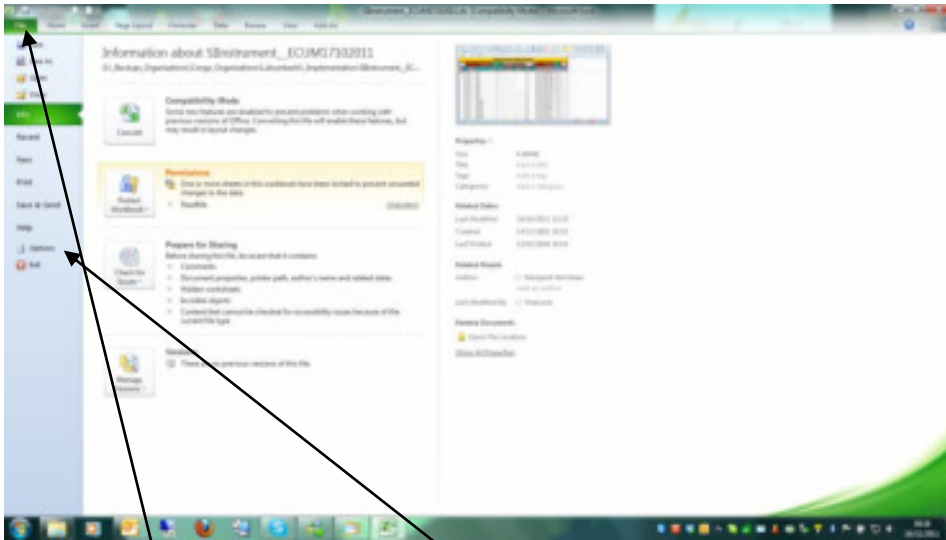
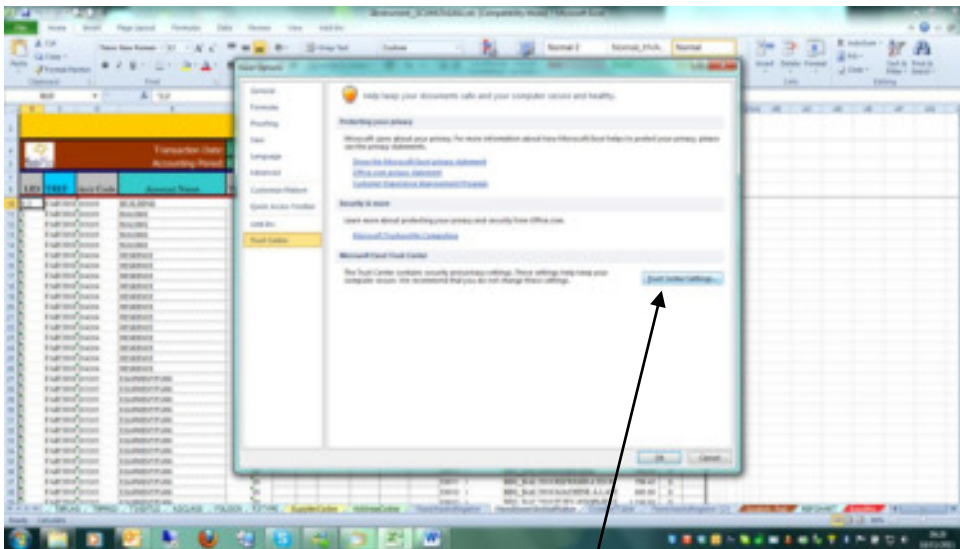


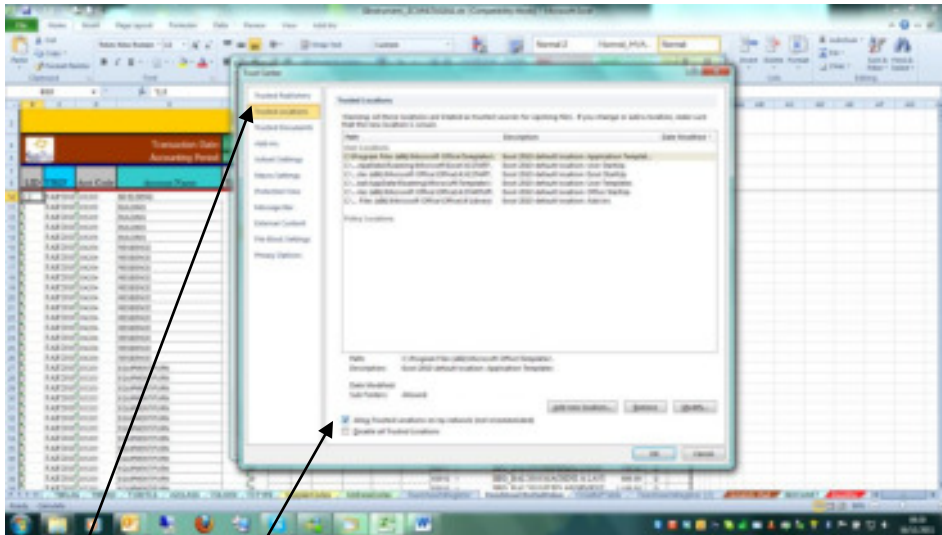
How to Enable Macros in Excel



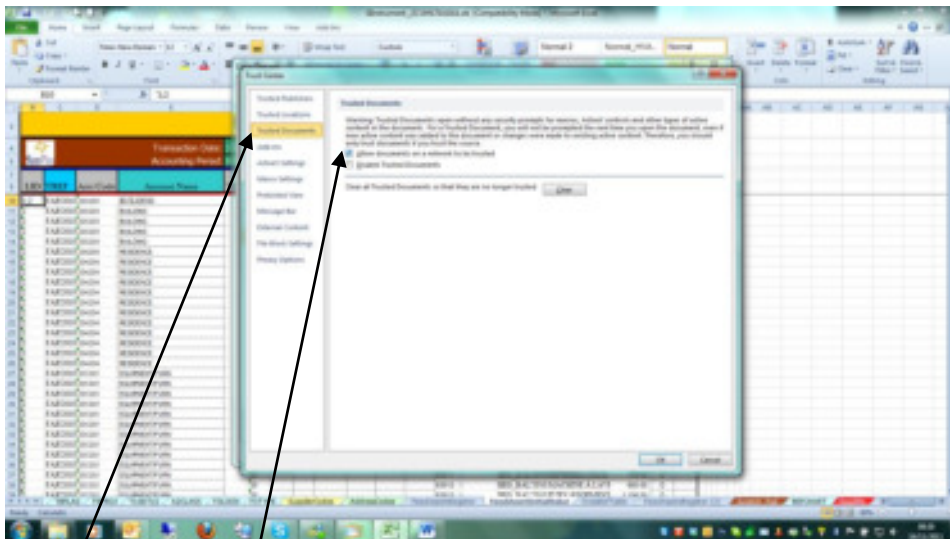
Click on the Office Button and select **Options**



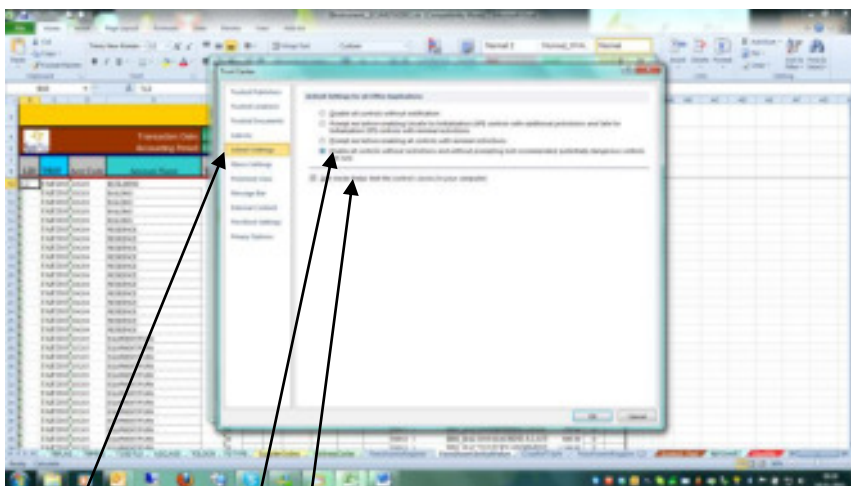
Click on Trust Center and select **Trust Center Settings**



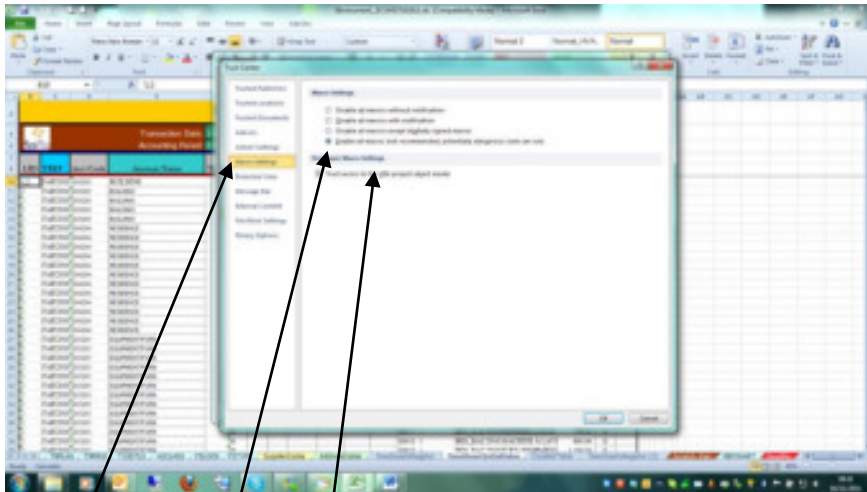
1. Click and Select as above



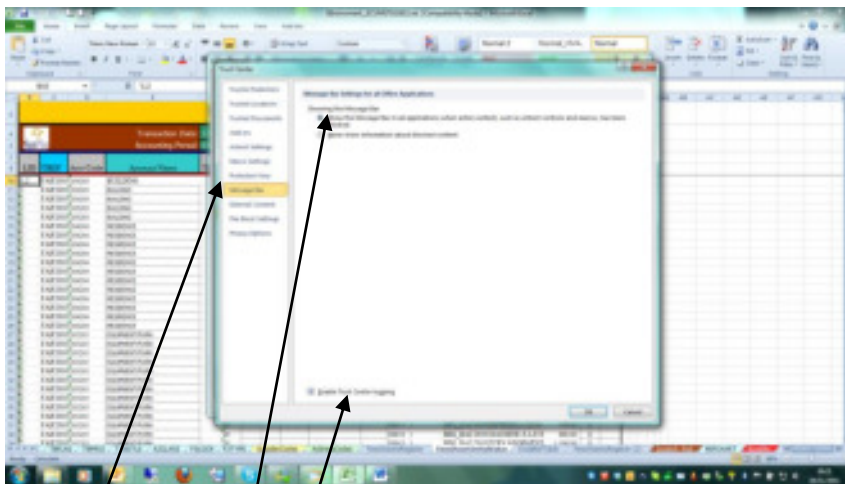
2. Click on and Select as above



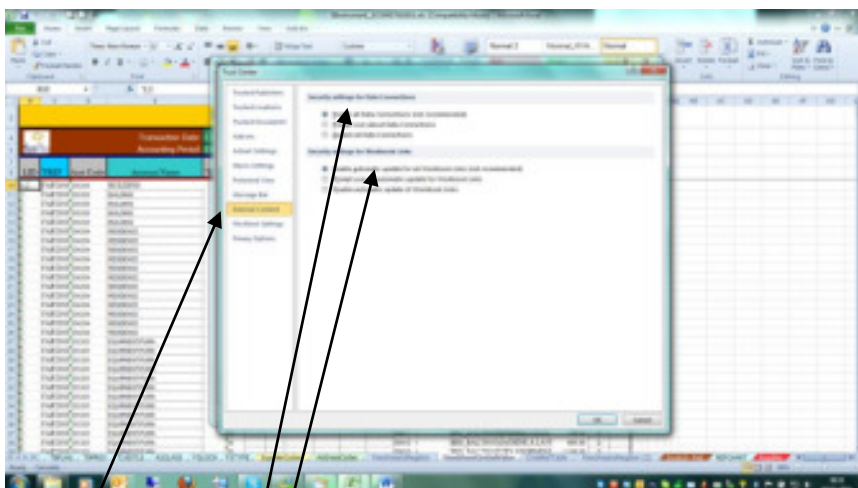
3. Click on and Select as above



4. Click on and Select as Above



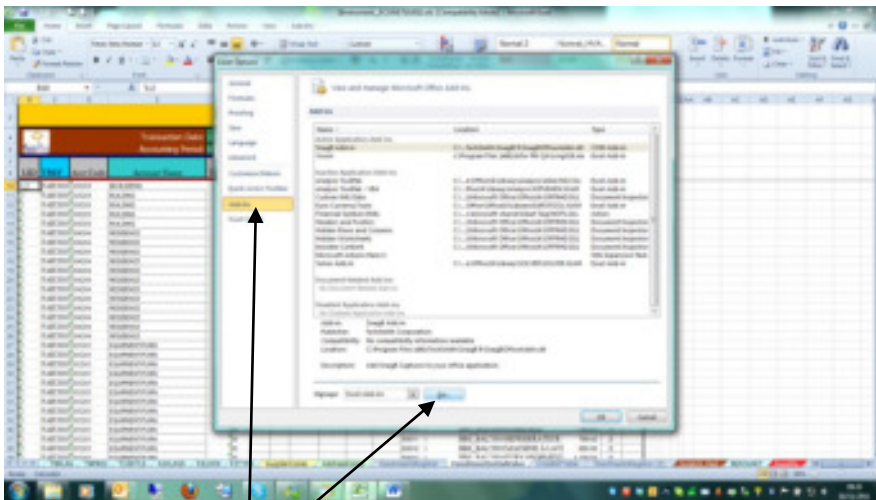
5. Click on and Select as above



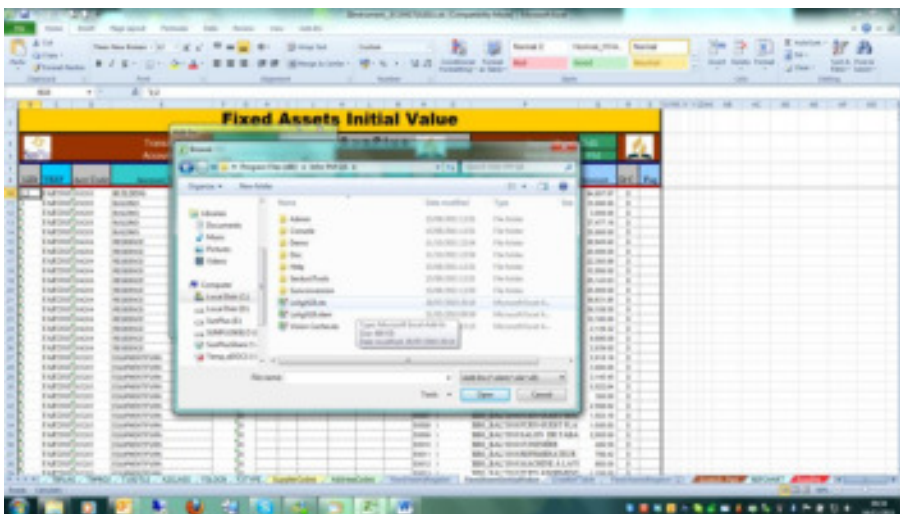
6. Click on and Select above

FINISHED FOR MACROS ENABLING

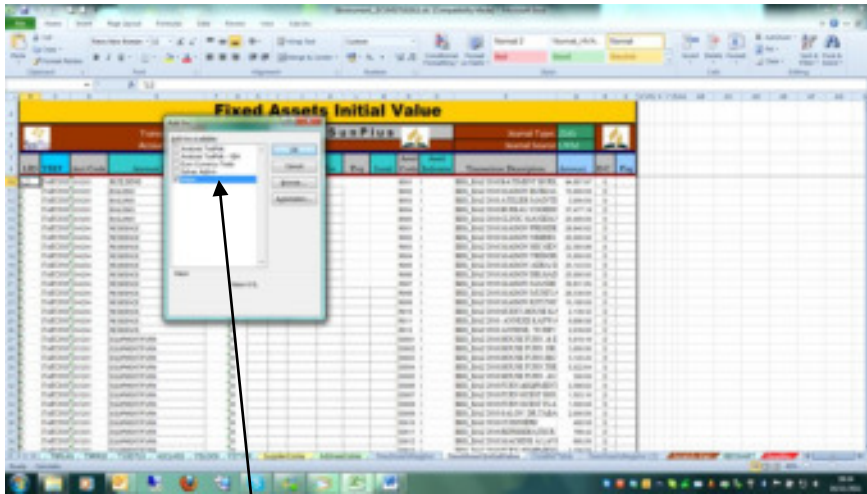
To Add Q&A to Excel if not there...



- Click on Add-ins (this can be found in Office Button under Options as initially done)
- Click GO
- A new Window will appear. If you do not see Vision checked...Click Browse and follow as below



- For Windows 7 and above Go to C:\Program Files (x86)\Infor PM QASelect File name **LsAgXLB.xla**
- For Windows 2003 and below Go to C:\Program Files\Infor PM QASelect File name **LsAgXLB.xla**
- Click OPEN



Make sure that Vision is checked and click OK.

END