

Instructions for Archiving Old Cost Lists and Loading New Cost Lists

The FOTG folder should be updated on the service center server F: drive with new cost lists.

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

- 1) Select the new cost lists from the email message or from the eFOTG website under Section 1, Cost Data.
- 2) Select the cost lists you want to load for your Field Office
- 3) Right click and select copy (or save if on eFOTG site).
- 4) Go to F:\FOTG\Section_I\Current_Costs, right click, and select paste (or save if on eFOTG site).

Please archive your old cost list in the archived cost list folder.

If you have questions contact your Area Resource Conservationist.