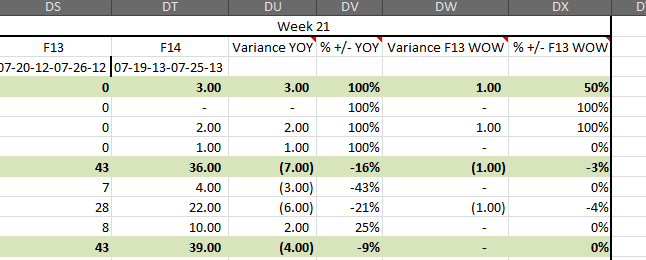
1. Open: S:\Finance\Reports\Weekly Reports Zazzle\metrics\payroll metrics\PIOC Payroll metrics Summary.xlsm
2. Go to PIOC Summary, click start button
3. Enter file name, click end on prompt
4. Copy the data from the metrics file and paste into new sheet in metrics summary file
5. Go to PIOC Summary page, copy the last range of weeks data
6. 
7. Go to recently added sheet, name cell range same as week#
8. Go back to PIOC summary page, in columns labeled F13 and F14, select
   1. Hit ctl+f
   2. Go to replace tab
   3. Replace WeekLW with WeekTW
   4. In columns A:C on PIOC summary page, copy down the formulas
   5. In B and C, change formula reference to your new week
9. Go to Zazzle Summary Page
   1. Copy last column of data to new column
   2. Update date
   3. Highlight whole column
      1. Change column reference using ctl+f
         1. The column # is at the end
            1. Ex: 123), 124) and 126)
         2. Change the column reference to be 6 columns to the right
            1. Ex: 129), 130), 132)
   4. Spot check that values were updated accordingly
10. Right click on Zazzle Summary Page
    1. Select move or copy
       1. Select (new book) from pull down
       2. Click copy box
    2. Go to bottom, delete rows 106:136
       1. Right click delete
11. Then file save as: S:\Finance\Reports\Weekly Reports Zazzle\metrics\payroll metrics\Zazzle\PIOC Payroll Metrics 0801.xlsx
    1. Save file in Zazzle folder for the current WE date