



# **Excel Interface/Templates** **Online Training**

- **Overview of Excel Templates/QA Documentation**
  - Show sample document/populated fields highlighted
  - Review add'l sheets
  - Show actual demonstration of field population
  - Explain how the text file/Excel template is generated
  - Show QA sheet as job attachment
  
- **Options for Document Use**
  - Provide case study examples from user applications
  - Review options for user interaction
  
- **User Modifications**
  - Review how users may modify template
  - Review macro for advanced modifications (review only)
  
- **Budget Upload**
  - Generating Budget in ACS and exporting to Excel
  - Making changes in Excel and uploading to ACS
  
- **Using Excel for Inventory Updating**
  - Complete mass changes quickly
  - Data verification, cross-check, and upload
  - Add or make changes
  
- **Q&A**