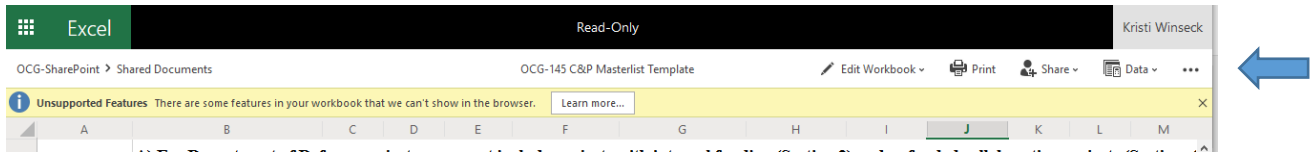


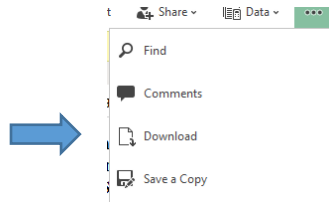
Download instructions for the Current and Pending Masterlist Template

For Microsoft Users

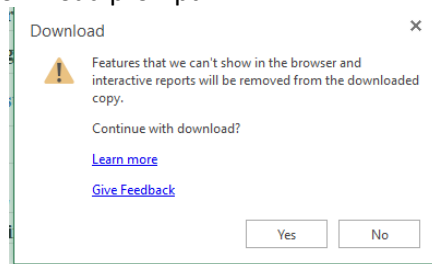
- 1) Click on the **Current and Pending Masterlist** link in the Other Templates & Samples section of OCG's forms page
- 2) This will take you to a SharePoint document. **Click on the 3 dots** in the upper right-hand corner:



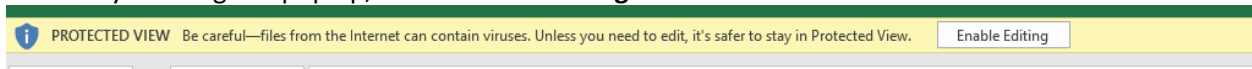
- 3) Click on the **Download icon**



- 4) Select **Yes** at the next download prompt



- 5) Choose **Open with Microsoft Excel**
- 6) A security warning will pop up, select **Enable Editing**:



- 7) **Save the file** to your computer
- 8) The spreadsheet will open normally and you can edit and save it, as well as run the macros that are embedded in the individual tabs

For Mac Users

- 1) **Make sure you have a version of Excel that will support this spreadsheet:**

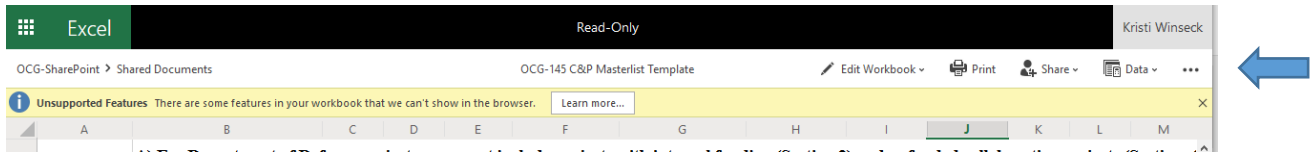
Mac users need to have the most recent update of Excel on their laptop. The easiest way to tell which version you have is by the icon. If the icon looks like this, then you'll be able to use the spreadsheet with macros:



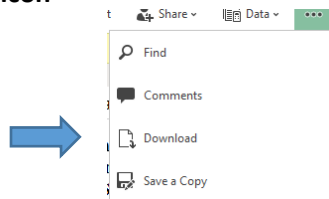
If the icon looks like this, then you'll to contact your IT person to discuss upgrading your software or if that isn't an option, contact your Proposal Analyst for a copy of the spreadsheet without macros:



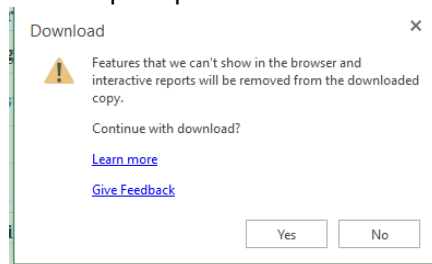
- 2) If you have the most recent version of Excel installed, click on the **Current and Pending Masterlist** link in the Other Templates & Samples section of OCG's forms page
- 3) This will take you to a SharePoint document. **Click on the 3 dots** in the upper right-hand corner:



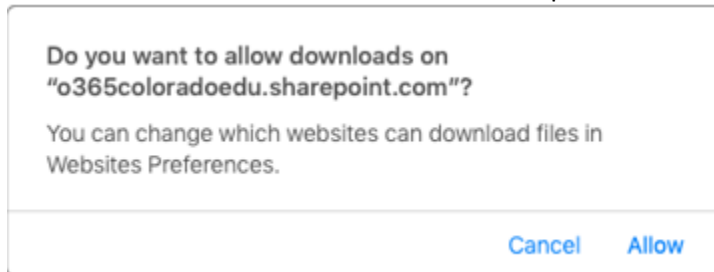
- 4) Click on the **Download icon**



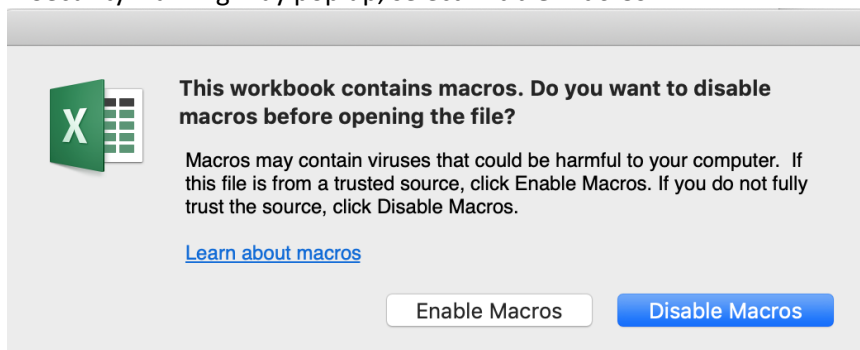
- 5) Select **Yes** at the next download prompt



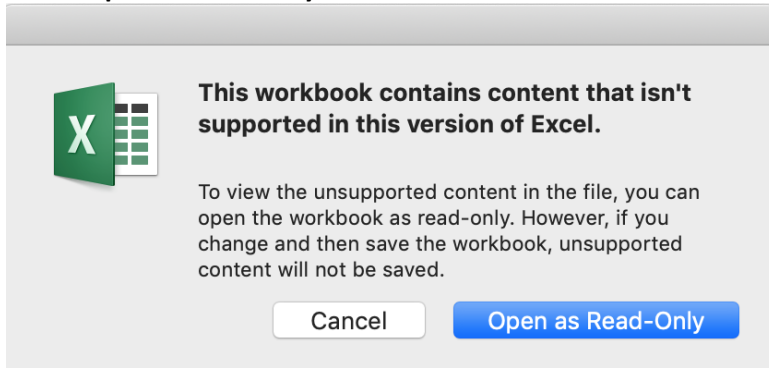
- 6) Select **Allow** downloads from o365coloradoedu.sharepoint.com



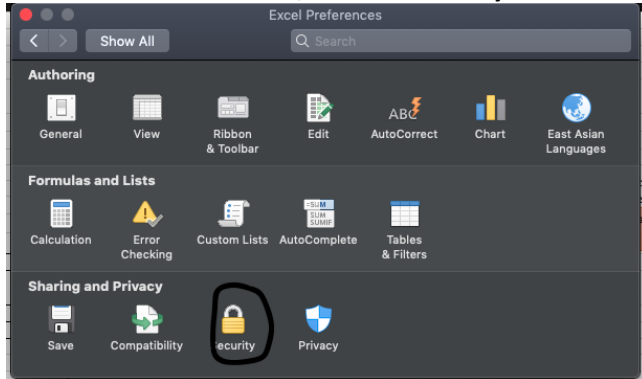
- 7) A Security warning may pop up, select **Enable Macros**



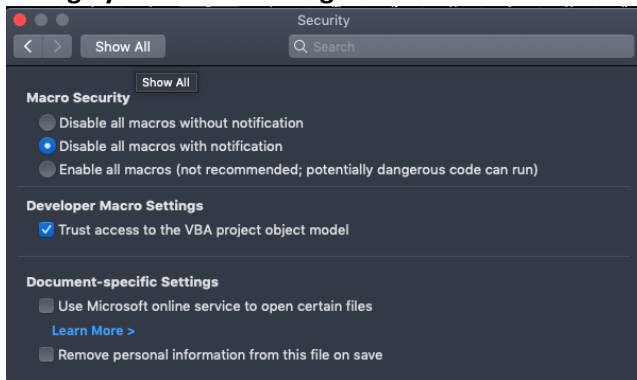
8) Select **Open as Read-Only**



9) Select **Excel Preferences, click on Security**



10) **Change your Macro settings** to match the screen shot below



11) **Save** your Current and Pending Masterlist template to your files

12) The spreadsheet will open normally and you can edit and save it, as well as run the macros that are embedded in the individual tabs