Closeout Tool Installation

DOM Fund Manager's Manual

CLOSEOUT TOOL INSTALLATION

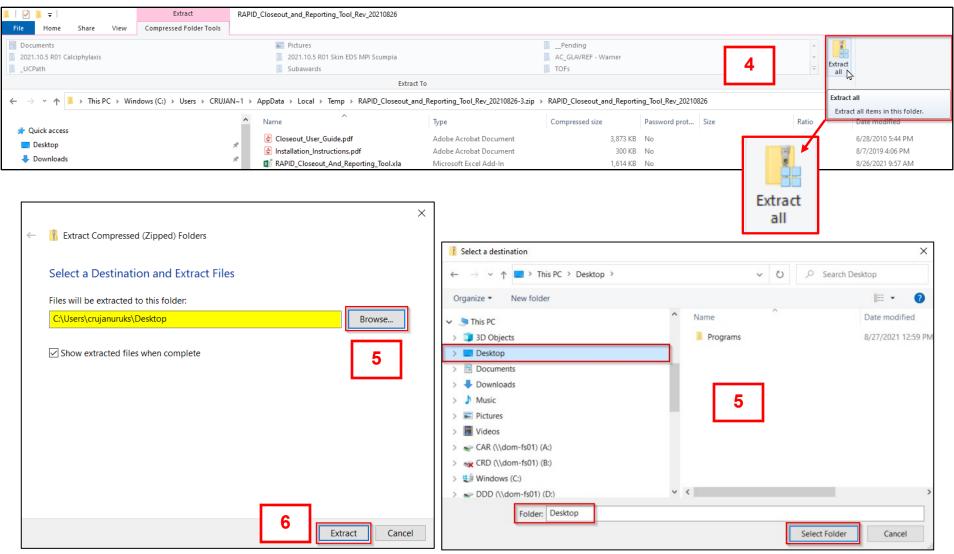
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STEP TO INSTALL RAPID CLOSEOUT TOOL

- 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
- 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



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