

1. Download Time Tag data to csv and open in Excel
2. Insert a column to the right of date and Title the Column "New Date"
3. Select all Dates in the "Date" column ie: from e2 .... To the bottom
4. Under the Data tab in Excel - Choose Text to Columns
  - a. Select delimited text - then choose next
  - b. Check the box "Other" and enter a / in the empty box
  - c. Deselect the check box on tab
  - d. Then choose next
5. Choose destination in the spreadsheet
  - a. Choose 3 columns, ie: M2 to O2
  - b. Click on finish
    - i. This has split your date data into 3 columns
6. Click in probably F2 the first empty cell in your blank column you inserted in step 2 above
  - a. Start your formula:
    - i. =m2&"/"&n2&"/"o2
      1. Hit enter and you should have an American Date format
    - ii. Fill the formula down, double click the blue dot in the bottom right of F2 and it will fill down automatically.
  - b. Then delete the old date column probably column E
7. Then proceed to Time Tag instructions