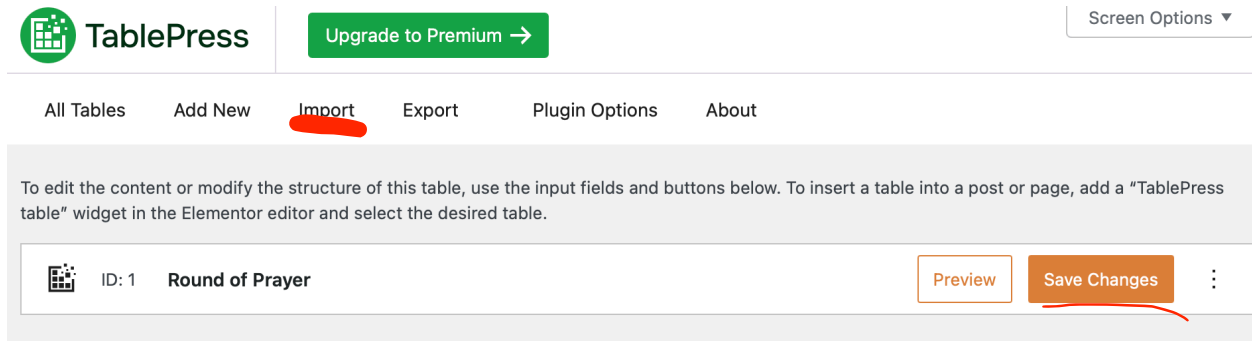


Display list data is stored in a Wordpress Plugin “TablePress”

Login and goto Round of Prayer, then click EDIT at end of list.

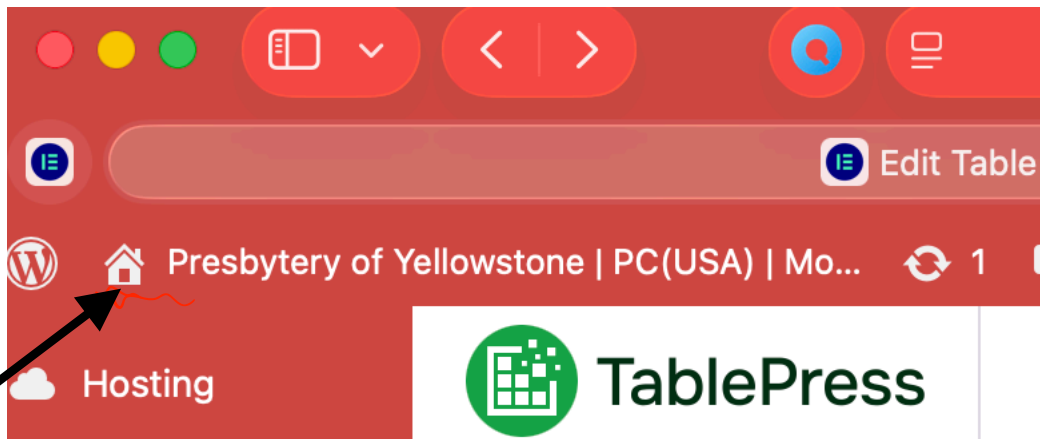
Select Import



Click to Select Files or Drag to Import.

Than scroll to bottom of screen and click IMPORT

Click SAVE CHANGES and return to home by clicking the HOUSE graphic in front of Presbytery of Yellowstone PC(USA)



To create the import file open the docx in Word, Highlight the table in the document and copy to clipboard, then open a new Excel spreadsheet and paste and then save spreadsheet. This will be the import file for above.

To remove older dates in the Table, highlight the rows you wish to remove and click Delete for the Selected rows.

Then scroll to top and click SAVE

Table Manipulation ^

Selected cells: Insert Link Insert Image Advanced Editor	Selected cells: Combine/Merge ?
Selected rows: Duplicate Insert Delete	Selected columns: Duplicate Insert Delete
Selected rows: Move up Move down	Selected columns: Move left Move right
Selected rows: Hide Show	Selected columns: Hide Show
Add <input style="width: 20px; text-align: center;" type="text" value="1"/> row(s) Add	Add <input style="width: 20px; text-align: center;" type="text" value="1"/> column(s) Add

The original Docx file should be uploaded to replace the existing one. This can be done by deleting the old one and uploading this new Docx file being sure to keep the same name.

To delete the old file: go to File List Pro near the end of the Dashboard, go to Forms-and-Lists and Delete Round-of-Prayer.pdf

Then return to the Home page and click DOWNLOAD ROUND OF PRAYER link to verify the new file appears.

Monthly: Remove older table entries by clicking on EDIT at then end of the Table display and select the rows to be removed and click DELETE the selected rows.

This is done to keep the current prayer requests at the top of the list for easy access on the Home Page.