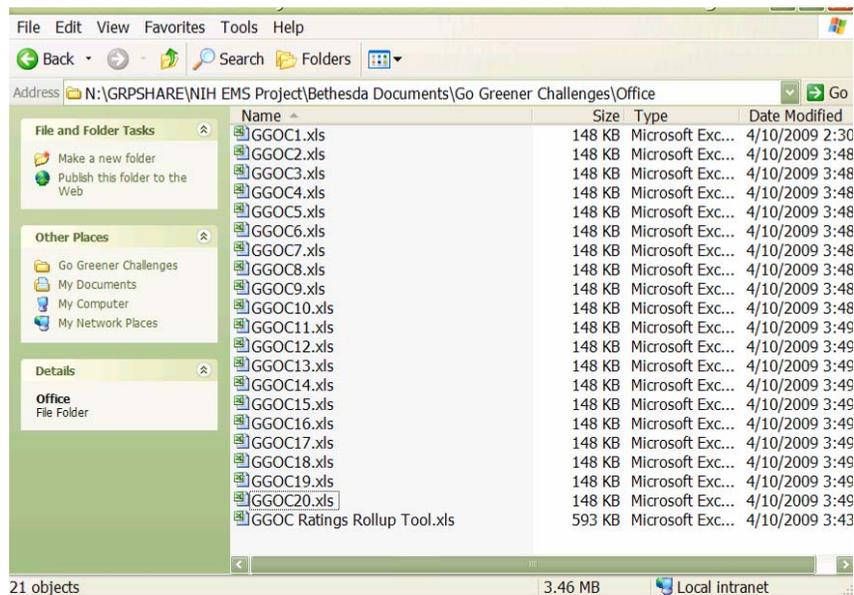


Go Greener Office Challenge Instructions for Using the Ratings Rollup Tool

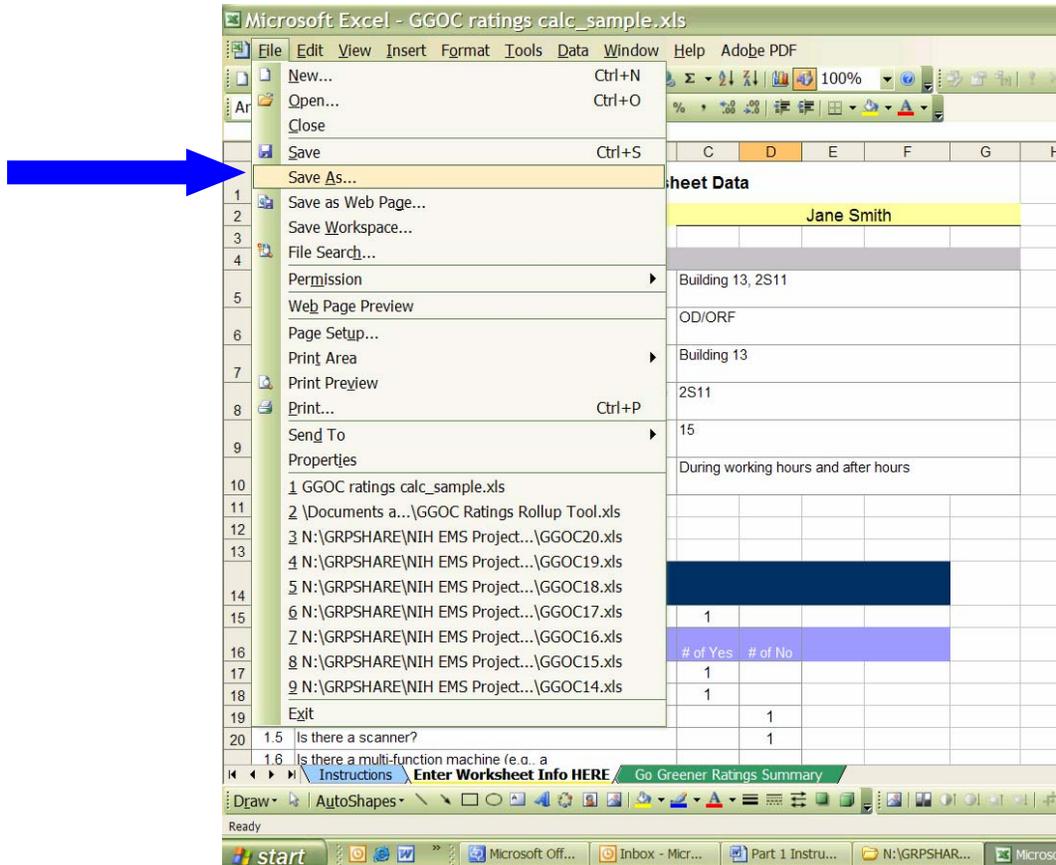
Once the evaluators have filled out the Evaluation Worksheet and transferred the data into the Ratings Calculator, you are now ready to determine the overall environmental ratings for the IC. The instructions provided below will direct you on how to use the Ratings Rollup Tool to determine the IC's overall Go Greener Rating.

1. Go to www.nems.nih.gov/challenge/office/ to download the following files:
 - Ratings_Rollup_Tool.xls, and
 - 20 ratings calculator template files (file names "GGOC1.xls" through GGOC20.xls)
2. Create a folder on your hard drive (e.g., under My Documents) to store the ratings documents for the Go Greener Office Challenge.
3. Save this file (file name: "Ratings_Rollup_Tool.xls") and the 20 ratings calculator template files (e.g., file name "GGOC1.xls") in the newly created folder. **DO NOT CHANGE THE FILE NAMES.**

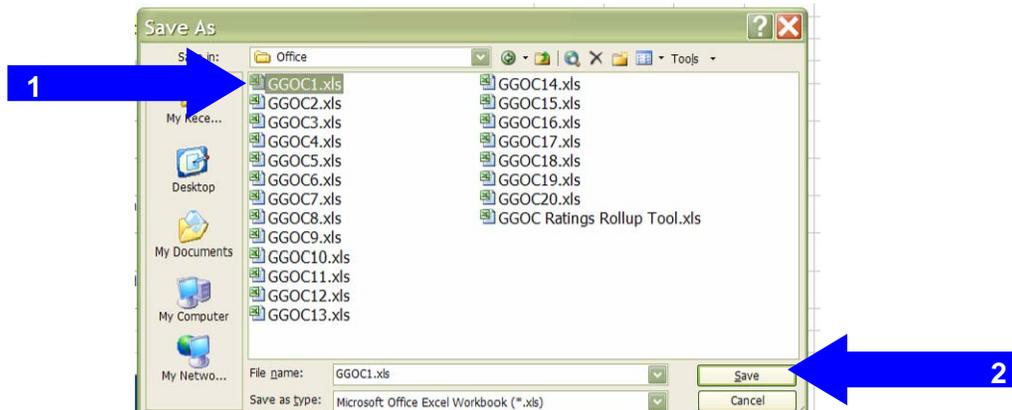


4. The electronic copies of the Ratings Calculator submitted by the evaluators should be save individually as one of the 20 template files:

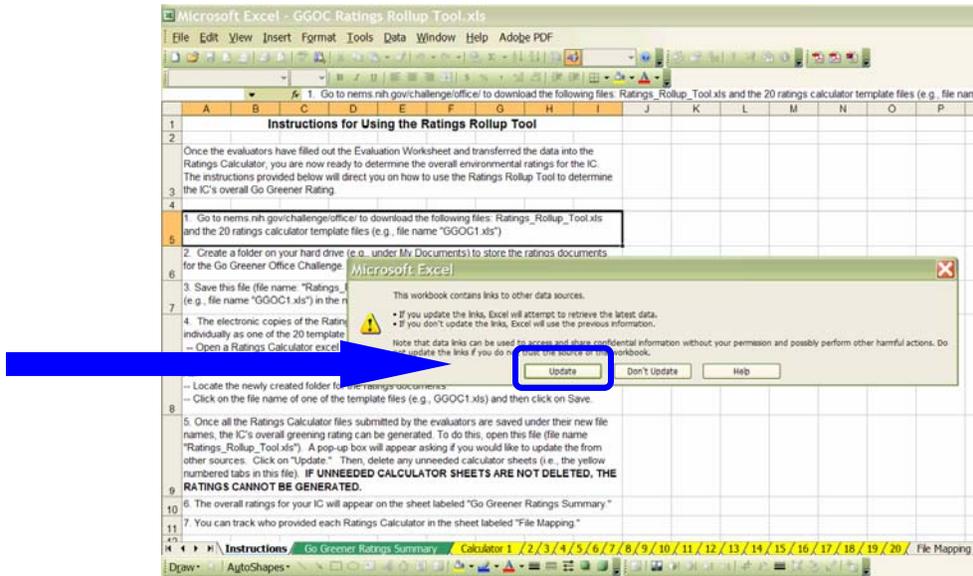
- Open a Ratings Calculator excel document received by an evaluator.
- Once opened, save the file under a new name by going to: File>Save As.



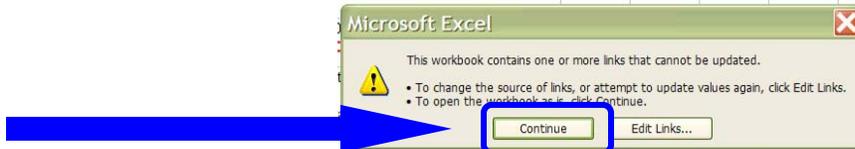
- Locate the newly created folder for the ratings documents.
- Click on the file name of one of the template files (e.g., GGOC1.xls) and then click on Save.



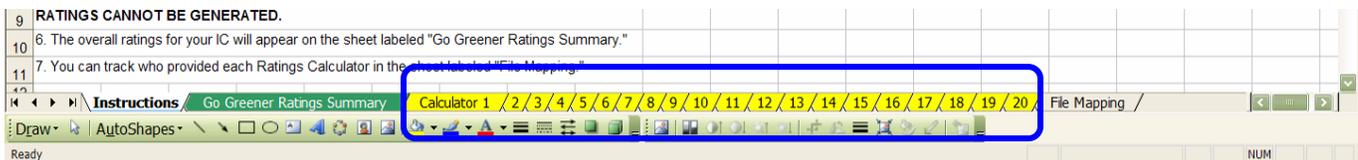
- Once all the Ratings Calculator files submitted by the evaluators are saved under their new file names, the IC's overall greening rating can be generated. Open all copies of the Ratings calculator files.
- Open the file Ratings_Rollup_Tool.xls. A pop-up box will appear asking if you would like to update links from other sources. Click "Update."



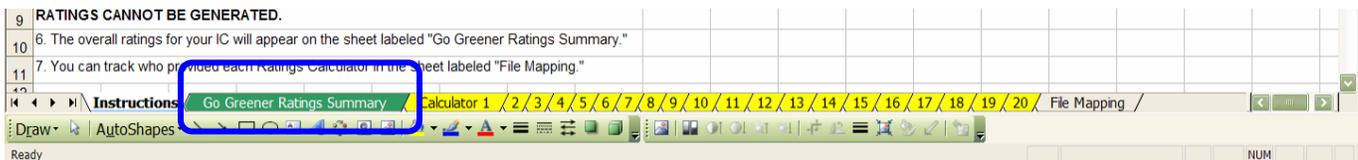
- A pop-up box may appear notifying you that some of the links cannot be updated. Click "Continue."



- Delete any unneeded calculator sheets/tabs (i.e., the yellow numbered tabs in this file). **IF UNNEEDED CALCULATOR SHEETS ARE NOT DELETED, THE RATINGS CANNOT BE GENERATED.**



- The overall ratings for your IC will appear on the sheet/tab labeled "Go Greener Ratings Summary."



- You can track who provided each Ratings Calculator in the sheet/tab labeled "File Mapping."

