Instructions for fixing Data Validation Errors in the COVID-19 Financial Impact Survey form

Thank you to those who attended our webinar for the COVID-19 Financial Impact Survey on Household Water Debt for Large Water Systems.

At the workshop, it was brought to our attention that cell B44 (which corresponds to cell B40 on the accessible version) on Tab 2 (Delinquent Accounts) has a data validation error that allows only a "Y/N" answer, despite the question prompting for a numeric answer. We are providing instructions here for how to remove this data validation constraint. This will allow you to enter numeric values to answer the question appropriately. IMPORTANT: Please do not include any commas in the numeric value that you enter in cell B44 (B40).

Instructions:

1) In the “Delinquent Accounts” tab, click on the cell that you will be removing the validation from (cell B44 or B40, depending on your version).

2) Go to the “Data” tab in the menu ribbon and click on the “Data Validation” button.
3) In the menu that pops up, hit the “clear all” button and click OK. This should clear the validation.