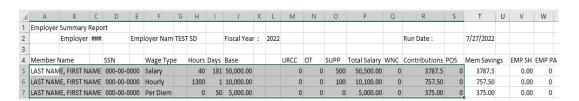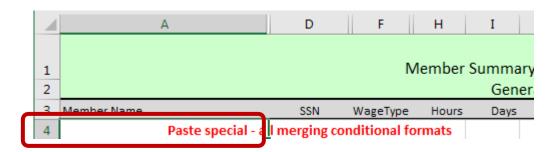# Transferring Data to the Summary Report Template

1. Login to ESS
2. From the Home Page click on Generate a Report.
3. Select ESS Employer summary report and click Next.
4. Select **CSV** format and enter **2022** into the Fiscal Year field.
5. Click Schedule to generate the report.
6. After it is generated, the report will show on the Forms and Reports page.
7. Clicking on the report will cause it to pop up at the bottom.
8. Open the FY 2022 Summary Report CSV file from your computer.
9. Highlight the information contained in the <u>Member Name</u> field through the <u>POS</u> field for all employees.

10. Select Copy
11. Go to the Summary Report Template
12. Click in the first available block on the Summary Template

13. **Right click in the box, select Paste Special and choose the option "Keep Source Formatting".**
14. Your information should now be pasted to the spreadsheet. You should see highlighted rows and red comments in the Recommended Action Field.

    ImportantIf you have more than 1000 employees on your Summary report you will need to copy the formula in columns Y, Z and AC down to the bottom of your spreadsheet.