

QRG for Microsoft Excel – Copying a Tab

This Quick Reference Guide (QRG) provides instructions on how to copy a spreadsheet tab of the LGS Vendor Workbook - <http://www.loweslink.com/llmain/pubdocuments/lgsVendorSetupSheet-092010.xlt>

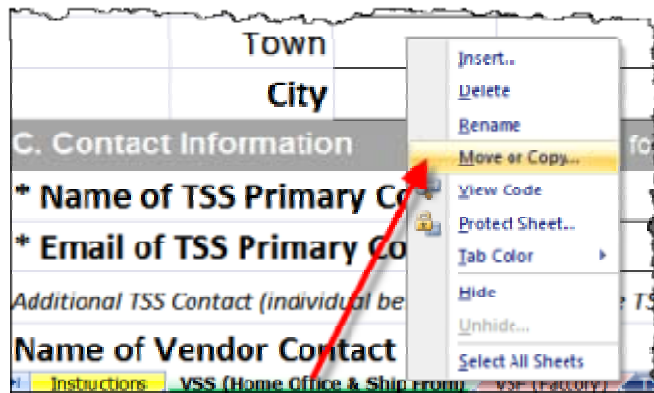
After entering information in either the **VSS Home Office** (or VFS Factory) tab within the Excel workbook, the user can easily copy that tab and its information to create a **VSS Ship From** (or an additional VFS Factory record if the original is the first VFS Factory record).

The LGS Vendor Workbook should include:

- 1) Home Office VSS tab
- 2) Ship Office VSS tab (at least 1)
- 3) Factory VFS tab (at least 1)
- 4) TSS tab of TradeStone Software users at the vendor
- 5) Company Statistics tab

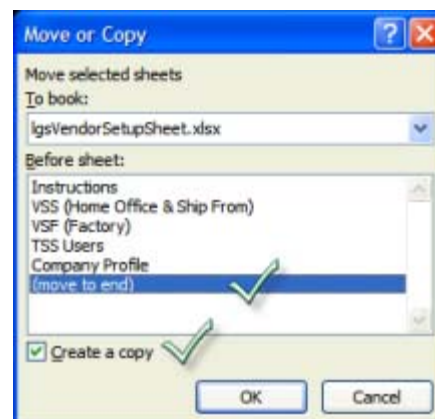
1) Instructions:

- i. Right-clicking on the tab
- ii. Select 'Move or Copy' as seen in the screen shot below.



iii. Select BOTH:

- **(move to end)** or other appropriate position
- **Create a Copy**, as seen in the screen shot below



2) Make the entries in the newly copied tab.