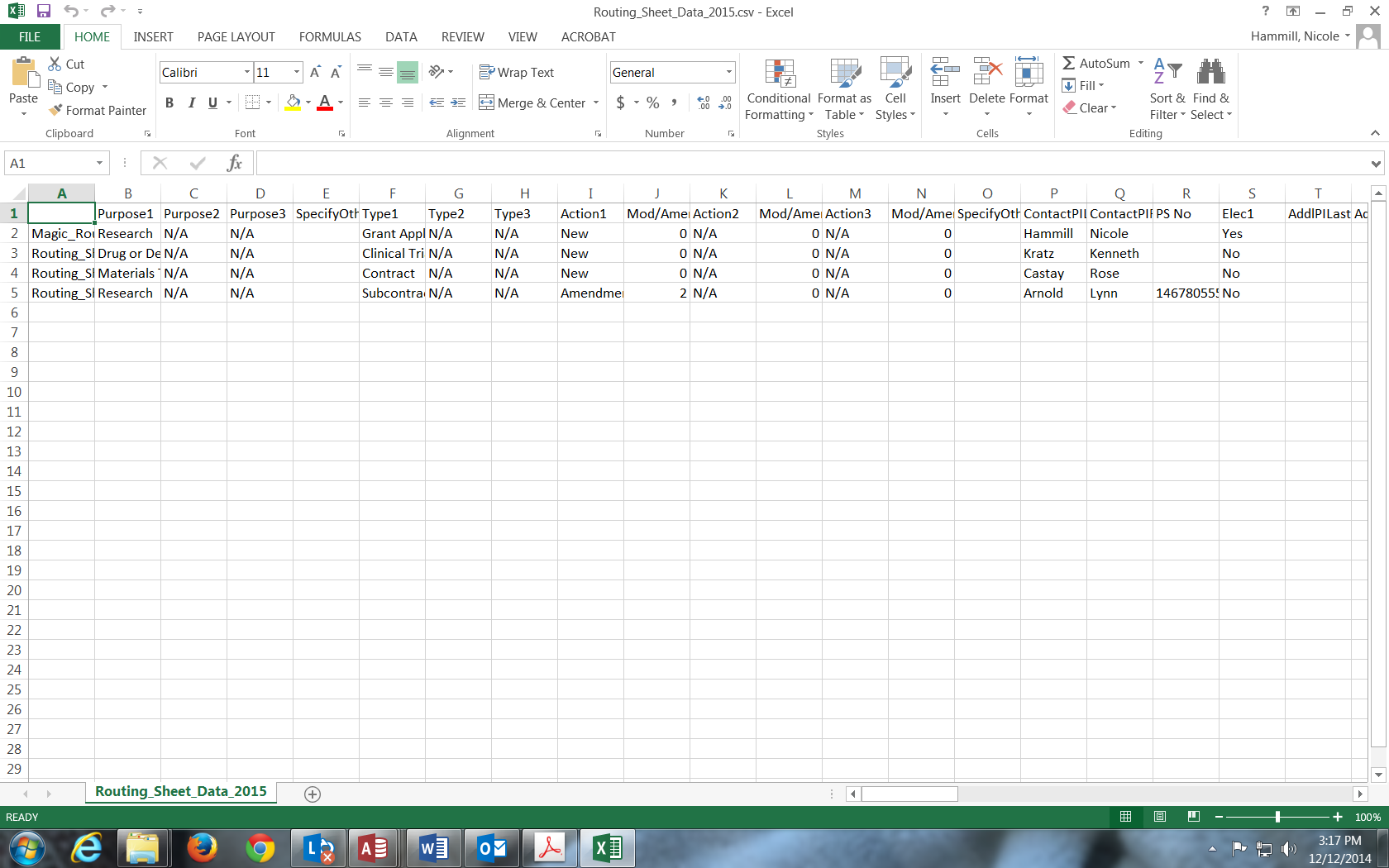
Name the file (example: Routing\_Sheet\_Data\_2015), and save as a “comma separated values” (CSV) type:



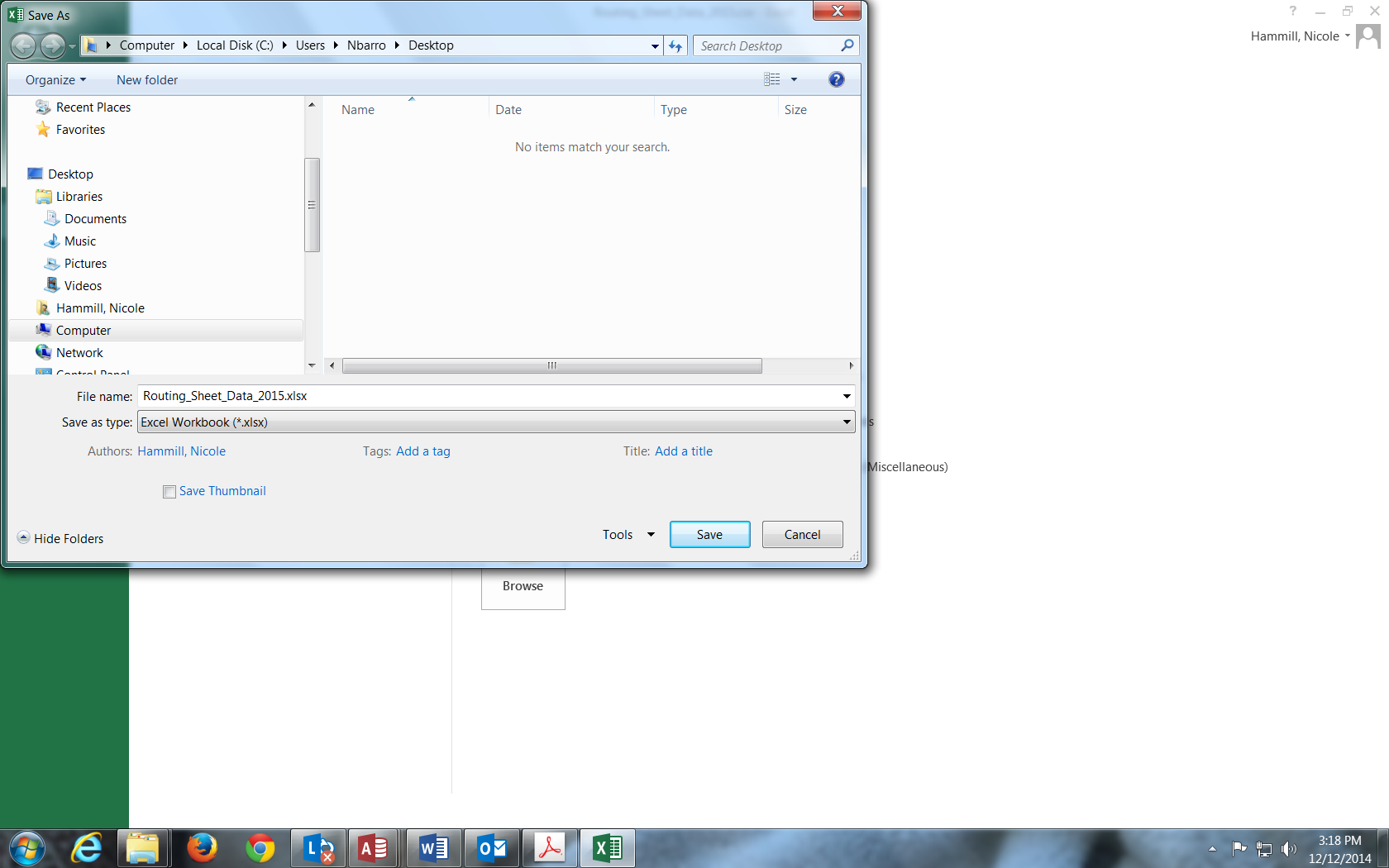
Select “view file now”:



Viola! A spreadsheet is created showing each data element from your routing sheets!



Save this spreadsheet as an excel workbook:



And then enjoy using pivot tables to generate various reports, like this one:

