**Independent Review Merging Process**

1. Team Leader assigns colors to team members
2. Each team member:
	1. Click on Item Worksheet
	2. Highlight all cells with data. (Example for 1.1 – A4 to O8)
	3. Change fill color to assigned color (Team lead color is gray)
	4. Repeat steps “a.” through “c.” until all Item Worksheets (1.1 through 7.5) have been changed.
3. Team Lead obtains copy of workbooks from all team members.
4. Copy and rename Team Leader workbook to Consensus
5. Open Consensus workbook.
6. Click on Worksheet 1.1 in Consensus Workbook
7. Open a Team member’s workbook
8. Click on Worksheet 1.1 in Team member’s workbook
9. Highlight all cells with data in Worksheet 1.1 – Team member’s Workbook (Example for 1.1 – A4 to O8)
10. Copy cells
11. Click on Consensus workbook, Worksheet 1.1
12. Position cursor in first row of column A that does not have data (Example: for first pass of 1.1 - A8).
13. Paste cells.
14. Repeat steps 8 through 16 for all Worksheet items (1.1 through 7.5).
15. Repeat steps 7 through 14 for all Team members’ Workbooks.
16. Team Lead sends copy of Consensus Workbook to all team members.