How to Import Your Data from an Older Version of the Application

The HOSN Application includes a built-in tool to transfer your data from an older version of the application to the updated version. This is useful if you receive notification from HCD that the application was updated and you do not want to re-enter the same information again.

Please follow these instructions to complete the import process:

- **Step 1.** Close all instances of Excel, including the workbook containing the data you want to import.
- Step 2. Open the new/updated version of the application workbook in Excel.
- **Step 3.** Click the open button on the 'Coverpage' worksheet of the new/updated version of the application workbook, then click the button labeled "Click Here to Open the Homeowner Super NOFA Application".
- **Step 4.** From the main application form, click the Menu button in the top-left corner and select "Import Data from another Workbook". This will open the Import form, as shown in the attached picture.
- **Step 5.** In the Import form, use the provided instructions to locate and select the workbook containing the data you want to import. Then, click the button labeled "Import the Application Data" to beain the import process.

Import Data From Another Application Workbook		
Whe	n Should You Use This Tool?	(Alt+F4 to close this window)
If you receive notification from HCD that the application was updated, use this tool to import the data from your current application into the updated one so that you don't need to restart the application and re-enter the same information again.		
Instructions:		
1.	Make sure you are viewing this from the new/blank application workbook and that all other instances of excel, including the workbook with the data you want to import are closed	Click Here to Select the Application to Import (Alt+ <u>1</u>)
2.	Create a backup copy of the workbook with the data you want to import.	I
3.	Click in the box labeled 'Click Here to Select the Application to Import'.	This File [2023 HOSN Application Workbook Testing on
4.	Select the workbook with the data you want to import and verify that the names and file locations displayed for the application workbooks are correct.	1-26.xlsm] Parent Folder [C:\My Documents]
6.	Press the 'Import The Application Data' button to start the import process.	Import The Application Data (Alt+2)