

# SavvyPack® Project<sub>tm</sub>

You can use SavvyPack® Project<sub>tm</sub> to submit requests for economic and/or environmental analyses to SavvyPack® Analysts. The tool is designed so you can submit your request with as little or as much information as you wish.

There are two ways to submit a request:

1. Create a project and submit it.
2. Create a project, add a grid of assumptions (named the “model grid”), and submit it.

A SavvyPack® Analyst will respond to your request within one (1) business day.

## **A. Option 1 – Create a project and submit it**

The steps for Option 1 are:

1. On the Project Manager screen, click the Start a New Project link, which opens the Project Summary pop-up.
2. Fill in the Project Summary with the information you want to use to describe the project. Each description option has instructions as a mouse over.
3. When finished, click the Update button to close the Project Summary pop-up and return to the Project Manager screen.

On the Project Manager screen, you now have several options:

1. Edit each of the project descriptors.
2. Sort each column.
3. Submit your request.

## **B. Option 2 – submit a project that includes a Model Grid**

The steps for Option 2 are:

1. On the Project Manager screen, click the Start a New Project link, which opens the Project Summary pop-up.
2. Fill in the Project Summary with the information you want to use to describe the project. Each description options has instructions as a mouse over.
3. When finished, click the Update button to close the Project Summary pop-up and return to the Project Manager screen.

On the Project Manager screen, you now have several options:

1. Edit each of the project descriptors.
2. Sort each column.
3. Create a Model Grid by clicking the link in the Model Grid column, which will open the Model Grid screen.

On the Model Grid screen, you have many options:

1. Add as many or as few project variables as you wish. Each variable option has instructions as a mouse over.
2. Use the check boxes to add and subtract variables from the grid.
3. Click the Generate Grid button to automatically generate a grid of models.
4. Repeat steps 1, 2, and 3 as required to develop a model grid satisfactory to you.
5. Close the Model Grid screen to return to the Project Manager screen.
6. Submit your request.