Instructions for Downloading

Accreditation Excel Spreadsheets

Internet Explorer | Google Chrome | MS Edge



Internet Explorer

Close Excel

Click the Download button

Click Open

| Internet Explorer | | | | |
|------------------------------------------------|--|--|--|--|
| What do you want to do with caexcellist.xls? | | | | |
| From: www.va.gov | | | | |
| Open The file won't be saved automatically. | | | | |
| → Save | | | | |
| Save as | | | | |
| Cancel | | | | |

Click Yes



*This alert is because the asp code is connecting to the database to pull the most current information to download into an excel file

The File will open



Close Excel

Click the Download button

Change the extension of the file name to be .xls [Green]

Change the file type to All Files [Orange]

Click Save

| © Save As | | | | | | | |
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| ○ ↓ Price, Charlotte (OGC) ➤ Downloads | | | | | | | |
| Organize 🔻 New fold | Organize 🔻 New folder | | | | | | |
| ☆ Favorites | Name | Date modified | Туре | | | | |
| | 8408a040-1f83-44ef-b56c-35f728592a23.t | 3/7/2019 3:45 PM | TMP File | | | | |
| 🧮 Desktop | aexcellist.xls | 3/7/2019 8:39 AM | Microsoft Excel 97 | | | | |
| | 🔄 image001.jpg | 10/5/2018 7:52 AM | JPEG image | | | | |
| | 🔄 image002.jpg | 10/5/2018 7:52 AM | JPEG image | | | | |
| | ØVA ESE DT Internet Explorer 11 Computer | 2/6/2019 7:55 AM | HTML Document | | | | |
| | Ø VA SD DDE Internet Explorer Site List v26 | 2/6/2019 7:56 AM | HTML Document | | | | |
| | Ø VA SD DDE Internet Explorer Site List v27 | 2/6/2019 7:59 AM | HTML Document | | | | |
| | ۲ (III) (I | | | | | | |
| | | | | | | | |
| File name: caexcellist.xls | | | | | | | |
| Save as type All Files (*.*) | | | | | | | |
| Hide Folders | | Save | Cancel | | | | |

In the bottom left corner of Chrome click to open the file



Click Yes on the following alert

| ĺ | Microsoft | Excel |
|---|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | The file format and extension of 'attorneyexcellist.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway? |
| | | Yes No Help |

*This alert is because the asp code is connecting to the database to pull the most current information to download into an excel file

The file will open



Close Excel

Click the Download button

Click Open

| ou can search all the criteria or only one of the criteria. Example: You can search to | or 'Smith' 'Joe' 'Now | here: MT 15515510 | or just ism | nith' or just 'Sm'. Th | ien hit |
|----------------------------------------------------------------------------------------|-----------------------|-------------------|-------------|------------------------|---------|
| What do you want to do with caexcellist.xls? From: va.gov | Open | Save | | Cancel | × |
| | | | | | |

Click the Program to open the file > Excel 2013

| How do you want to open this file? | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Excel 2013 | |
| Look for an app in the Store | |
| More apps ↓ | |
| Always use this app to open .xls files | |
| OK | |
| Click Yes | |
| Microsoft Excel | × |
| The file format and extension of 'caexcellist (3).xls' don't match. The file could be coopen it. Do you want to open it anyway? | orrupted or unsafe. Unless you trust its source, don't |

<u>Y</u>es

*This alert is because the asp code is connecting to the database to pull the most current information to download into an excel file

<u>H</u>elp

<u>N</u>o

The file will open