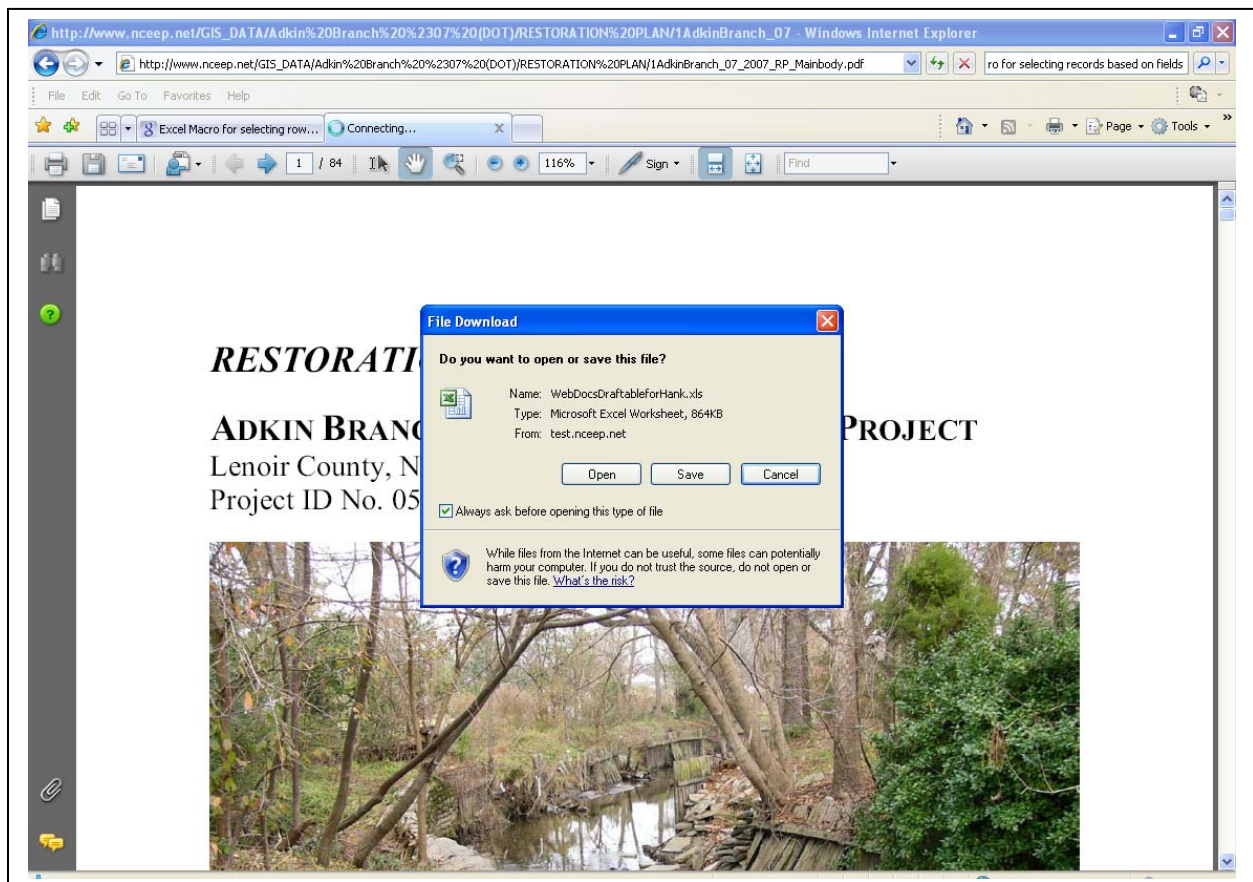


## Notes for Assistance in Using the Online EEP Project Document Spreadsheet

Upon opening the excel download file, the user has 2 choices. They can save the Excel file to their local drive or they can open it directly and use it as an online temporary copy. Both methods will provide sorting, filtering and search capability to narrow down selections. The online version however, requires a 2 additional steps/considerations when navigating between the spreadsheet and the PDFs.

If you opt to simply open the spreadsheet online as opposed to actually downloading the file, when you open a PDF link and then wish to return to the spreadsheet to examine another document, you will be prompted with the following choice; to Open, Save, or Cancel. Choose **'Open'**. This will return you to the spreadsheet to make your next document selection.



Also, if you are using the online version of the spreadsheet and you wish to sort or filter the list of records or make any other changes and then click on a document link you will be prompted to Save your changes (Yes), discard your changes (No), or Cancel to remain in the spreadsheet (see below). If you choose 'Yes', you will be prompted to save the file to your local drive, If you choose 'No' you will be able to navigate to the PDF, but any of your sorting or filtering changes will be lost. If you choose cancel, you remain on the spreadsheet link page. For these reasons it can be easier to simply download the file for

