

# SEZ Online Manual

## Item Upload – Excel Macro Settings

Version 2.0





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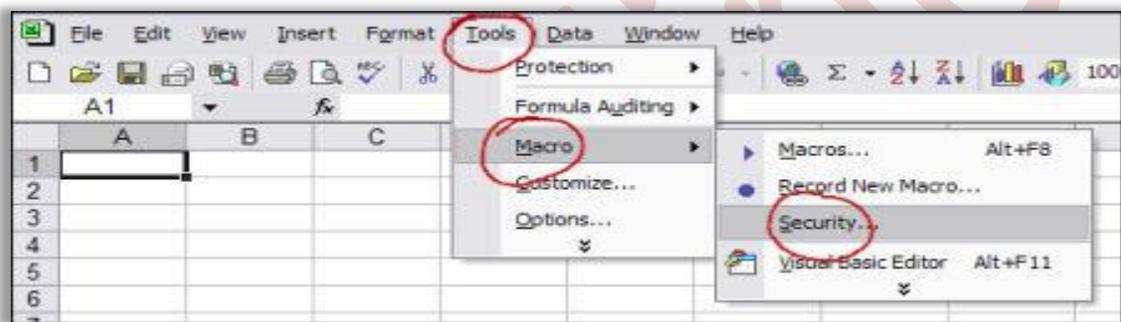
## INTRODUCTION

This document is intended for SEZ units for the purpose of generating Item Upload files [.be or .sb ] using excel macro – the offline utility. The below sections describes the steps of enabling the macro of different versions of Microsoft Office.

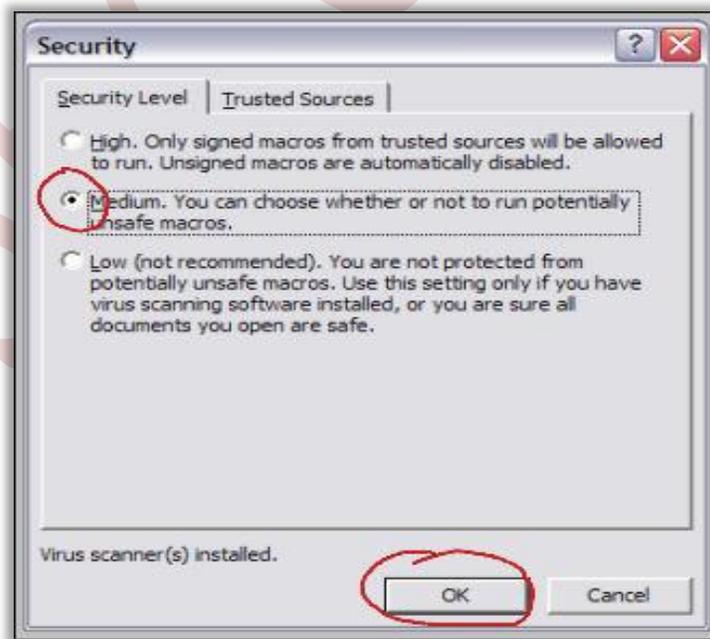
Enabling macro is applicable to all excel files hence it is recommended that if you are not using SOS offline utility, disable the macro.

### 1 ENABLING MACROS IN EXCEL 2003 AND OLDER:

- I. In Excel menu bar, click TOOLS → MACRO → SECURITY, as shown below



This will open up a message box like the one shown below.



- II. Select macro Security Level: either "Medium" (recommended) or "Low" (not recommended)

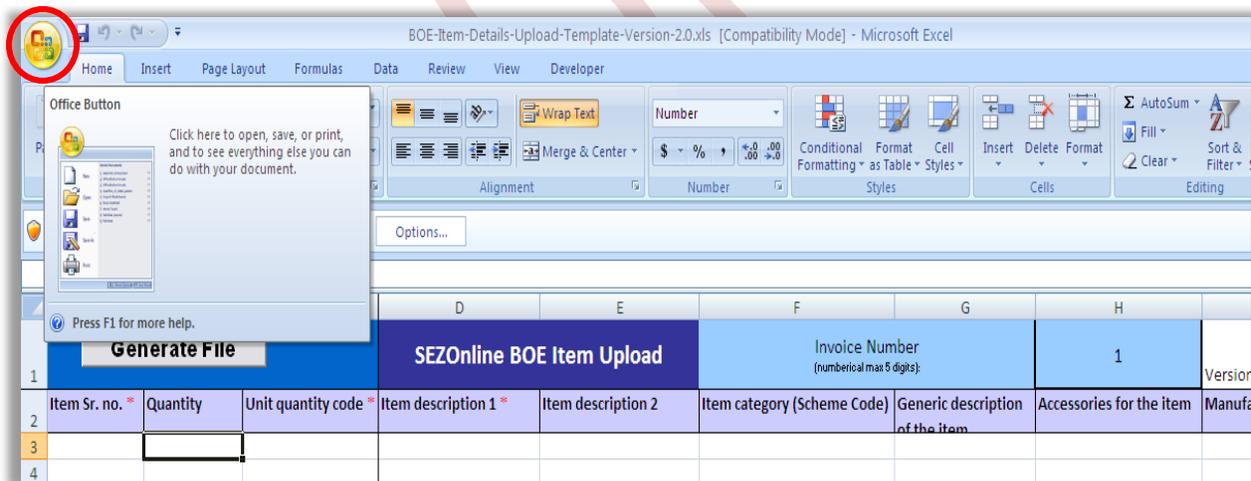
Checking the radio button beside "Medium" means Excel will prompt for permission each time a macro tries to run. Checking the radio button beside "Low" means Excel will have free reign to run any and all macros in the spreadsheets.

**If it is NOT working, then there May Be an Excel Quirk at Work**

- a. Complete the above, then save and close spreadsheet.
- b. Close Excel completely.
- c. Reopen Excel and spreadsheet
- d. Complete the procedure above once more.
- e. Save and close Excel again.
- f. When Excel opens next time, macros should be operating normally.

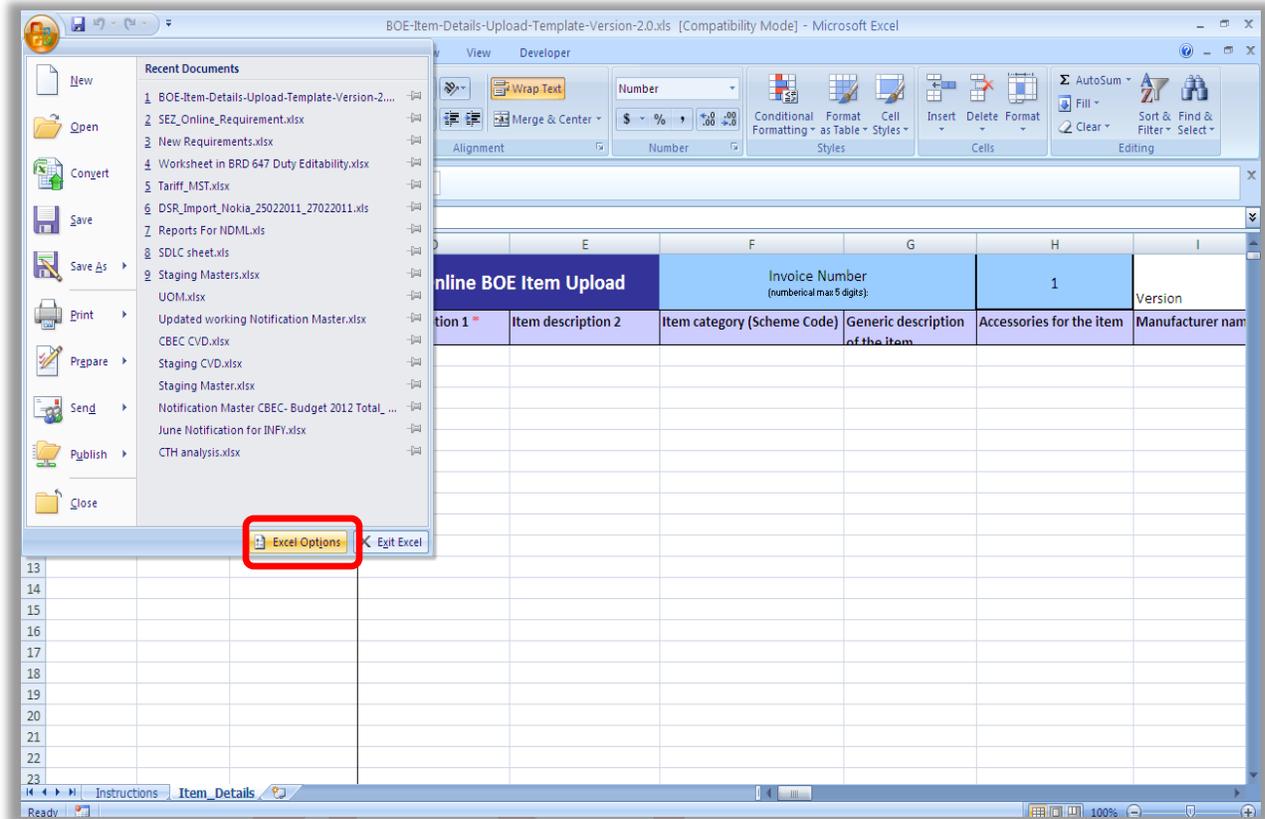
## 2 ENABLING MACROS IN EXCEL 2007

- I. In Excel, click the Office button in the upper left corner of the screen.

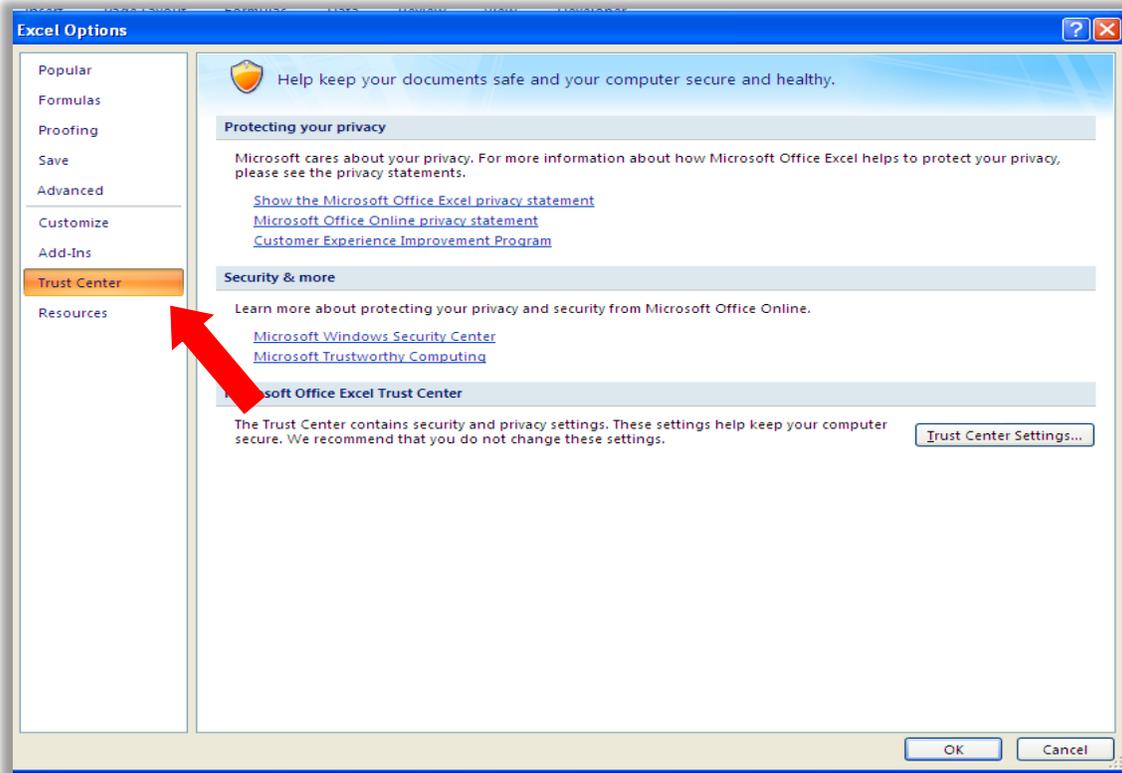


The "Office Button" is the fancy button in the top left corner — the one with the colorful Office logo. Click it to open the menu shown in the next step.

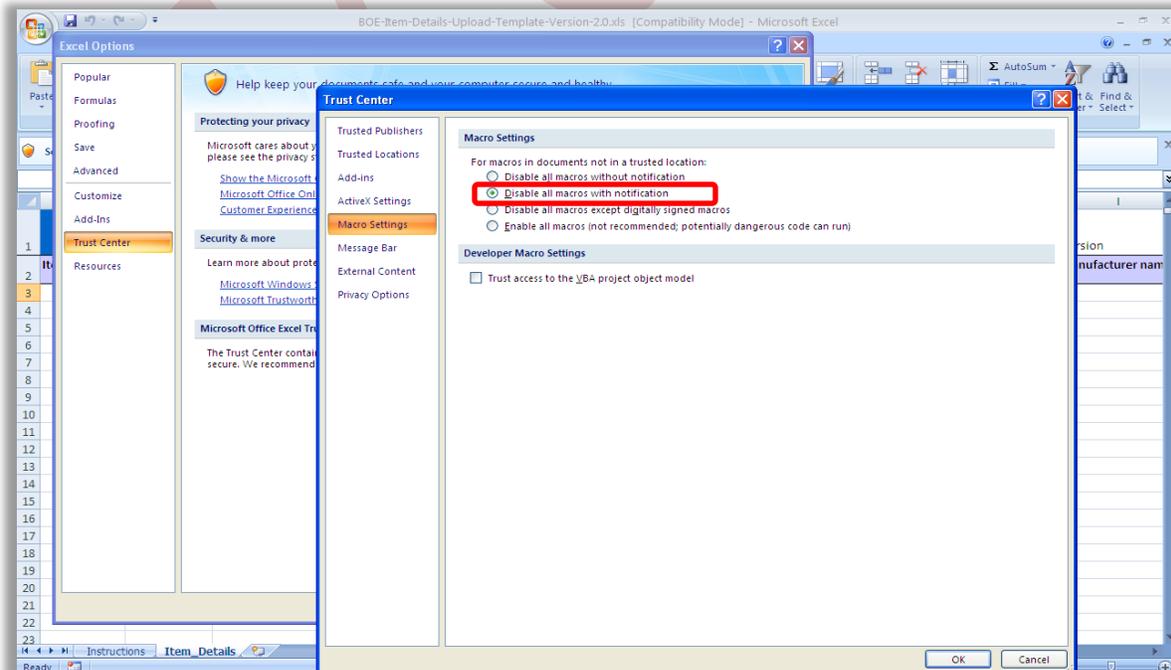
II. Click the "Excel Options" button in the lower right.



III. Click the "Trust Center" button on the left. Then, at the bottom right, select "Trust Center Settings" as shown below.



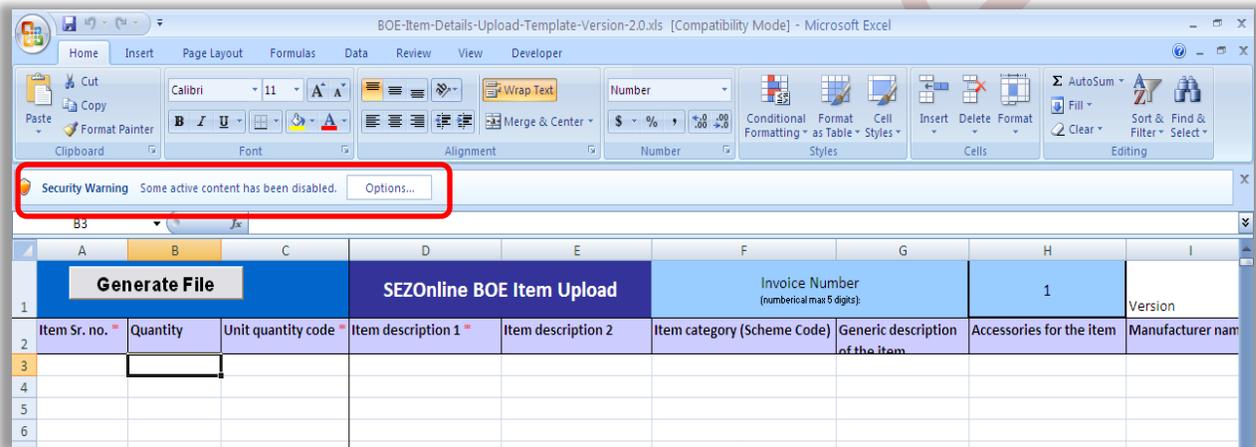
IV. In the next window, select "Macro Settings," then select the radio button for "Disable all macros with notification."



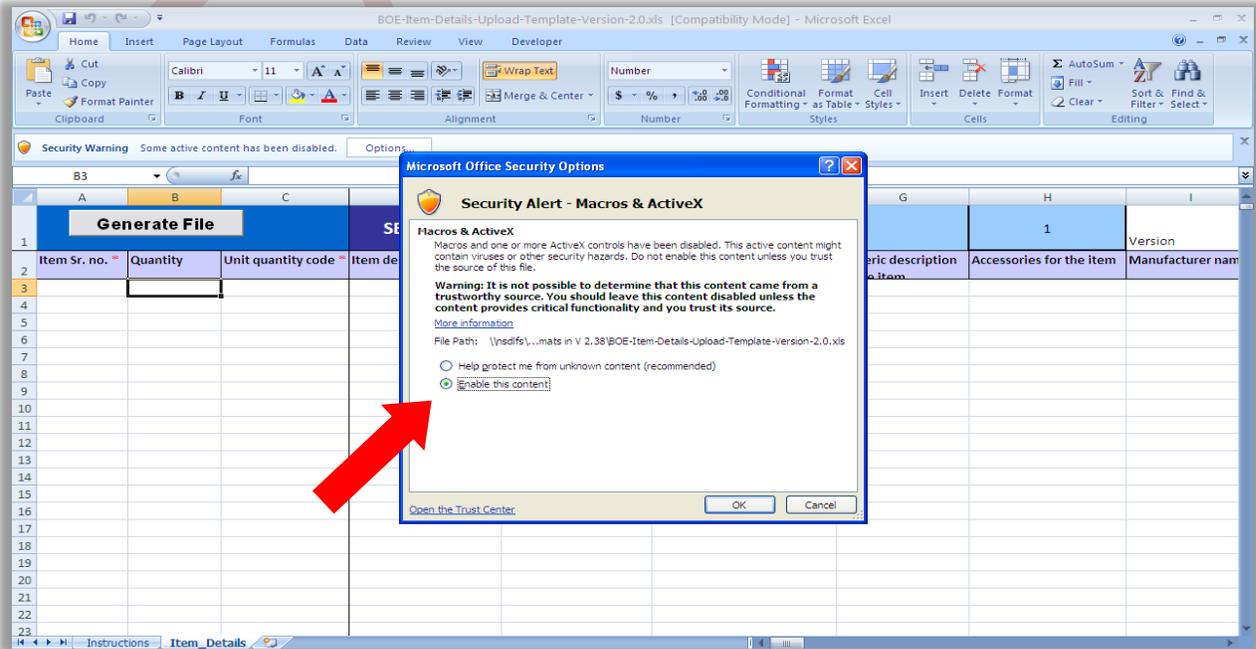
- V. To close the Trust Center window, click the lower right "OK" button.
- VI. Save and close Excel completely.
- VII. Reopen Excel and spreadsheet (one with macros, anyway).

Now there should be a **SECURITY WARNING** notification beneath the Office ribbon, as shown in the next step.

- VIII. In the SECURITY WARNING banner, click the "Options..." button.



- IX. Select the radio box beside "Enable this content," then click "OK."



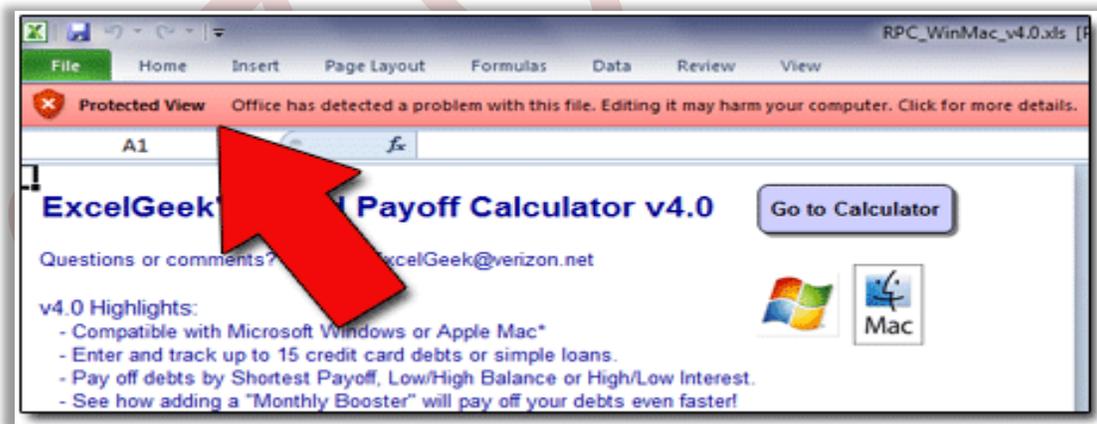
After click "OK" and the window closes, macros should function normally. Because selected "Disable all macros with notification" in Step **iv** above, you will need to follow Steps **viii** and **ix** each time you open a spreadsheet that contains macros (if you want the macros to run, that is).

Alternately, in Step **iv** above, you could select "Enable all macros." This would allow any and all macros to run freely at all times. **Don't do this unless you are ABSOLUTELY SURE you won't be downloading or using unsafe spreadsheets (and by extension, macros) from ANY source. Malicious macros and Active-X controls can do serious damage to your computer and/or network.**

### 3 ENABLING MACROS IN EXCEL 2010

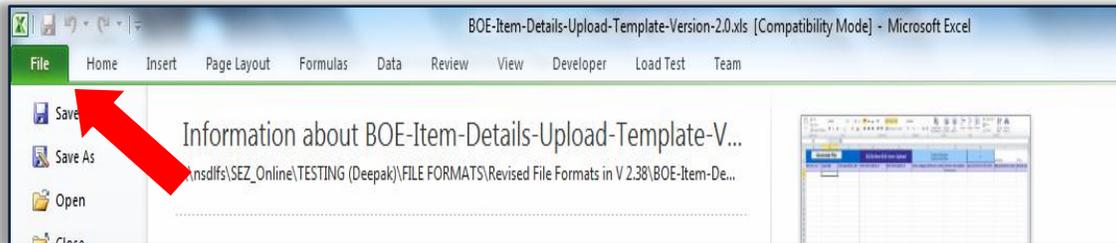
With Excel 2010, Microsoft has added an additional layer of protection — over and above that found in [Excel 2007](#), which centered on simply finding the "hidden" menus where macros can be enabled.

When opening a macro-enabled spreadsheet, by default, Excel 2010 will disable macros and show its new "Protected View" ribbon at the top of your screen:

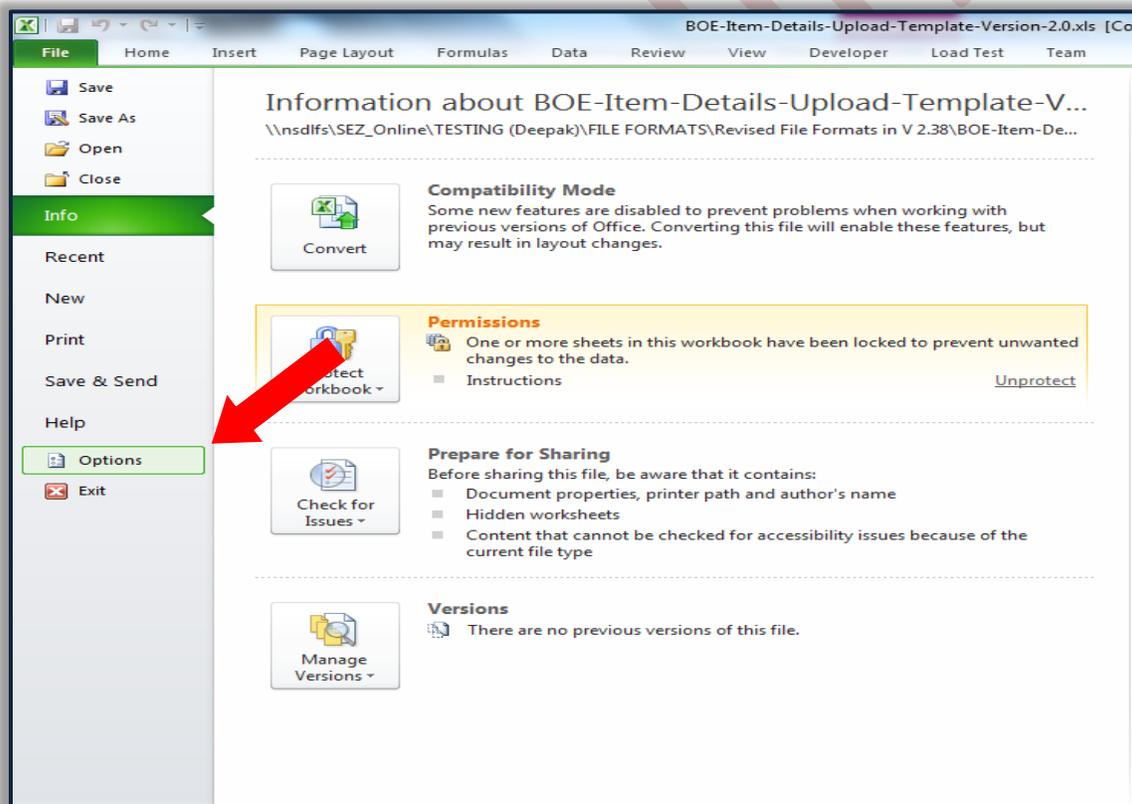


This "Protected View" feature means that enabling macros has now become a two-part process. To get things rolling, we need to "turn on," or enable, macros in Excel 2010. So follow along:

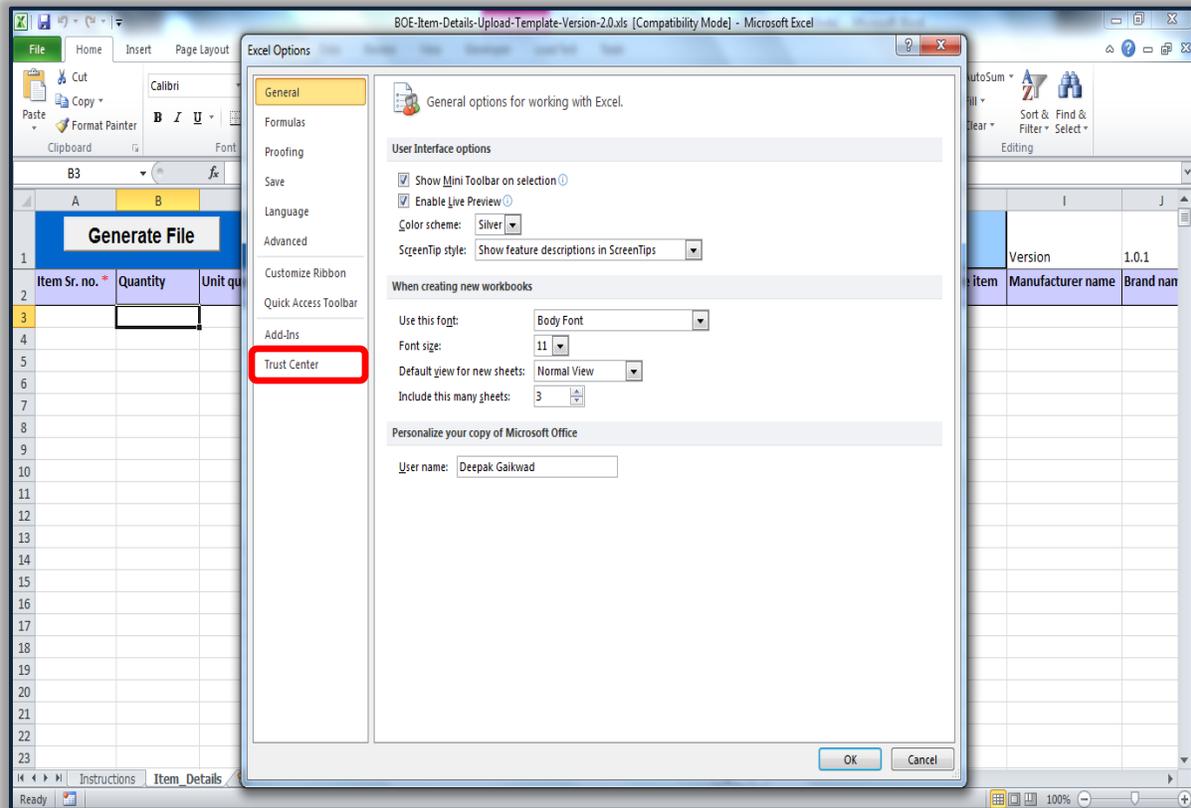
I. Open Excel. Click the FILE tab above the Office ribbon. (It's the first tab on the left.)



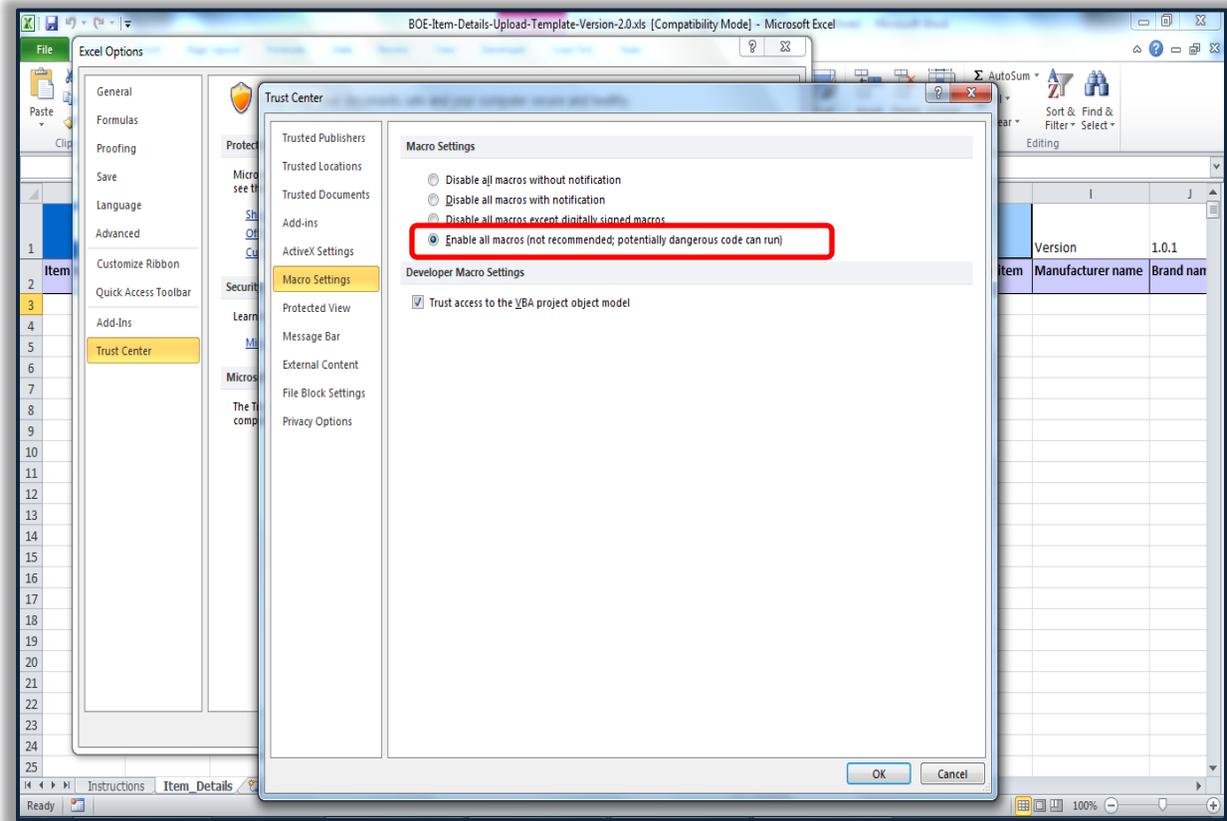
II. In the left-side menu, click OPTIONS.



- III. In the "Excel Options" window that appears, scan the left menu and click TRUST CENTER.



- IV. On the right side of the screen, click the TRUST CENTER SETTINGS button.
- V. Now you'll see the TRUST CENTER window. In the left menu, select MACRO SETTINGS.
- VI. You will now see four "Macro Settings" options. Choose "Enable all macros (not recommended; potentially dangerous code can run)"



VII. Click the OK button at the bottom right of the "Trust Center" window.

VIII. Click the OK button at the bottom right of the "Excel Options" window.

IX. Close Excel, and then reopen it. Macros should now be enabled.