

## IFSSS - PL Equipment Product Search Tool Instructions

1. Download the **Equipment Cheat Sheet** (will be needed in step 4)  
(Unless you specified where to save the file, it will most likely automatically save in your “Downloads” folder.)
2. Open your Pricing Workbook (“7720123150PL\_”)  
(OGS PS will provide an unprotected copy: send request to OGS.sm.SST\_security@ogs.ny.gov)
3. Add a new tab/worksheet to the same file. Be Sure to name the tab **Product Cheat Sheet (not Equipment Cheat Sheet as it appears that when OGS previously named as Product Cheat Sheet, it cannot be further amended).**
4. The following Instructions are for making a connection to the **Equipment Cheat Sheet** which is for the listing of prohibited items.
  - a. In your Pricing Workbook (“7720123150PL\_Contractor”) Select cell A1 in the new worksheet
  - b. In the above ribbon select Data  
Click on Get Data  
From File  
From Workbook
  - c. Navigate to where the **Equipment Cheat Sheet Master Copy** file is saved  
Select it and click Import.
5. A Navigator box will appear (see image below)  
On the left-hand side: select **Product Cheat Sheet**.  
On the bottom right: Then on the bottom of the same box there will be a **Load** button. Click on the down facing

Navigator

Product Cheat Sheet  
Preview downloaded on Wednesday

Manufacturer/Product Line	Equipment/Model Number	Equipment Description
ACTI CORPORATION	AR-ENR012TB	4-CH 1-BAY BUNDLED
ACTI CORPORATION	AR-ENR1102TB	4CH 2BAY BUNDLED 2
ACTI CORPORATION	AR-ENR1202	9CH 2-BAY BUNDLED 2
ACTI CORPORATION	AR-ENR1304	16CHL/2BAY/BUNDELE
ACTI CORPORATION	AR-ENR1404TB	16CH 4BAY BUNDLED
ACTI CORPORATION	AR-MGB150	SERVER W/LICENSE BU
ACTI CORPORATION	AR-R707A0001	BUNDLED FLUSH MOL
ACTI CORPORATION	AR-R707A0006	BUNDLED FLUSH MOL
Activu	FG559-90	HPX-AC-TK-1600, INST
Activu	FG559-91	HPX-AC-TMPLT-1600,
Activu	FG559-92	HPX-AC-TMPLT-600, IP
Activu	FG559-93	HPX-AC-TMPLT-900, IP
Activu	FG559-94	HPX-AC-TMPLT-1200,
Activu	FG559-95	HPX-AC-TMPLT-MSP7,
Activu	FG559-96	HPX-AC-TMPLT-MSP10
Activu	FG5968-90	MX-AC-TMPLT-MXR10
Activu	PS6200-301	DIGITAL MEDIA, V2 - T
Activu	PS7100-301	SIGNAGE, IS XPERT - P
Activu	PS7200-301	DIGITAL MEDIA, V2 - P
Activu	PS9100-301	SIGNAGE, IS XPERT - C
Activu	PS9200-301	DIGITAL MEDIA, V2 - C
Activu	TR-5001-03	TR-NOSHO, CLASSROC

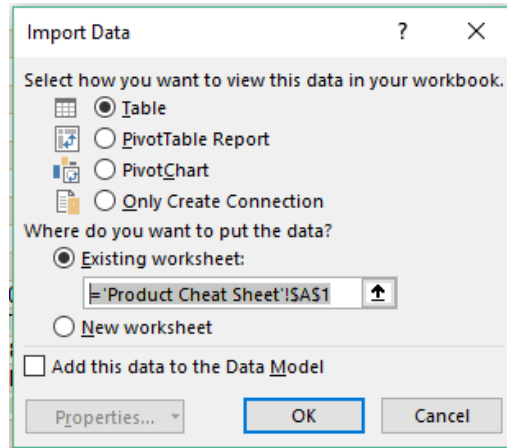
Load Transform Data Cancel

Load Load To...

arrow next to it, which will pop up two selections – Load and Load to ---- select **Load To...**

6. An Import Data dialogue box will appear (see image below)
  - a. Be Sure **Table** is selected
  - b. Select **Existing worksheet**  
In the box underneath type: **=Product Cheat Sheet!\$A\$1**
  - c. Click OK.

Once you click OK, the connection to the Product Cheat Sheet is now complete.  
The Master Copy will now contain the same table that is within the Product Cheat Sheet.



7. Add a new column ~~(if needed)~~ in the **Equipment Pricing tab** (Column K).
  - a. In cell K4 type: "Remove?"
  - b. In cell K5: Copy and paste the formula below:  
Be sure the formula appears in cell K5 exactly the same as it is below.  
**=INDEX('Product Cheat Sheet'!\$E\$2:\$E\$31000,MATCH(1,('Product Cheat Sheet'!\$A\$2:\$A\$35000=\$B5)\*('Product Cheat Sheet'!\$B\$2:\$B\$35000=\$C5),0))**
  - c. **DO NOT HIT ENTER**  
Instead press/hold the **Ctrl+Shift+Enter** keys (this will make the formula an array)  
If done correctly, brackets will appear at the beginning and at the end of the formula.  
If you click on cell K5, the brackets will appear (see highlighted below):  
**{=INDEX('Product Cheat Sheet'!\$E\$2:\$E\$31000,MATCH(1,('Product Cheat Sheet'!\$A\$2:\$A\$35000=\$B5)\*('Product Cheat Sheet'!\$B\$2:\$B\$35000=\$C5),0))}**
8. Drag this formula down far enough to cover all possible entries.  
(Dragging the formula down will copy it into the cells)
9. If the item/term was flagged, it will be indicated as "Yes" and the reason for removal will appear.  
If the item/term was not flagged, it will be marked "N/A".  
This is the end of the Contractors' obligation to complete.
10. **Please note the following:**
  - Please do not remove any of the "Yes" items, or filter out to only the "Yes" or "N/A", etc.
  - Once this and any other changes are completed by the Contractor, the file MUST be "Save As" and submit this file as their final Contractor's Proposed Pricing Pages as part of the update request.