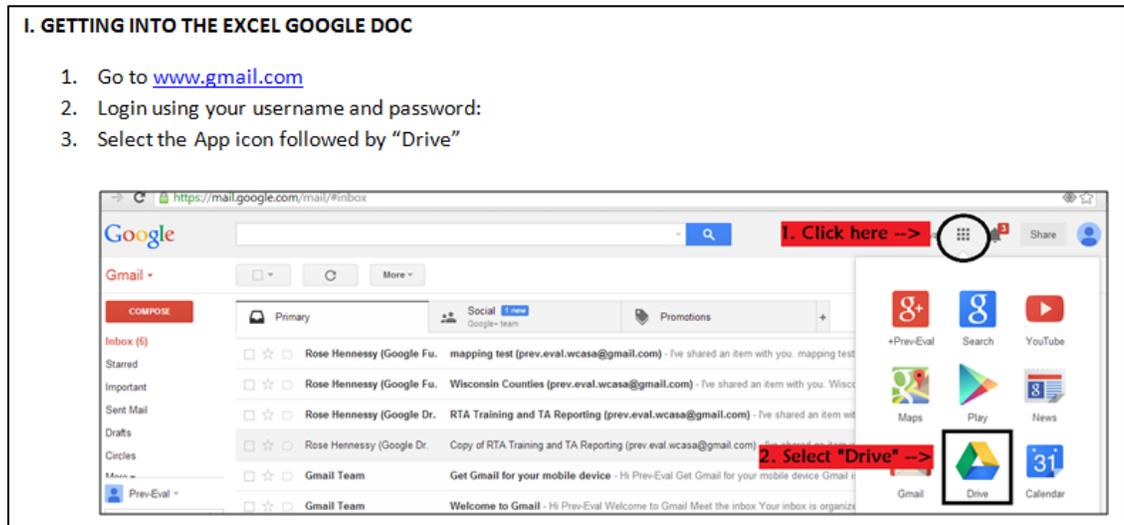
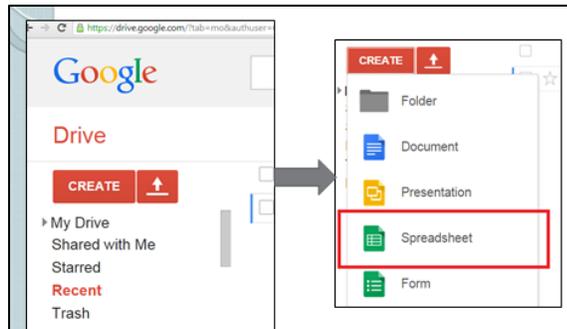


<p>1. Many benefits of Excel</p> <ul style="list-style-type: none"> ○ Protection, coding, fancy stuff, and data validation options ○ Drop-down options (type and fill) ○ All staff can view but not edit ○ Transfer content from docs ○ No click and point! Faster data entry 	<p>1. Not all the same options in excel</p> <ul style="list-style-type: none"> ○ Some advanced options are kept offline ○ Online coding can make things go slower 	
<p>2. Online</p> <ul style="list-style-type: none"> ○ Access anywhere with an internet connection ○ Multiple devices ○ Don't need to "send" to one person for collection 	<p>2. Online</p> <ul style="list-style-type: none"> ○ Can't access offline ○ Can be slower when internet connection is slower ○ Really works best on google chrome browser 	
<p>3. Central control</p> <ul style="list-style-type: none"> ○ No multiple versions floating around ○ Changes can be standardized ○ Can easily control who can view/edit ○ In one central location 	<p>3. Privacy</p> <ul style="list-style-type: none"> ○ Even though it is not "publically" available it's not on a safe server ○ Would never want to include highly confidential information here 	
<p>4. High flexibility</p> <ul style="list-style-type: none"> ○ Easy to add columns, drop-downs/ columns unique to certain individuals, track time-sensitive trends ○ Flexible in which columns are filled out ○ Ability to add descriptors to items ○ Super easy to add new users 	<p>4. Google has the flex power</p> <ul style="list-style-type: none"> ○ Give up control on macro changes (they can release a new format or interface) ○ When they have drama we have drama ○ Confirming saved data - can be unclear 	
<p>5. Restoring revision history</p> <ul style="list-style-type: none"> ○ Able to "restore" changes up to a point 	<p>5. Not super pretty</p> <ul style="list-style-type: none"> ○ Format is excel ○ Issue with space on a small screen 	
<p>6. Relatively good usability</p> <ul style="list-style-type: none"> ○ Quick learning (hardest part is getting to the document and content areas) ○ Can "bookmark" and then point and click to login ○ Download small excel files directly 	<p>6. General quirks</p> <ul style="list-style-type: none"> ○ Have to "go back" from each line ○ Sorting by chronological order ○ Can't download big files 	
<p>7. Power to the people</p> <ul style="list-style-type: none"> ○ Everyone can see what they previously entered ○ All on the same document, able to view others information for comparison ○ Get full reports and individual reports 	<p>7. Need external cleaning and analysis</p> <ul style="list-style-type: none"> ○ With each provider having their own "sheet" all the data needs to be combined elsewhere for cleaning and analysis ○ Sheets need to be "emptied" ○ Need someone on staff with intermediate/high excel skills 	

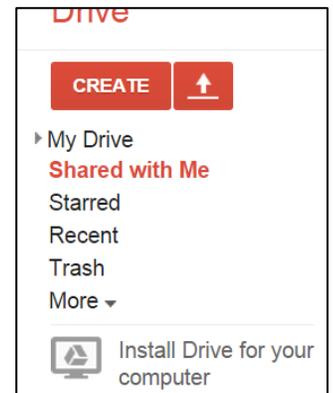
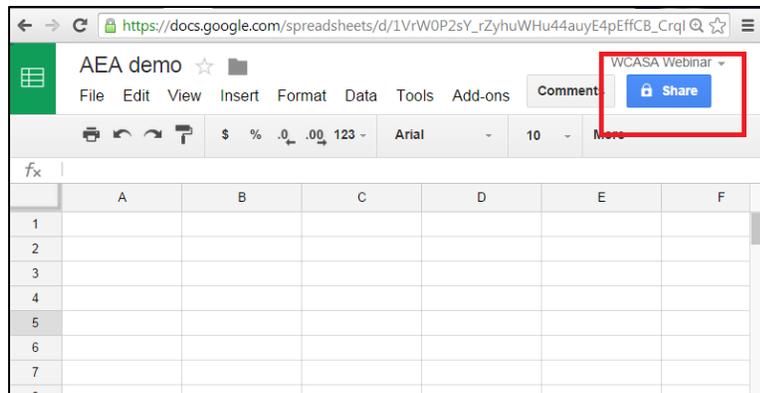
1. Create / login on a gmail account. Select drive icon.



2. Create excel sheet



3. Create name
 - Click on "Untitled Spreadsheet"
 - Rename item
4. Add sheets
 - Select "+" sign at bottom left hand corner
5. Download
 - File → Download as (select type)
6. Share it



7. Select the level on which you'd like to share: (can edit, can comment, or can view)
8. When receiving documents, make sure to look at the "Shared with Me" folder.