In order to use this workbook you must enable macros. If you see the prompt below upon opening the file, please click on **Enable Macros**



If you do not see the prompt above it is likely that your macro security is set to **High**. You will need to change this on **Tools** then **Macro** \triangleright followed by **Security...**

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Finally, change the security selection to either <u>Medium</u> or <u>Low (not recommended)</u>, close and then re-open the still have problems accessing the data please contact your IT department.

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 to run. Unsigned macros are automatically disabled. Medium. You can choose whether or not to run potentially unsafe macros. Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you have checked the safety of all documents you open.
No virus scanner installed.

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