

Evidence Index Tool Instructions

Please be advised this reference is provided as information on proper usage of the *Evidence Index.xlsx* for submitting evidence to Texas Reliability Entity, Inc. (Texas RE).

The evidence index will serve as a comprehensive list of all documents submitted by the registered entity as evidence for review before and during an audit, spot check, or self-certification engagement. This reference provides information to ensure that both the entity and Texas RE have the same document with the correct naming requirement to avoid confusion when referring to a document during discussions, follow up questions, or in documentation provided to the entity at the end of the engagement.

The evidence index tool is an Excel file (*Evidence Index.xlsx*) that contains a macro designed to streamline and standardize the process of submitting evidence to Texas RE by making all evidence submitted to Texas RE compatible with Texas RE's Extranet and SharePoint. This spreadsheet macro will rename evidence files by shortening file names longer than 128 characters. In addition to this, the macro will replace spaces and the following incompatible characters with an underscore:

& ~ # % { } / : < > ? \ | " .

DO NOT use this macro on your organization's primary/operational copies of the evidence files since the macro will rename any file it is run against. Texas RE recommends creating a folder on your organization's network or Primary Compliance Contact's computer and placing a copy of all evidence into the folder. Use copies of the original evidence when using this spreadsheet for submittal of evidence to Texas RE's Extranet (Extranet). Should your organization either not allow usage of macros within Excel or prefer not to utilize this macro, your organization may use a manual data entry version of this spreadsheet. By using the macro version of this spreadsheet, the column labeled "Document Name" will be automatically populated with file names generated by the macro. The columns for "Applicable Standard(s) and Requirement(s)" and "Comments" will still require manual entry of pertinent information.

This macro can be run against a single folder multiple times and/or multiple folders one at a time. If the macro identifies file names previously added to the list of documents, then it will not rename/add the document to the list.

Once the macro is finished running, a small pop-up window will indicate:

- How many files were added
- How many documents were duplicates and not added
- How many file names were modified to be Extranet compliant

By performing this operation at your organization, it ensures that Texas RE will use the exact file name provided by the registered entity and will prevent confusion or discrepancies when a file is being addressed in follow up questions.

For Texas RE documents sent to the entity for completion, do not run this macro on them or rename them. Please complete the requested information and upload directly to the Extranet without changing the document name unless otherwise indicated in an email or instructions given on the documents themselves.

Should your organization wish to use evidence that has been previously submitted for another Standard or Requirement, please do not resubmit the document. Instead, make a note in the comments box and add the information to the Applicable Standard(s) and Requirement(s) column.

For each subsequent round of questions after the initial audit package submission, use the same macro on all new evidence to be provided to Texas RE. Upload the new evidence with their generated document names as well as a copy of the updated evidence index file to the Extranet. The evidence index document name shall remain the same for the duration of the engagement. This will generate a complete listing of all evidence as your organization progresses through the process.

If your organization initially included files when the macro was run but decided the evidence was not needed or not applicable, then please note this in the comments column so Texas RE is aware the file was not provided even though it is in the list of files.

Please contact Texas RE at compliance@texasre.org if there are any questions on how to use this spreadsheet and/or questions about how the macro contained within the spreadsheet functions.