**Preliminary Set-Up**

* Requesting access to the teams page
* Download Stencils and add to personal folder

**Making Your First Tech Profile**

* Download Start\_Here File & Place into desired customer folder
* Rename the Visio and Excel Documents
* Fill out Excel Document with the necessary information
* Link the Excel Document to the Visio
* Drag and drop icons into desired location
* Link the data graphics with the excel sheet data
* Export as PDF