



## Demo Project Account Setup Instructions

- Setup additional users in your account
  - "Sally Tax", "Joe HR" as well as a group for "External Audit"
- Setup advanced permissions
  - Set "External Audit" group to "No permission"
  - Add additional users with various levels of permissions throughout the doc
- Make changes in various locations of the document, including numbers in a table.
- Add sum formula to cell B22 in **cash flow**.
- Turn on **track changes**, make a few changes, and then turn it back off. If you leave it on, there will be more indicators during subsequent demos that can be annoying.
- Have additional users also create some changes to show collaboration in the **history panel**.
- Mark revision 1 as a **milestone** and call it "roll forward from prior period".