Spreadsheet Linking Overview

The ID columns throughout the spreadsheets we need to link are as follows:

- PersonID from Landlord spreadsheet
- LandlordID from Property spreadsheet
- PropertyID from Property and Tenancy spreadsheets
- TenancyID from Tenancy and Tenant spreadsheets

Before linking the spreadsheets, you will need to fill in the PersonID on the Landlord spreadsheet, the PropertyID on the Property spreadsheet and the TenancyID on the Tenancy spreadsheet. These can be filled with anything, though each entry needs to be unique, and it is advisable to name them something memorable and distinguishable.

You will also need to fill in the PersonID from the Tenant spreadsheet, as a quirk in the programming of our importer, does not link in any way to the PersonID on the Landlord spreadsheet. It doesn't, in fact, link to anything. You can call these anything, so long as each entry is unique.

Once you have set all of these IDs up, you can link the columns by using the diagram on the following page.
1. To complete the Property spreadsheet:
   - Print off the Landlord spreadsheet to use as a reference when filling in the LandlordID column of the Property spreadsheet.
   - Checking the printed Landlord spreadsheet, enter the PersonID from the Landlord spreadsheet for the correct landlord of each property into the corresponding LandlordID entry on the Property spreadsheet.

2. To complete the Tenancy spreadsheet:
   - Print off the now-completed Property spreadsheet to use as a reference when filling in the PropertyID column of the Tenancy spreadsheet.
   - Checking the printed Property spreadsheet, enter the PropertyID from the Property spreadsheet for the correct property for each tenancy into the corresponding PropertyID entry on the Tenancy spreadsheet.

3. To complete the Tenant spreadsheet:
   - Print off the now-completed Tenancy spreadsheet to use as a reference when filling in the TenancyID column of the Tenant spreadsheet.
   - Checking the printed Tenancy spreadsheet, enter the TenancyID from the Tenancy spreadsheet for the correct tenancy for each tenant into the corresponding TenancyID entry on the Tenant spreadsheet.