

## **Instructions for Archiving 2007 Cost Lists and Loading 2008 Cost Lists**

The FOTG folder should be updated on the service center server F: drive with new cost lists. The cost lists are provided in the email and can be saved into the appropriate file or downloaded from the EFOTG.

### ***Archive the 2007 Cost Lists***

- 1) Using windows explorer go to F:\Field\_Office\_Tech\_Guide\Section\_I
- 2) Two folders named current cost lists and old cost lists should be located in the Section I folder. Click and drag the 2007 cost list files in the current cost lists folder to the old cost lists folder. The current cost list folder is now empty and ready for receiving the 2008 cost lists. You could also highlight the files and use the cut and paste feature if you wish.

NOTE: Not all Field Offices may have the cost lists in current cost lists and old cost list folders. They may be in folders by FY or another name. The important factor is that you are archiving prior year cost lists and using the 2008 cost lists for new contracts.

### ***Loading the 2008 Cost Lists on the service center server (this only needs to be done by one person in the office)***

- 1) Select the 2008 cost lists from the eFOTG website under Section 1, Cost Data.
- 2) Select the cost lists you want to load for your Field Office by left clicking on the cost list.
- 3) Select save.
- 4) Browse to F:\FOTG\Section\_I\Current\_Costs, and click on save.

If you wish to have a copy on each machine, this copy can be copied and pasted to the c drive, FOTG, Section I, Current Costs. I would recommend utilizing the one cost list in the F drive just in case there is a change in this list.

If you have questions contact your Area Resource Conservationist or Area Computer Specialist.