

Security Settings for the Tool

(Pour des instructions en français, faites défiler vers la droite.-->)

In order to run this application, you must have macros enabled.

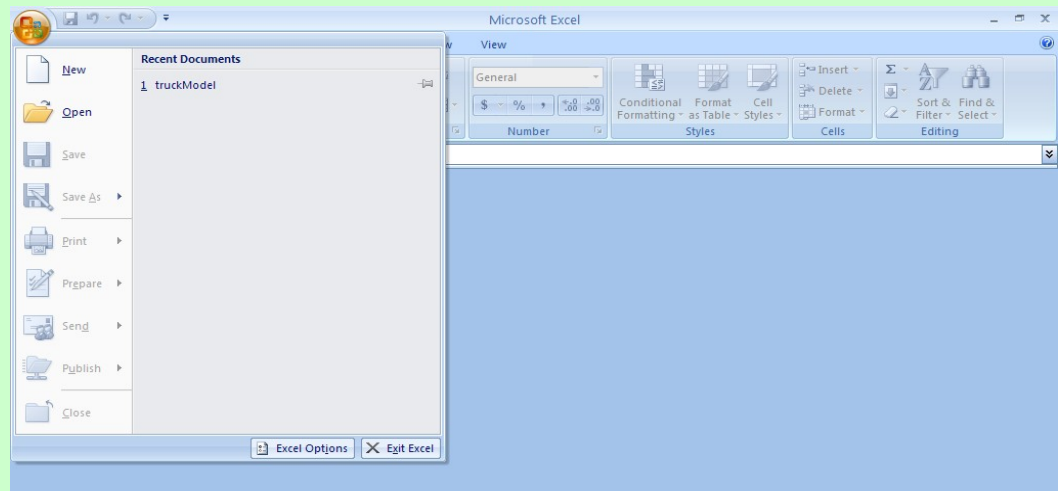
For Excel 2007 and Excel 2010 Users: (If you are using Excel 2003, please scroll down.)

If an "Options..." button appears in the menu bar above, follow these instructions:

1. **Click the Options button.** This button appears after the Security Warning in the Excel 2007 menu bar.
2. **Enable content.** In the Microsoft Office Security Options dialog box, choose "Enable this content" and click OK.

If the "Options..." button does not appear, use the instructions below. [**NOTE:** If you do not have a round button in the menu bar (shown in the picture below), you are probably using an earlier version of Excel, in which case you need to follow the instructions for Excel 2003 users.]

1. **Click the Office button.** This button appears in the top left corner of the screen in Excel 2007/2010.
2. **Go to Excel Options.** Click the "Excel Options" button in the bottom right corner of the pull-down menu.



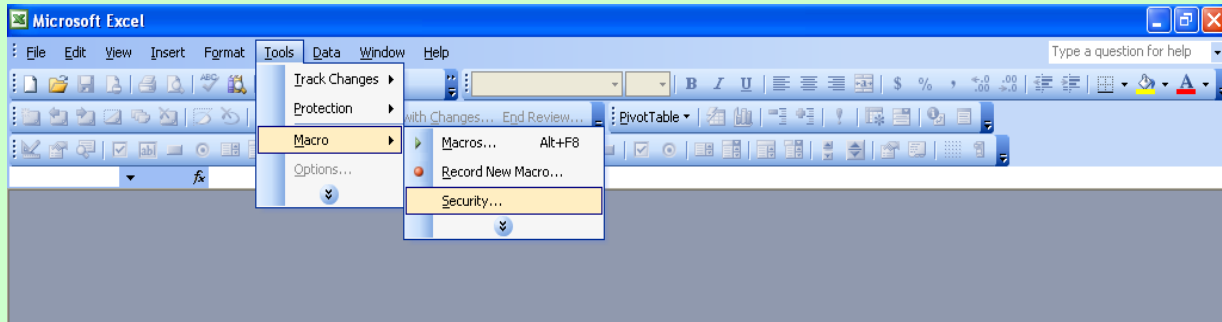
3. **Go to the Trust Center.** On the Excel Options screen, click on *Trust Center* in the left navigation pane.
4. **Go to the Trust Center Settings.** Click on *Trust Center Settings* in the bottom right portion of the screen.
5. **Change security settings.** Choose the setting "Disable all macros **with notification**" and click OK.
6. **Reopen the file.** Close the Excel file and then re-open it.

For Excel 2003 Users:

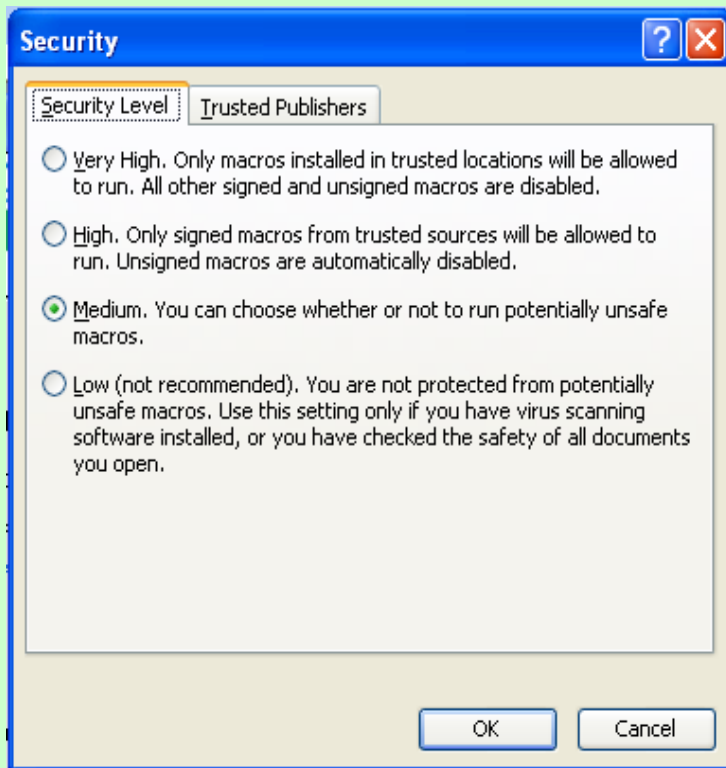
You have reached this screen either because you clicked "Disable Macros" or because your security settings are high. If you clicked "Disable Macros," simply close this file and reopen it, selecting "Enable Macros" instead.

If you were not given the choice to enable or disable macros, then you will first need to change your security settings. Follow the instructions below.

1. **Open the Security dialog box.** In Excel 2003, on the menu bar, go to Tools > Macro > Security Level

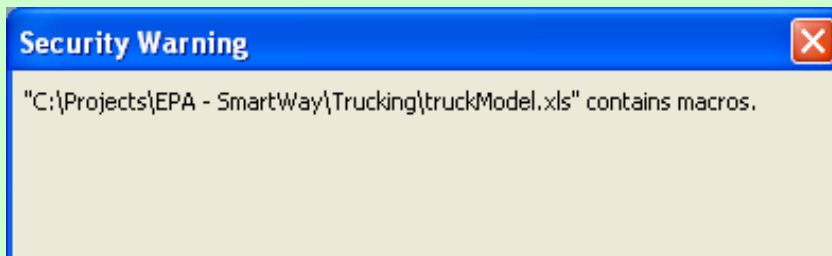


2. **Set your Excel security setting level to “Medium.”** In the Security dialog box, choose Medium and



3. **Close and re-open the file.** Close this file. If prompted to save changes, click No. Re-open the file.

4. **Enable macros.** When prompted with the Security Warning dialog box, click the Enable Macros button



Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.

Disable Macros

Enable Macros

More Info

If following these steps still does not enable you to run the application, contact your PAM.

Paramètres de sécurité de l'outil

(*--For instructions in English, please scroll to the left.*)

Pour exécuter cette application, vous devez activer les macros.

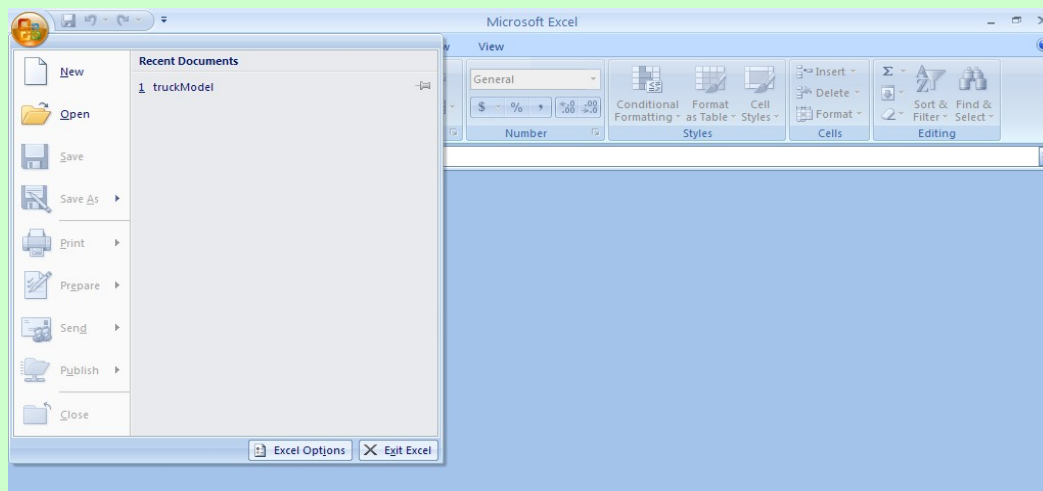
Utilisateurs d'Excel 2007 et Excel 2010 : (si vous utilisez Excel 2003, faites défiler la page pour connaître les étapes)

Si un bouton « Options... » apparaît dans la barre de menus ci-dessus, suivez ces directives :

1. **Cliquez sur le bouton Options.** Ce bouton s'affiche après l'avertissement de sécurité, dans la barre de menus.
2. **Activation du contenu** : Dans la boîte de dialogue des options de sécurité Microsoft Office, sélectionnez « A

Si le bouton « Options... » n'est pas affiché, suivez les directives ci-dessous. [**REMARQUE** : Si le bouton Office ro probablement que vous utilisez une version antérieure d'Excel. Vous devez alors faire défiler la page pour obtenir

1. **Cliquez sur le bouton Office.** Ce bouton est affiché dans le coin supérieur gauche de l'écran dans Excel 2007
2. **Accès aux options d'Excel** : Cliquez sur le bouton « Options Excel » dans le coin inférieur droit du menu déro



3. **Accès au Centre de gestion de la confidentialité** : Dans l'écran des options d'Excel, cliquez sur Centre de g de gauche.

4. **Accès aux paramètres du Centre de gestion de la confidentialité** : Cliquez sur l'option Paramètres du Cen inférieure droite de l'écran.

5. **Modification des paramètres de sécurité** : Sélectionnez l'option « Désactiver toutes les macros avec notifica

6. **Réouverture du fichier** : Fermez le fichier Excel, puis ouvrez-le de nouveau.

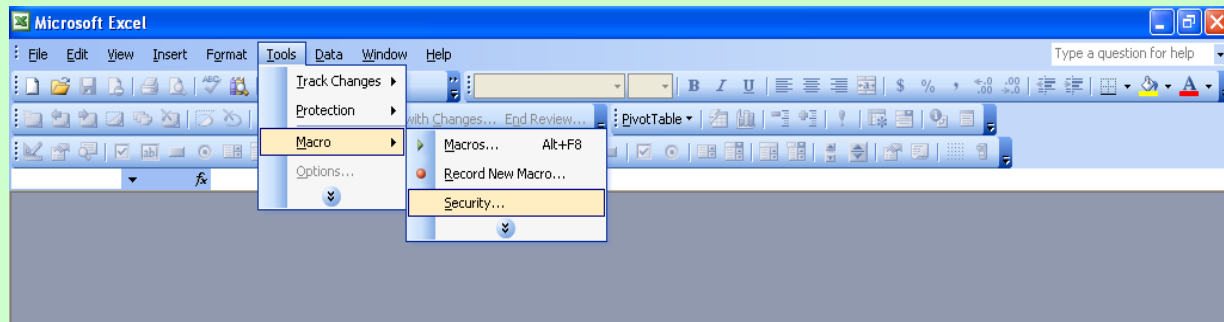
Utilisateurs d'Excel 2003 :

Vous avez atteint cet écran parce que vous avez cliqué sur l'option « Désactiver toutes les macros » ou parce que élevé.

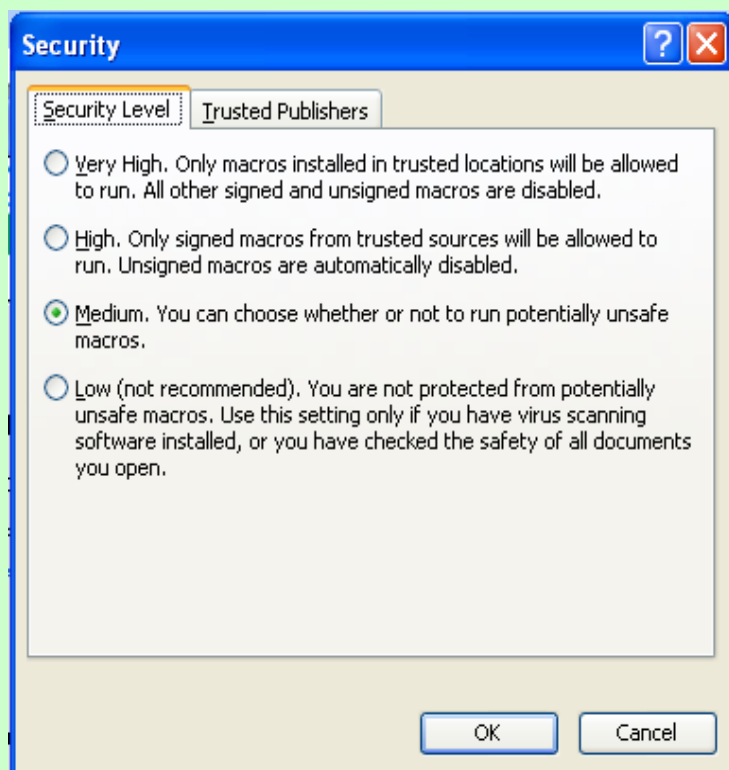
Si vous avez cliqué sur « Désactiver tous les macros », il suffit de fermer le fichier et de l'ouvrir de nouveau en sél

Si le système ne vous propose pas d'activer ou de désactiver les macros, vous devez d'abord modifier vos param

1. **Ouverture de la boîte de dialogue Sécurité** : Dans Excel 2003, dans la barre de menus, cliquez sur Outils > M

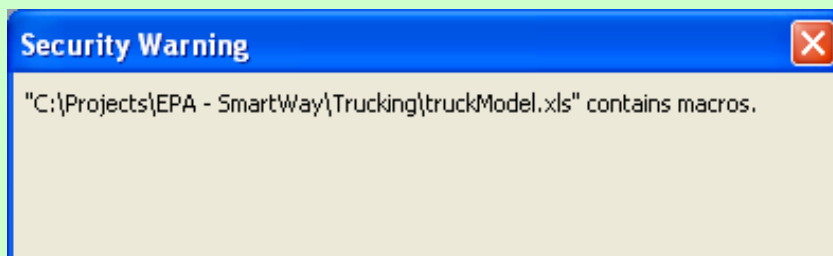


2. **Sélection du niveau de sécurité « Moyenne »** : Dans la fenêtre Sécurité, sélectionnez l'option Moyenne et cli



3. **Fermeture et réouverture du fichier** : **Fermez le fichier**. Si le système vous propose de sauvegarder les char

4. **Activation des macros** : Lorsque la boîte de dialogue d'avertissement de sécurité vous le propose, cliquez sur



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Disable Macros

Enable Macros

More Info

Si vous avez suivi ces étapes et que l'application n'est toujours pas exécutée, communiquez avec votre P.



Partner Information Report

Report Year: 2012

05-Jul-2013

Tool: Logistics

Partner: Acme Inc.

Partner Information

Link to your company's environmental or SmartWay web page:

Executive Officer's quote on your SmartWay participation: (500 characters max)

Description of your best investment in emissions or fuel saving best practices: (3000 characters max)

Goal for SmartWay participation: (3000 characters max)

My company encourages other companies to join SmartWay to improve their efficiency by: (1000 characters max)

In addition to efficiency improvements, our company has benefitted from our SmartWay Partnership by: (1000 characters max)

My company conducts an internal quality assurance audit of our SmartWay data.

My company conducts a third party quality assurance audit of our SmartWay data.

Link to your SmartWay video:



Partner Information Report

Tool: Logistics

Report Year: 2012

Partner: Acme Inc.

05-Jul-2013

Logo Qualification

Partnership Logo

I agree to abide by SmartWay's logo use guidelines should I earn the right to use the SmartWay Partner Logo

If I earn the right to use the SmartWay Partnership logo I intend to: (Does not constitute an agreement to actually do it)

- | | |
|---|--|
| <input type="checkbox"/> My website | <input type="checkbox"/> Company Letterhead |
| <input type="checkbox"/> Marketing materials | <input type="checkbox"/> Email Signature |
| <input type="checkbox"/> Internal company materials | <input type="checkbox"/> Flag |
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Company exhibit booth |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Posters/internal signage |
| <input type="checkbox"/> Apparel/hats | <input type="checkbox"/> Packaging (only per EPA approval) |
| <input type="checkbox"/> Briefings/presentations | <input type="checkbox"/> Other (specify) |

If I earn the right to use the SmartWay Partner Logo, please send me the digital Logo graphic files



Suggestions Screen

Please answer Yes or No

- Do you read the Tool User Guides?
- Do you read the Tool Technical Documentation?
- Do you regularly visit the SmartWay website?

On a scale of 1 to 10, 10 being the best:

- How do you rate the SmartWay Tool?
- How do you rate the SmartWay User Guide?
- How do you rate the SmartWay Technical Document?
- How do you rate the SmartWay Website?
- How do you rate SmartWay support materials?

On a scale of 1 to 10, 10 meaning strongly agree:

- I understand the goals of the SmartWay program
- I understand how to participate in the program
- I understand and know how to find information on the SmartWay website
- I understand the SmartWay Logistics Tool
- I understand the SmartWay emission factor ranking system
- I understand the SmartWay Partnership logo guidelines
- I understand the SmartWay award criteria
- SmartWay provides good customer service
- My business sees strong value in our participation in SmartWay
- I enjoy participating in SmartWay



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05-Jul-2013

Suggestions (continued)

What do you like about SmartWay?

What don't you like about SmartWay?

What does SmartWay do well?

What does SmartWay do poorly?

What keeps you in SmartWay?

How can SmartWay provide added value to your business? (500 characters max)

What would you like to see changed in SmartWay?

What could SmartWay do to enhance your SmartWay experience?