

CLOSEOUT TOOL INSTALLATION

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STEP TO INSTALL RAPID CLOSEOUT TOOL

1. Go to the [ORA Online Resource Center – Post-Award tab](#)
2. Click on the Smart Closeout Tool (.zip)
3. Open with Windows Explorer > OK
4. Click “Extract all”
5. Browse for “Desktop” as the Destination folder > Select folder
6. Click “Extract”
7. Double Click on RAPID Closeout Folder on your Desktop
 - Make sure version is “20210826” (or later!) in the folder name
8. Drag Excel .xla file from folder and drop onto the Desktop
9. Delete RAPID Closeout Folder (now should only contain 2 PDF files in it)
10. Right click on the Excel RAPID Closeout file on Desktop > Choose “Properties”
11. Check “Unblock” box > OK
12. To run RAPID Closeout Tool, always open Excel **FIRST then**
13. Double click on RAPID Closeout Excel to launch Add-In





