

- 1) Close out of previous instances of Excel before clicking on "Performance\_Measures\_2016.xlsm"
- 2) Choose up to five localities to compare and press the Filter button. To clear the filter, press the Clear button.
- 3) [Optional] Choose which fiscal years to display by selecting/deselecting the FY2015 and FY2016 check boxes. Note that the default is both fiscal years selected.
- 4) [Optional] Choose any one of the performance measures or locality in the dropdown box and press the toggle button labeled Descending/Ascending to sort by that choice.
- 5) [Optional] Press the Browse button to save the worksheet to a new workbook. The default name is Performance Measures and the default Excel file type is xlsx. You can change this name and/or the type of Excel file (.xls) in the Save As dialog box. Use caution as previous versions of the workbook with the same name will be automatically overwritten.
- 6) [Optional] Press the Print Screen button to bring up Print Preview. Press Print to complete the printing.
- 7) [Optional] Press Clear Form to clear the entire form.
- 8) Press Exit to exit the user form.
- 9) Either press Restart to restart the application or close the workbook to exit the application. You will not be able to save the workbook once you exit the application.