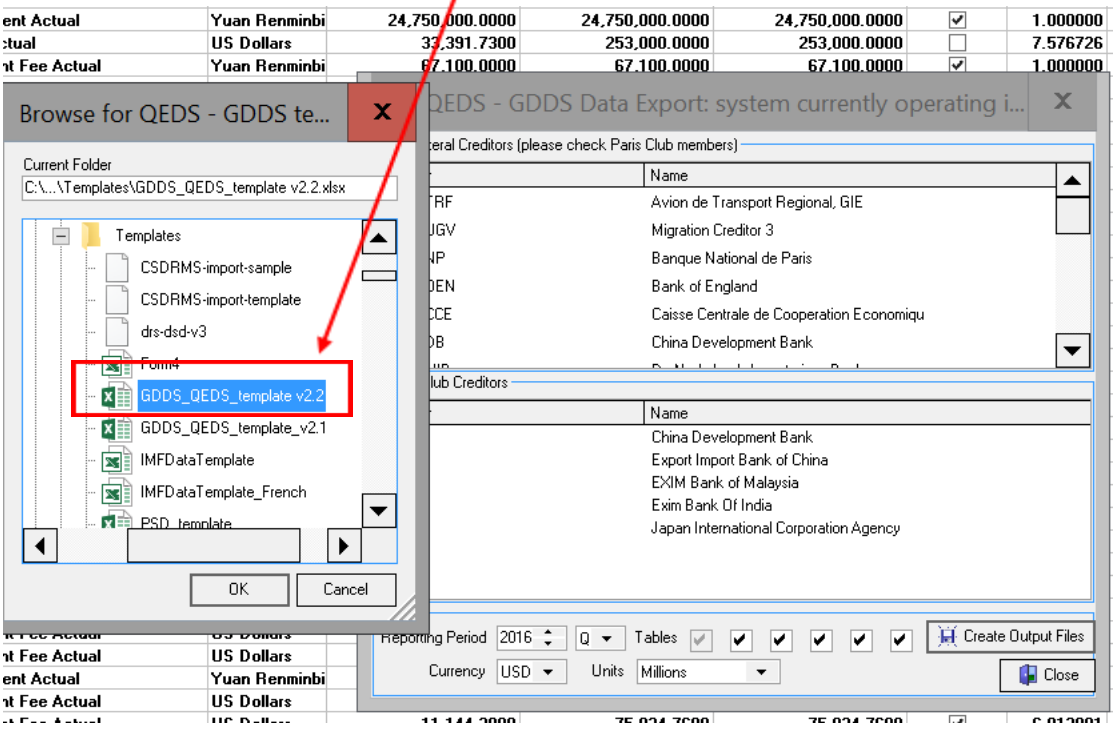
1. Download the GDDS_QEDS_template v2.2.xls from this World Bank link and save it in the templates folder of your CSDRMS installation directory. Alternatively, you can also choose to save it in a folder of your choice.
2. Open the **Readme tab** of this excel sheet and **amend the version number on line 34 from 2.2 to reflect 2.1 and save the changes.** See the red box.

3. At the time of export- choose **the new template instead of the old one**.




4. Choose Ok -> to populate the excel sheet.
5. Revert the version number in step 2 on the exported file back to version 2.2 before sending it to the World Bank.
6. Do let us know if you have any issue following the above guidance.