1. Open the SouthPole\_CONTOUR Excel file in the AFTP folder below.



1. Go to OWV SouthPole\_Processed\_V.4 folder to create quarter km pivot table csv file in SkySonde processor – creates the LEV\_pivot file.
2. Copy the entire contents (cells) of the recent flight SP###\_YYYY\_MM\_DD\_LEV\_pivot.csv file
3. Paste in to the last row of data in the **Data** worksheet in the Excel file: SouthPole\_CONTOUR\_Dplot\_2019\_QuarterKM file.
4. Update Column A row count so it continues to match the cell row number to the left.

NOTE: There are calculation cells to the right of the last column in this worksheet. Column AD – BB have calculated cells used in the Pivot Table so be sure not to delete cell rows.





1. Go to the Worksheet: PV\_12-20km to “refresh all” the 6 Pivot Tables.
2. Go to the last line of updated data in columns A-S.
3. Copy the last line and paste in the last line of the Excel CSV file: spo5\_2019\_08\_20.csv in 
4. 
5. Save the spo5\_2019\_MM\_DD file with the new month and date. This is the file Kirk uses to update South Pole web plots.
6. Save and close file.