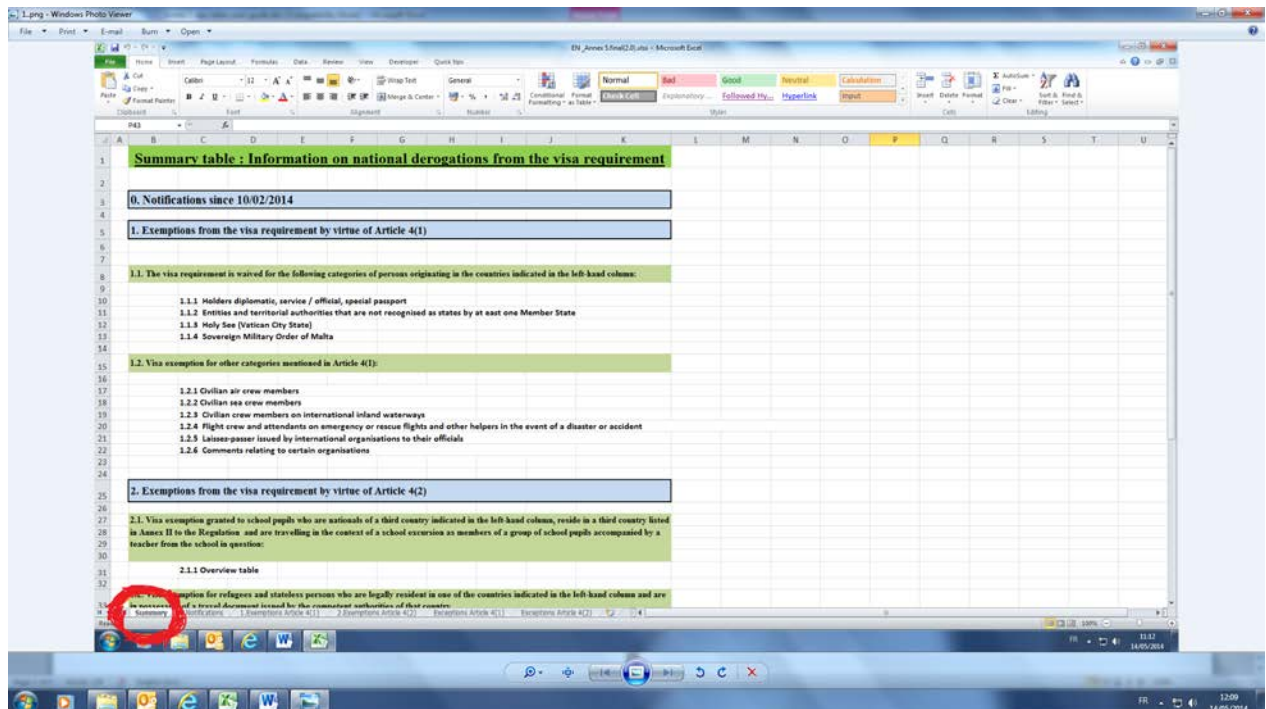


Annex 5 of the Visa Code handbook : Users guide

1. Click on Tab one: Summery

There are five worksheets in the Annex 5 Excel file. The tabs at the bottom of a worksheet tell you the name of the worksheets: Summery / Notifications / 1.Exemptions Article 4(1) / etc. Switching between worksheets can be done by clicking on the tab of the sheet you wish to access.

Click on the first tab "Summery" after having opened the document. This worksheet acts as a Table of Contents displaying the, chapter titles and section titles of the Annex 5.



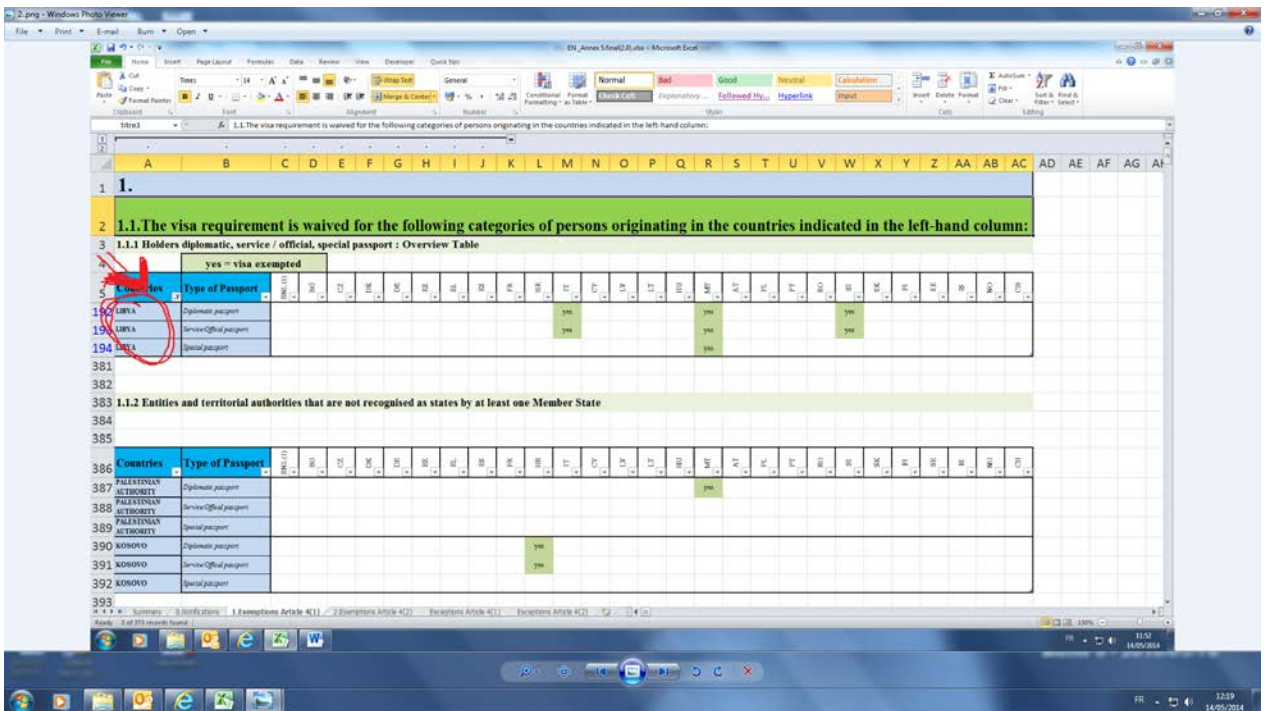
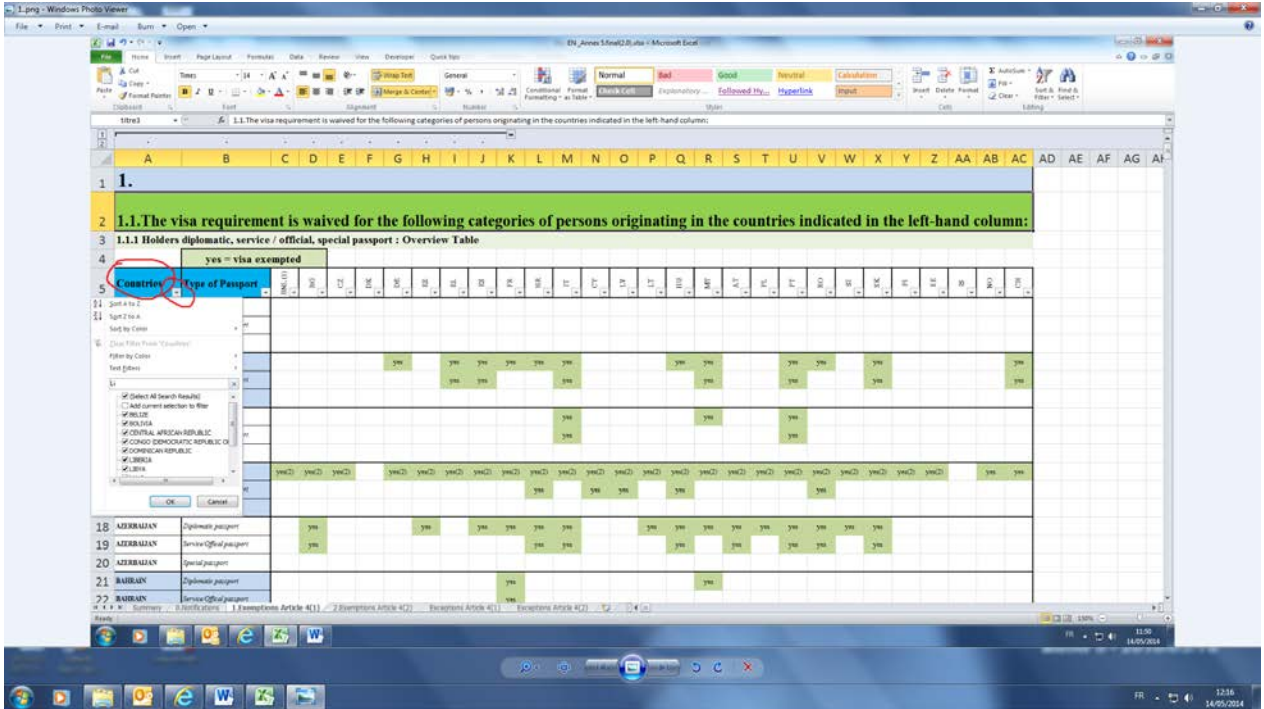
2. Select the title

You can select a single title by clicking on it. Each cell contains a HYPERLINK function: Excel will display the contents of the title which is stored under a tab sheet.

Example: click on 1.1.1 Holders diplomatic, service / official, special passport. You will be jumped to a specific area in the tab 1. Exemption Article 4.1.

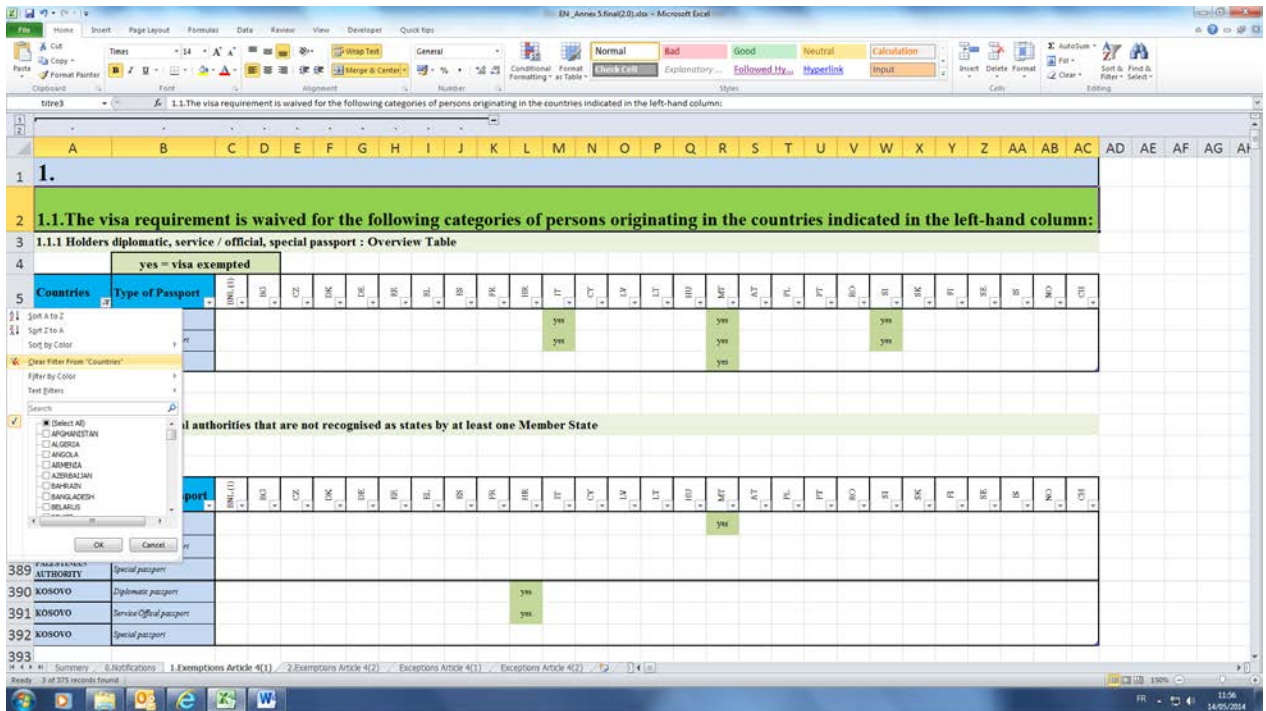
3. Select the country

Click the **Filter** command. Type the name of the country. All other data will be filtered, or temporarily hidden. Only the chosen country will be visible.



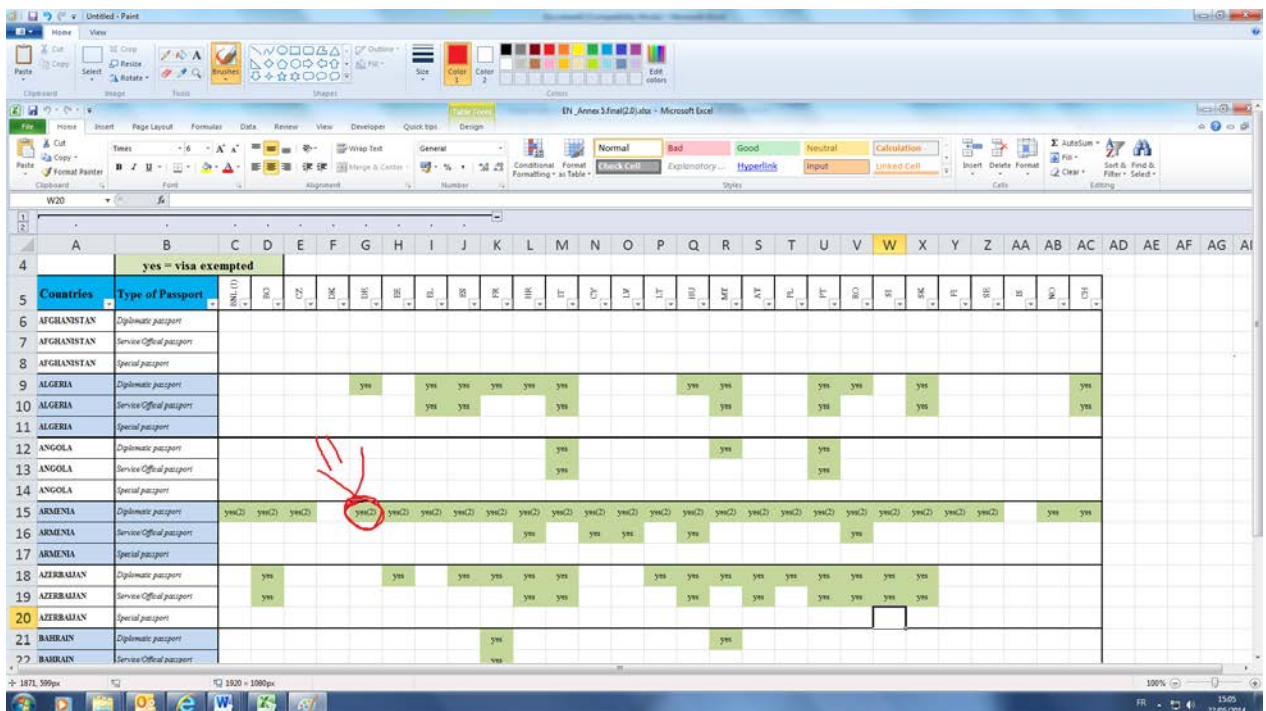
4. To clear a filter:

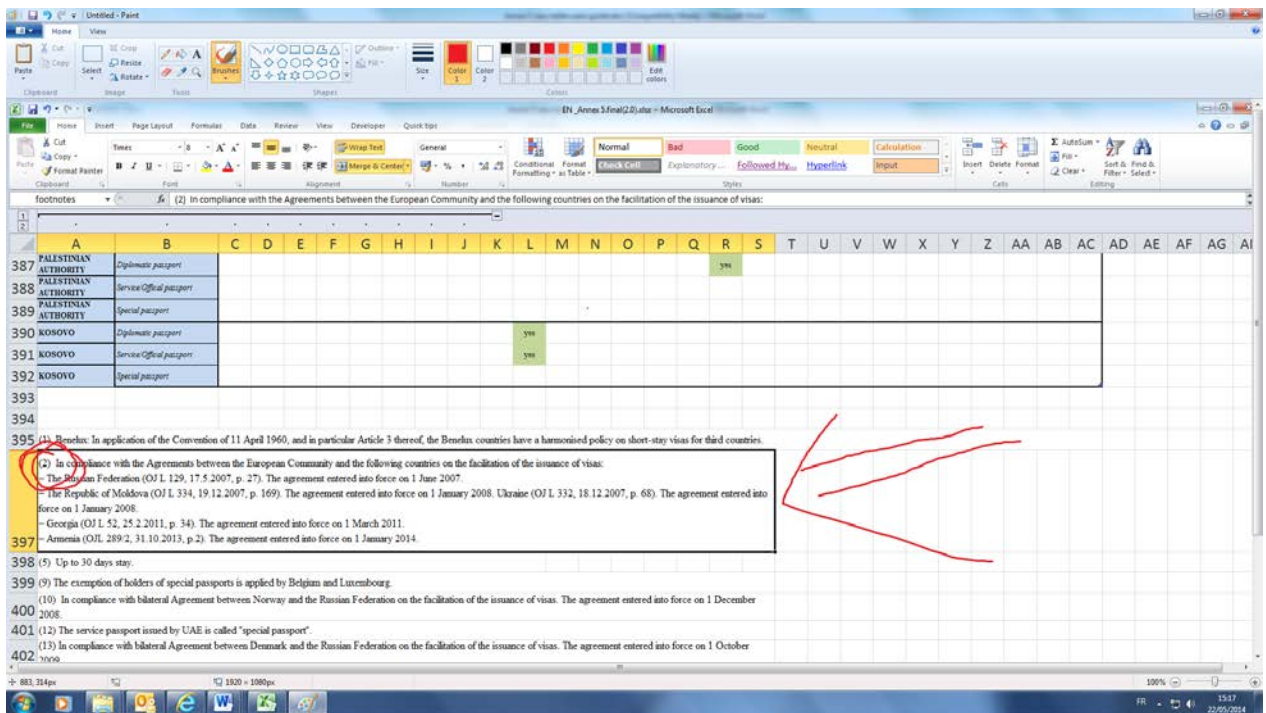
Click the drop-down arrow in the column from which you want to clear the filter. The filter will be cleared from the column. The data that was previously hidden will be on display once again.



5. How to see comments/footnotes

Click on the cell with a number. You will be redirected to the comment.





6. Go back on the Tab one: Summary

If you want to look for another information/title

