Instructions for Downloading Accreditation Excel Spreadsheets

(scroll down for more browsers)



Microsoft Edge

Close Excel

Click the Download button

In the top right click on Save As



Choose your Desktop or someplace easy to find

Change the file extension to .xls and click Save



In the top right click the small words > Open File

Downloads	
caexcellist.xls	<u>ش</u>
attorneyexcellist.asp Removed	
See more	

Click Yes

Microsoft	Excel	×		
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	<u>Y</u> es <u>H</u> elp			

*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]

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Organize 🔻 New folder					≣ ≣ ▼ (?
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Click Save

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



Click Yes on the following alert

Vicrosoft 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

Internet Explorer	3
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