

INSTRUCTIONS FOR OPERATING WORKSHEET

This worksheet is intended to make less work for all people involved in the process of applying for the grant funds from the Snowmobile Program.

The disk is read only. Please copy to your computer to use the worksheet. It was made read only to help prevent the people who are new to the program and possibly new to the grant application process from losing the master or destroying the master.

There are a few hints that will hopefully make the learning process easier.

1. If the cell that you need to enter is shaded gray, no keystroke entries will be accepted. Data will be entered by entering the cell, accessing the inverted triangle and choosing from the list provided the data to be entered. These columns will be trail #, Work Description, Equipment, Hourly rate for equipment and Club/Contractor. The Total columns for labor and equipments are calculated by the spreadsheet. These columns should never be accessed to enter or

delete data. Should you want to change the entry you have made simply return to the inverted triangle and choose the correct entry.

Special instructions for equipment:

Access the DOT # column, click on the inverted triangle enter the DOT code number by choosing from the options available and from the corresponding list you will find with these instructions. IE: ATV 9201 Truck 101

The name of the equipment will appear in the equipment column and the hourly rate of reimbursement will appear in it column.

You will need to enter by keystroke the following:

Date 01/01/15

Workers name John Doe please use full name not nicknames.

Labor and equipment hours in digits

not fractions 1.25 not 1 ¼

If you need help with this spreadsheet, you can contact

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