

Using the Kairos Inside Excellence Initiative Spreadsheet

Welcome to Kairos Inside – Excellence Initiative (KIEI). Many people have contributed their time and thoughts in creating the list of questions, designing the spreadsheet, and automating it. The following instructions will help you get started.

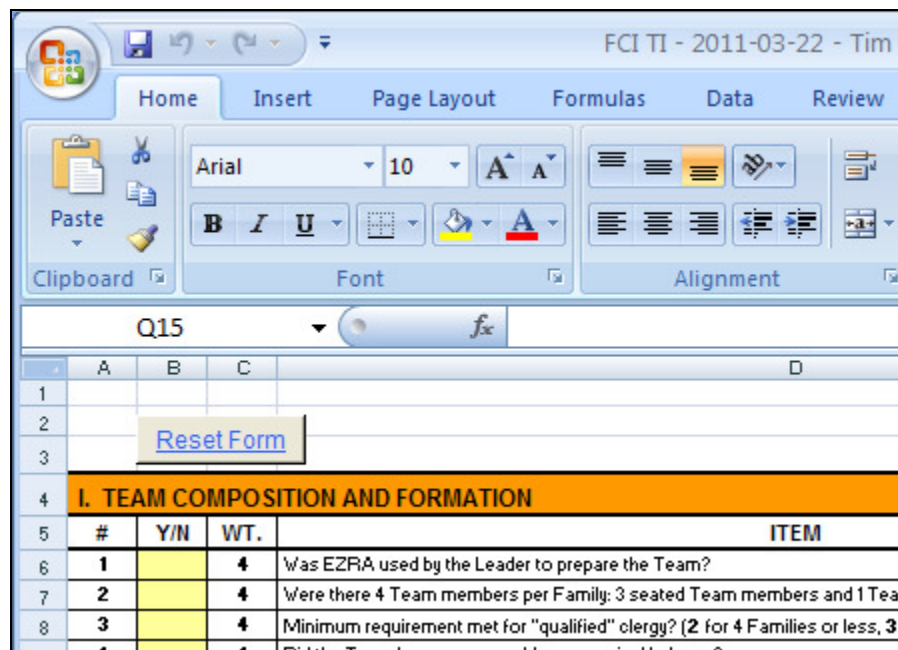
1. Create the folder on your hard drive (your C drive): **C:Kairosei**
2. Copy the initial spreadsheet into this folder. This will be accomplished by (1) copying it from a CD, (2) downloading it from an email message, or (3) saving it from an email message.

You will conduct an interview for every KI weekend you have in your state. Every time you start an interview:

1. Open any KIEI spreadsheet in the folder C:KairosEI
2. Click the Reset Form Button as seen in the following picture. You will only use this button once for each weekend interview

The Reset Form Button (process) will:

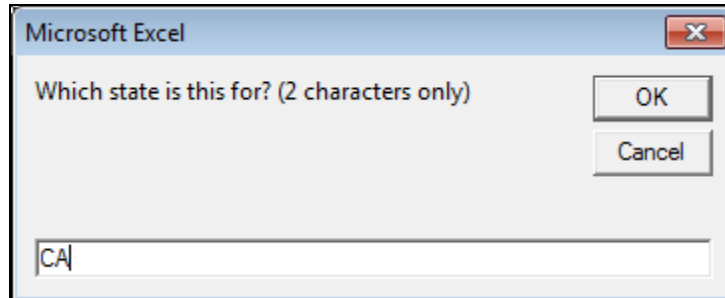
- a. **Create a new spreadsheet for every interview.**
- b. Ask you for the name of your State, Advisory Council (Institution) Name, Weekend Date, the name of the weekend leader and advising leader.
- c. Clear all the 'Yes or No' answers,
- d. Reset all the Red Letters
- e. Save the spreadsheet with the name: State - Institution – Weekend Date – Weekend Leaders name into the folder C:/KAIROSEI



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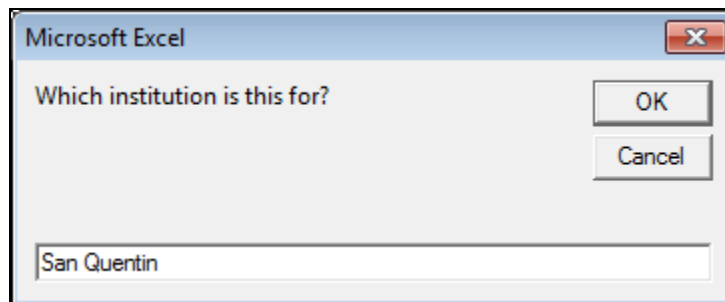
3. The Reset Button starts a series of dialogs asking for the name of your State, Advisory Council (Institution) Name, Weekend Date, the name of the weekend leader and advising leader.

The first thing you will be asked for is the name of your State.



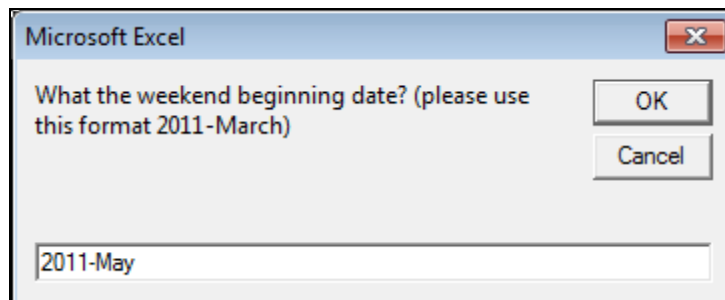
A screenshot of a Microsoft Excel dialog box. The title bar reads "Microsoft Excel" with a close button (X) on the right. The main text asks, "Which state is this for? (2 characters only)". Below the text is a text input field containing "CA". To the right of the input field are two buttons: "OK" and "Cancel".

The next thing you will be asked for is the name of your institution. Make sure you use the same name when you conduct subsequent interviews.



A screenshot of a Microsoft Excel dialog box. The title bar reads "Microsoft Excel" with a close button (X) on the right. The main text asks, "Which institution is this for?". Below the text is a text input field containing "San Quentin". To the right of the input field are two buttons: "OK" and "Cancel".

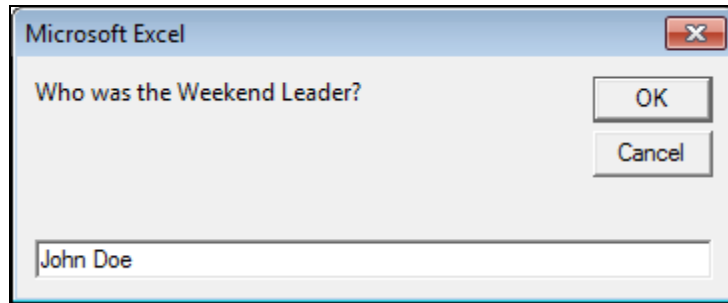
Now, you are asked for the weekend date – please use the format 2011-Apr



A screenshot of a Microsoft Excel dialog box. The title bar reads "Microsoft Excel" with a close button (X) on the right. The main text asks, "What the weekend beginning date? (please use this format 2011-March)". Below the text is a text input field containing "2011-May". To the right of the input field are two buttons: "OK" and "Cancel".

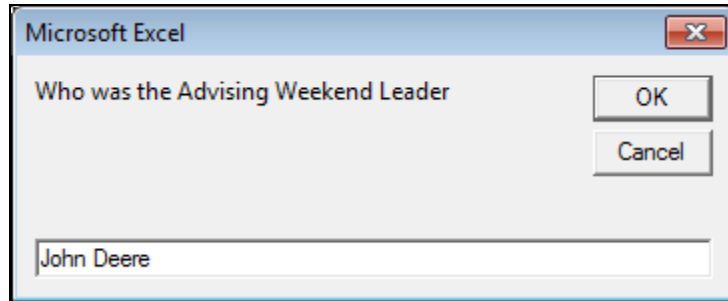
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This is followed by the name of the weekend leader



A screenshot of a Microsoft Excel dialog box. The title bar reads "Microsoft Excel". The main text of the dialog is "Who was the Weekend Leader?". Below the text is a text input field containing "John Doe". To the right of the input field are two buttons: "OK" and "Cancel".

And the last question is the Advising Weekend leaders name



A screenshot of a Microsoft Excel dialog box. The title bar reads "Microsoft Excel". The main text of the dialog is "Who was the Advising Weekend Leader?". Below the text is a text input field containing "John Deere". To the right of the input field are two buttons: "OK" and "Cancel".

4. The Reset Dialogs and gathering information is complete. The Reset Process continues and saves the spreadsheet with the name: Institution Name – Weekend Date – Weekend Leaders Name (in the folder: C:/Kairosei). It also resets all the cells in the 'Yes / No' column so that you can have a fresh start.
5. All you have to do is enter a Yes or No in the 'Yes / No' column. Any of the following responses will work: Yes, yes, Y, y, No, no, N, n
6. Save the spreadsheet when finished. You can open it again, at a later time, and continue to update it. Save it every time you make changes to it.