1) Close out of previous instances of Excel before clicking on "Performance_Measures_2018.xlsm"

2) [Optional] 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 FY2016 FY2017, and/or FY2018 check boxes. Note that the default is all three 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.