How to Enable Macros

This guide walks you through how to enable macros in excel to use the NCC reporting tools.

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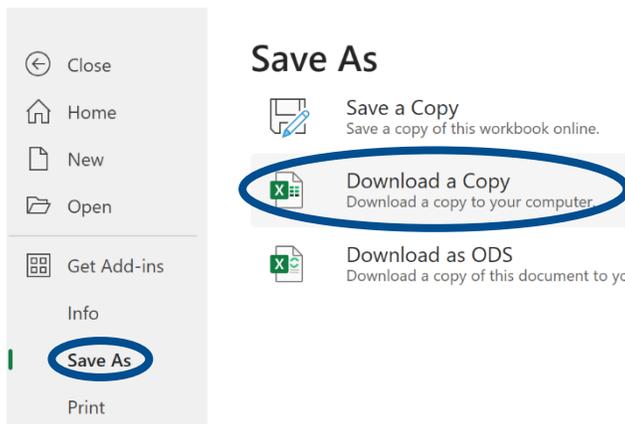
How to Enable Macros (for DGIS Excel Reporting Tools)

Links to Excel Reporting Tools

- All links to the tools below can be found online at **CAREWare | Healthy Start TASC**
  - **Performance Measures**
  - **Direct Services**
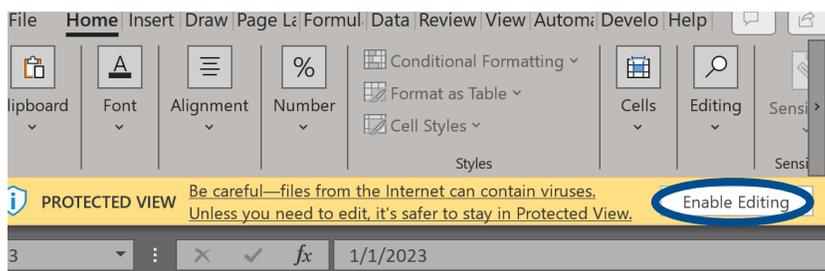 - **Enabling Services**

Downloading the Excel Reporting Tools

When you click on one of the above links, the tool may open in your browser. The tool will not work in the browser; you will need to download a copy of the tool. Follow the steps below to download the tool:
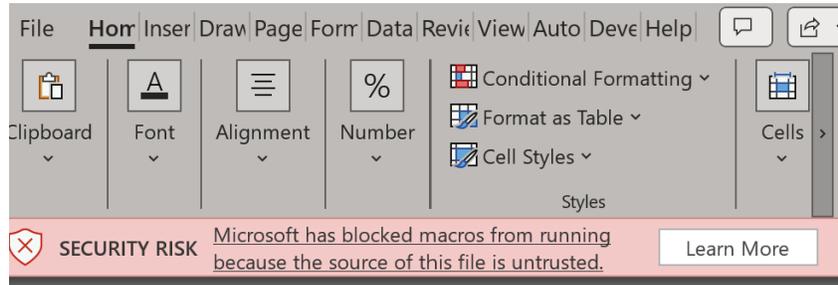
1. Click on *"File"* in the top left of the screen.
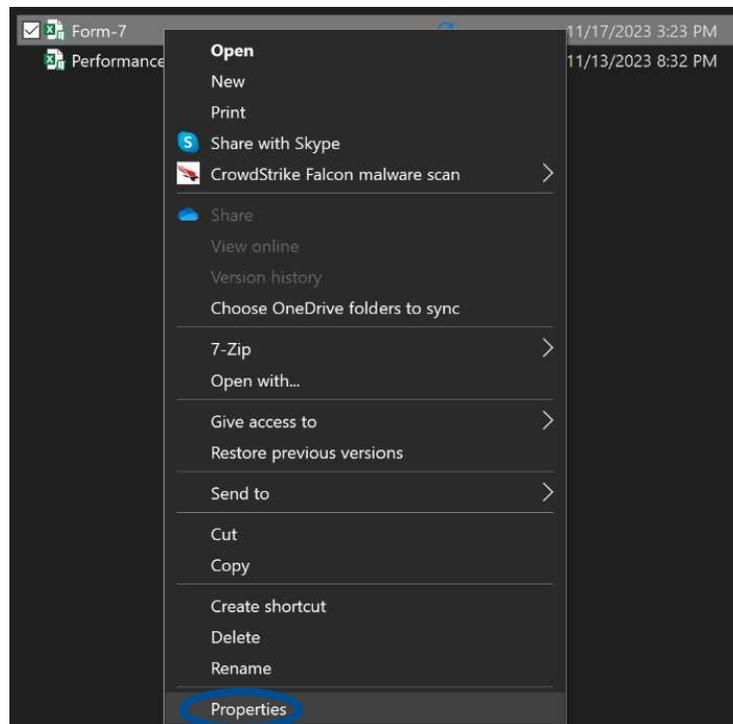2. Navigate to *"Save As."*
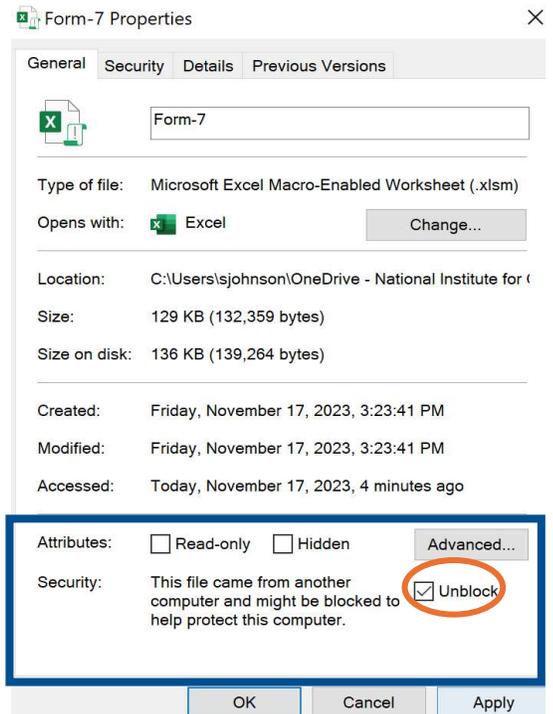3. Select *"Download a Copy."*

4. Be sure to enable editing.

5. After you enable editing, you may receive another message like the one pictured here:

   a. You will need to unblock the macros. You can find details instructions from **Microsoft here**. You can also reference the steps and screenshots below:
      i. Navigate to your file explorer and open the folder where you saved the exported file.
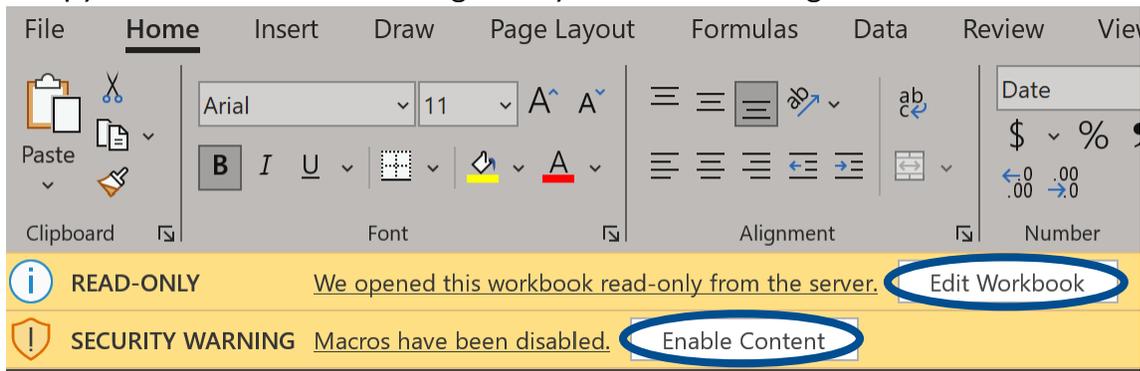   ii. Select/highlight the exported file and right-click, then select "Properties."

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iii. Select "Unblock" and click "Apply."

Your file should now be ready for use!

If the link doesn't open in the browser, but in Excel, you will still need to save/download a copy for use and enable editing. It may look like the image below:

Just like in the previous steps, click "*Edit Workbook*" and "*Enable Content.*" You may also need to follow the above steps to enable the macros, if the "*Enable Content*" option does not appear for you.

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