**How to make documentation for TIMES-DK**

1. Document the Excel spreadsheet you are working on as detailed as possible. Write descriptions in text boxes. In the description, refer to the table you are documenting. Write formulas, web links, data sources and everything else you find useful.

Don't forget to write units and explanations of variables. You can do it in the first two rows of the table or make 2 additional columns (however is more appropriate).

1. When you have finished documenting the Excel spreadsheet make a SmallDoc referring to that spreadsheet. This shouldn't take much time – you should basically just copy what you have written in textboxes. There is a SmallDoc template that should be used in each sector specific folder.
2. In TIMES-DK\_git\DOCUMENTATION there is a spreadsheet "TIMES-DK\_sheets\_status" (formerly LBT sheet). When you make documentation, go to this spreadsheet, find your file (or create a row with it) and write the date, status, sector, name of the SmallDoc and if you have some special remarks.

Please specify reviewer and notify that person. After the review change the Status to Reviewed. Each change of status should be reported in this spreadsheet.

1. Multiple SmallDoc are copied to "Doc\_Sector\_Master" which is documentation of the specific sector.
2. If you need an example, use \DOCUMENTATION\EXAMPLE\Residential

Copy SmallDocs into Doc\_Sector\_Master

Document Excel spreadsheet

Copy description and make SmallDoc