

4.3.11 How to Use the Requirements Boiler Plate

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To use either the Microsoft Excel or Google Sheets workbook click on one of the links below. To fill out the workbook, go to each individual sheet in the workbook and evaluate the requirement by picking 1-5: 1 being poor and 5 being excellent. The sheet will then calculate the average, total score, and number of samples that were used to calculate both previous values for this sheet. In the comments section you can add additional information about that specific topic. In the Microsoft Excel version, there is an additional column with linked cells to the DDSF Wiki for more information about whichever requirement is needed.

Using Google Sheets

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If you would like to use the Google Sheets Workbook for the DIDO RA...

1. Go to the Google Sheets link that has the template.

- [Google Spreadsheet.](#)

2. Click on **File**

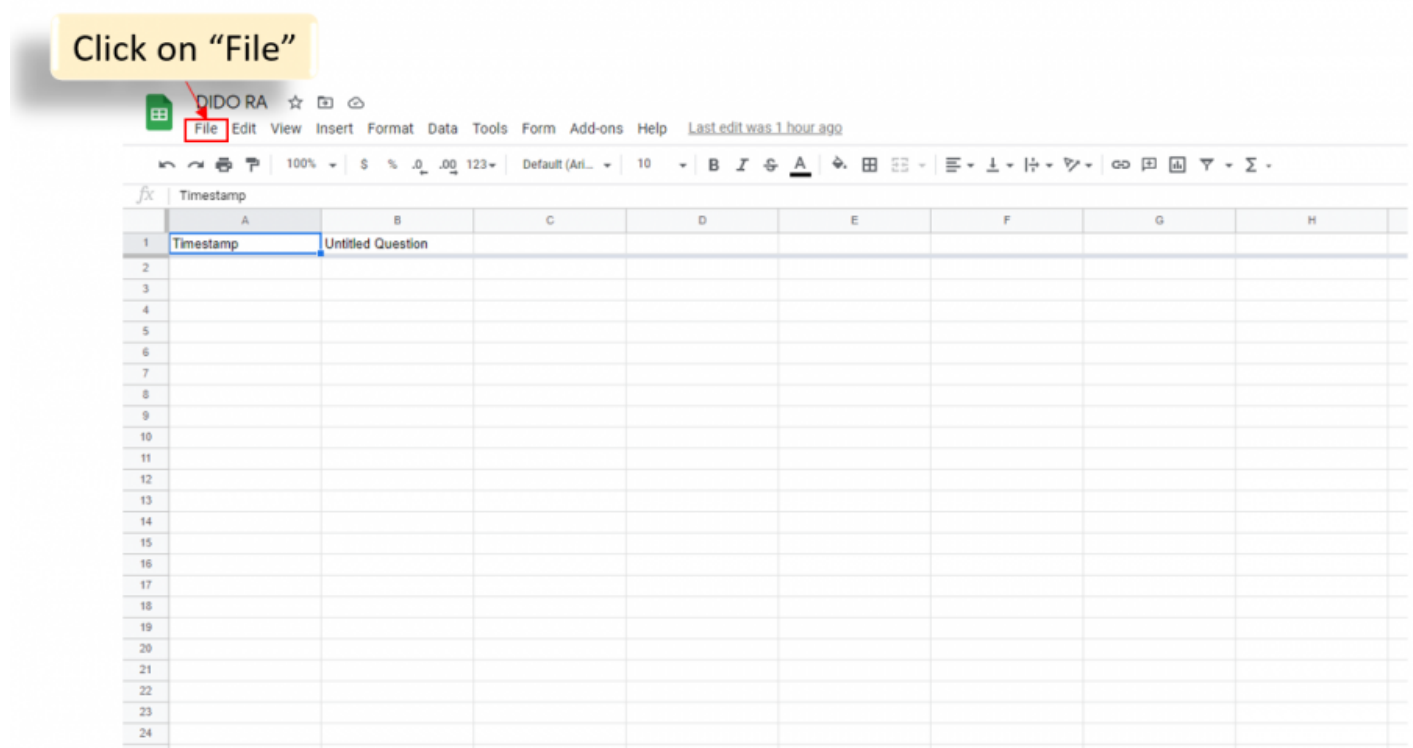


Figure 1:

3. Click on **Make Copy**

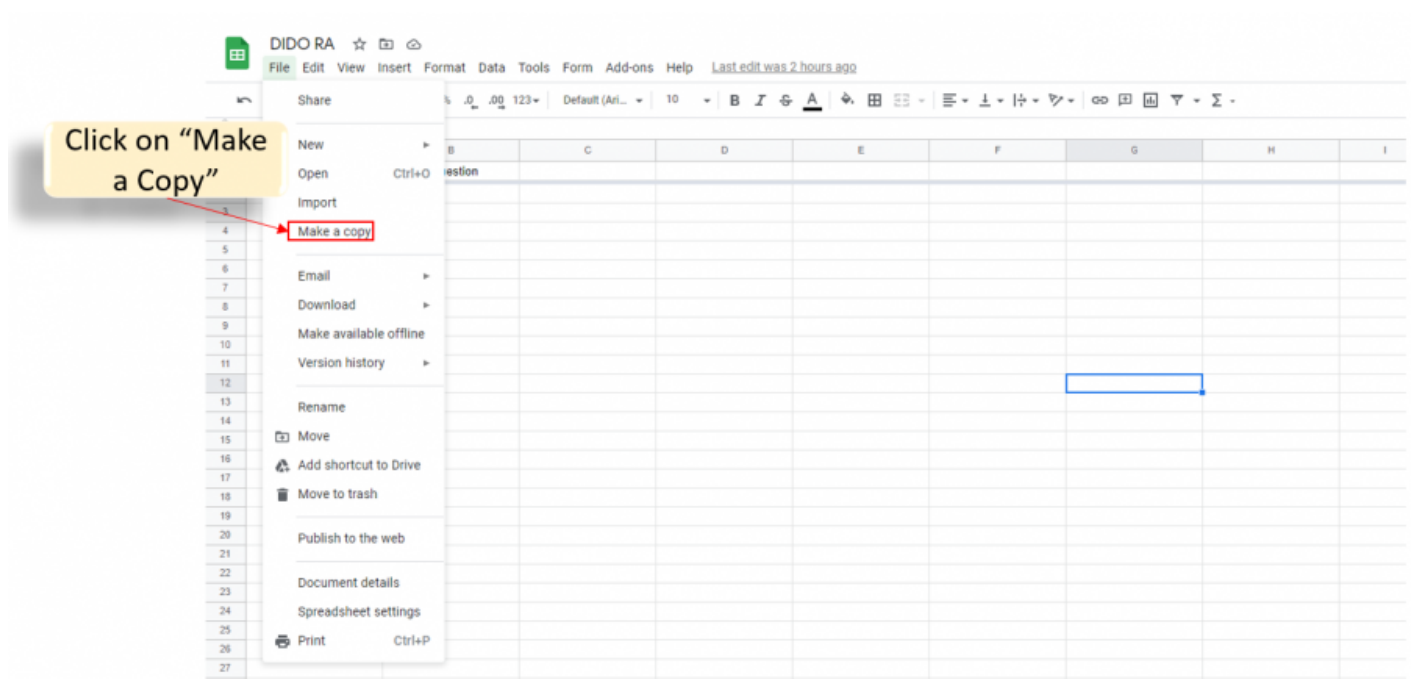


Figure 2:

4. A window will pop up. You must rename the workbook to a different name, and then save this copy to your Google Drive. That way you can immediately start working on your own version with your team.

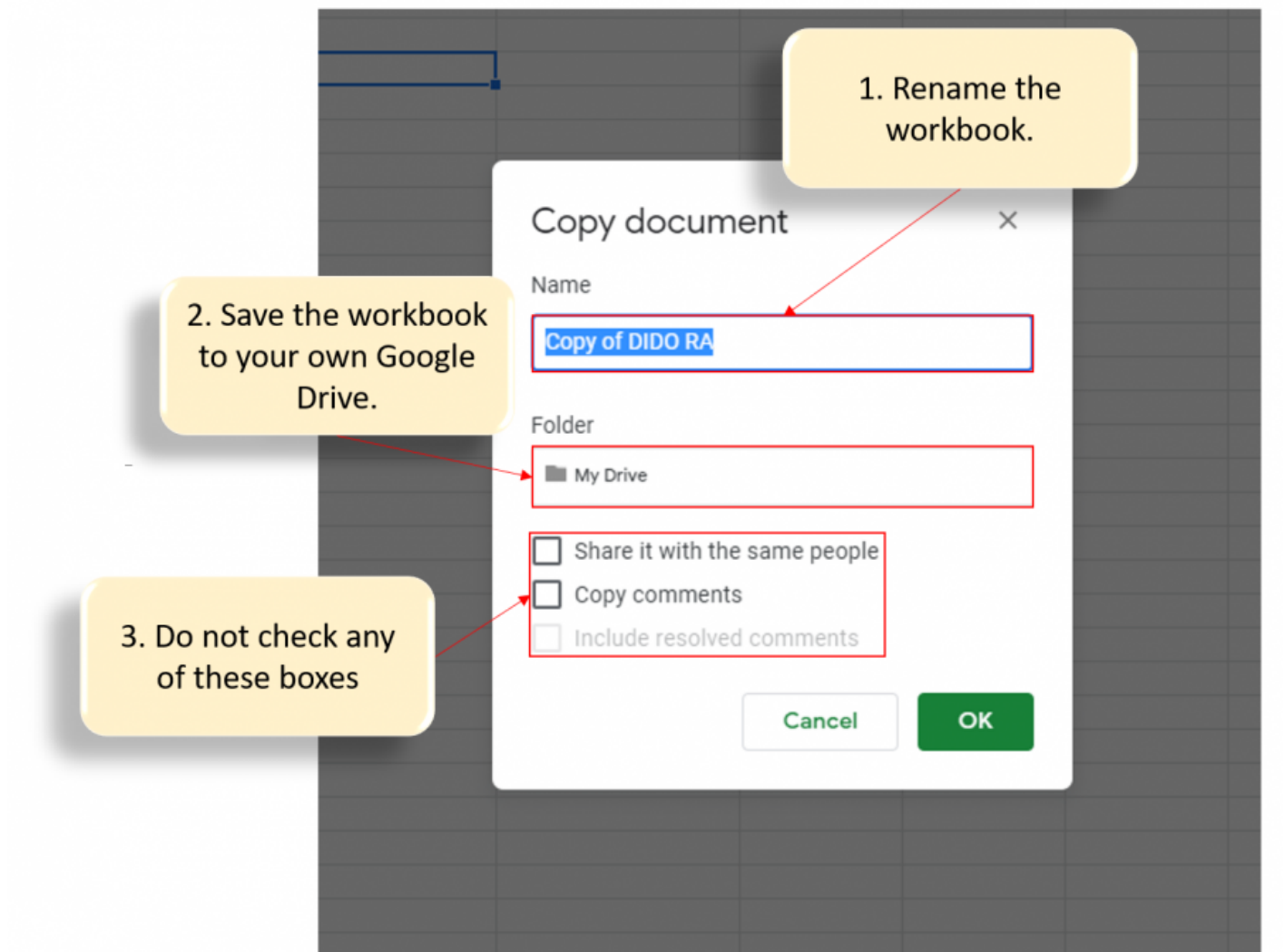


Figure 3:

NOTE: It is not recommended to download the Google Sheet as a Microsoft Excel sheet. Use the Microsoft directions below.

Using Microsoft Excel

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ATTENTION:

It is not recommended to use the Microsoft Excel method for the following reasons...

- Limited ability to place data inside a cell
- Only one link per cell
- Row height and Column width limit is restricting
- Limited ability to format cells.

If you still wish to proceed, click on the link below to download a copy of the Microsoft version of the workbook

- Microsoft Excel Workbook

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