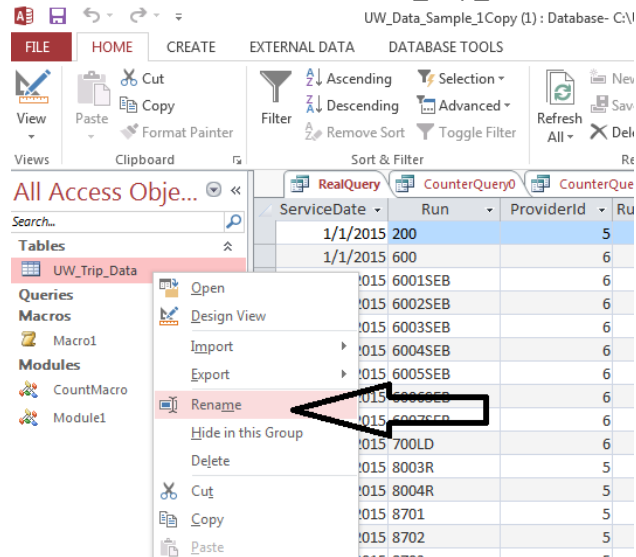


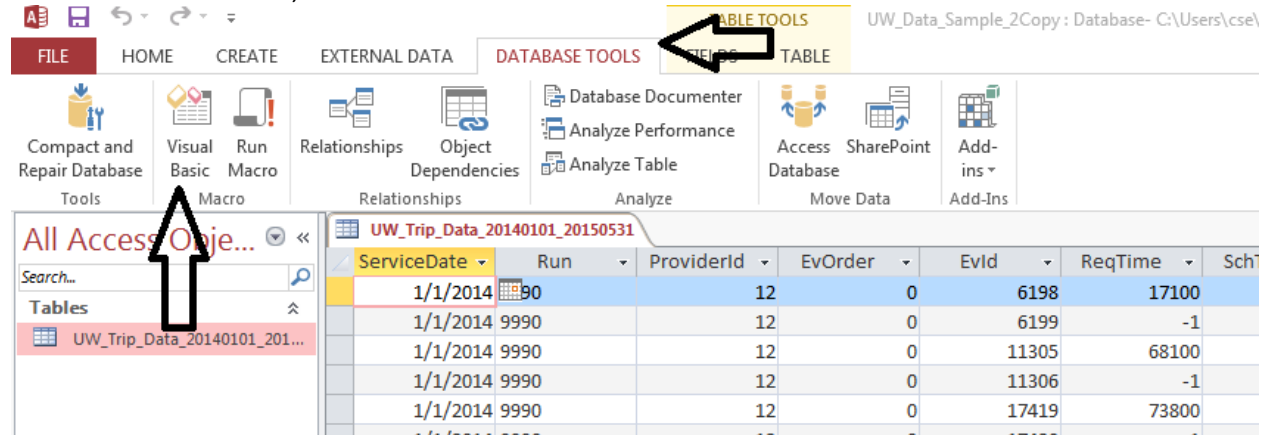
Detailed Instructions for Making Projections

Open desired data set in Microsoft Access.

Rename the desired table to "UW_Trip_Data" exactly



Click on Database Tools, Visual Basic



In the VBA screen:

File->Import File-> Select Projections.bas

Select Count Macro

Tools -> References -> Check Microsoft Excel 15.0 Object Library

Run -> Run Sub/User Form

Specify the date range desired (dates should be in M/D/YYYY format or MM/DD/YYYY as necessary)

Specify any holidays within the date range

Looking for national holidays at <http://www.timeanddate.com/holidays/us/> is helpful

If none are entered, a preset list of holidays for 2014-2015 up to 4/30/2015 is used

Once holidays are done, select n for no

This will then start the process of creating the correct queries, put data into Excel, format and create projections

Once finished, you should be able to view the Excel sheet and save it where ever you please.

***NOTES:**

If using data anywhere between 1/1/2014-4/30/2015, just leave holidays blank to save time

This program can take a while to run, so it is recommended that data is limited to the span that is necessary