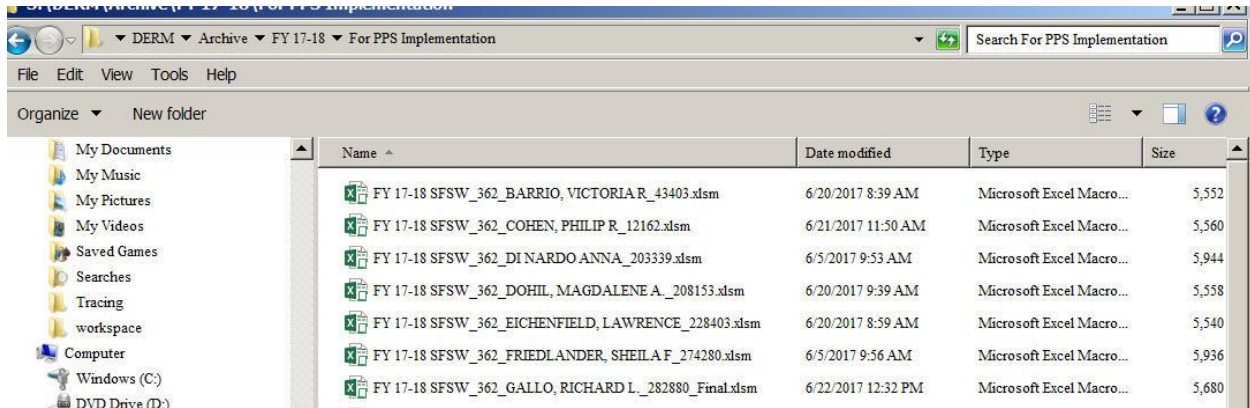


How to check if Macros are enabled in your Salpro Faculty Salary excel workbook

Short Answer: File -> Options -> Trust Center -> Trust Center Settings -> Macro Settings

Make sure **Enable all macros (not recommended; potentially dangerous code can run)** is enabled !

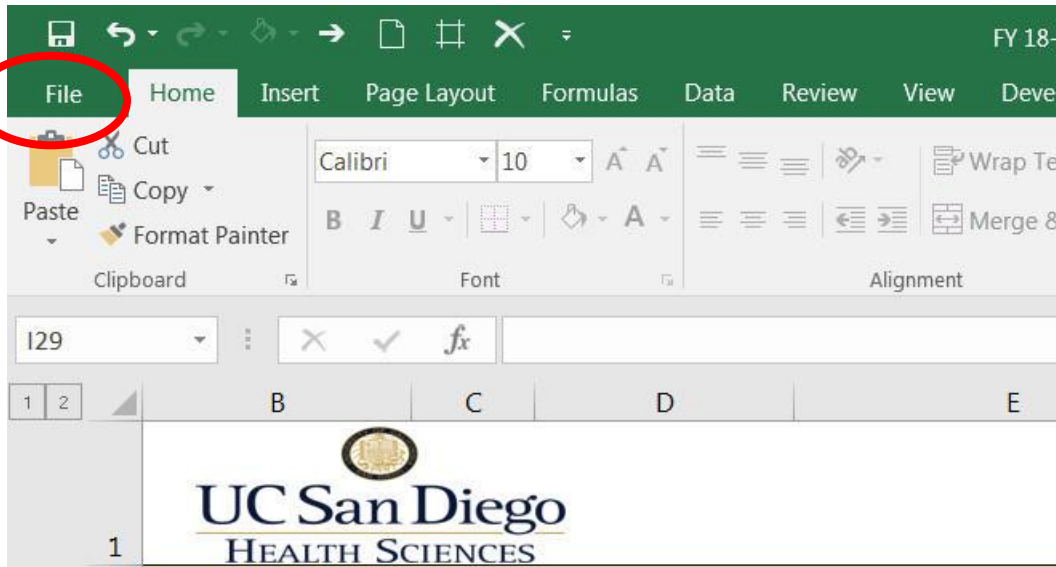
- 1) Navigate to the location of your department/division Faculty Salary Worksheet files and double click the file name to open the workbook.



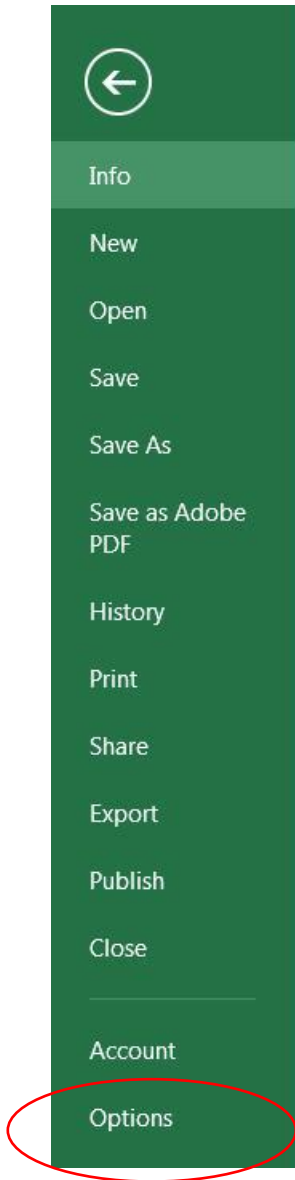
- 2) If you see these two notifications at the top of your workbook...
Do click on the Check Out button before you work in the workbook.
Do click on the X to close the security warning. If you click on the Enable Content button, there is a slight chance your local Excel configuration may change the links, so better to just close the notification.



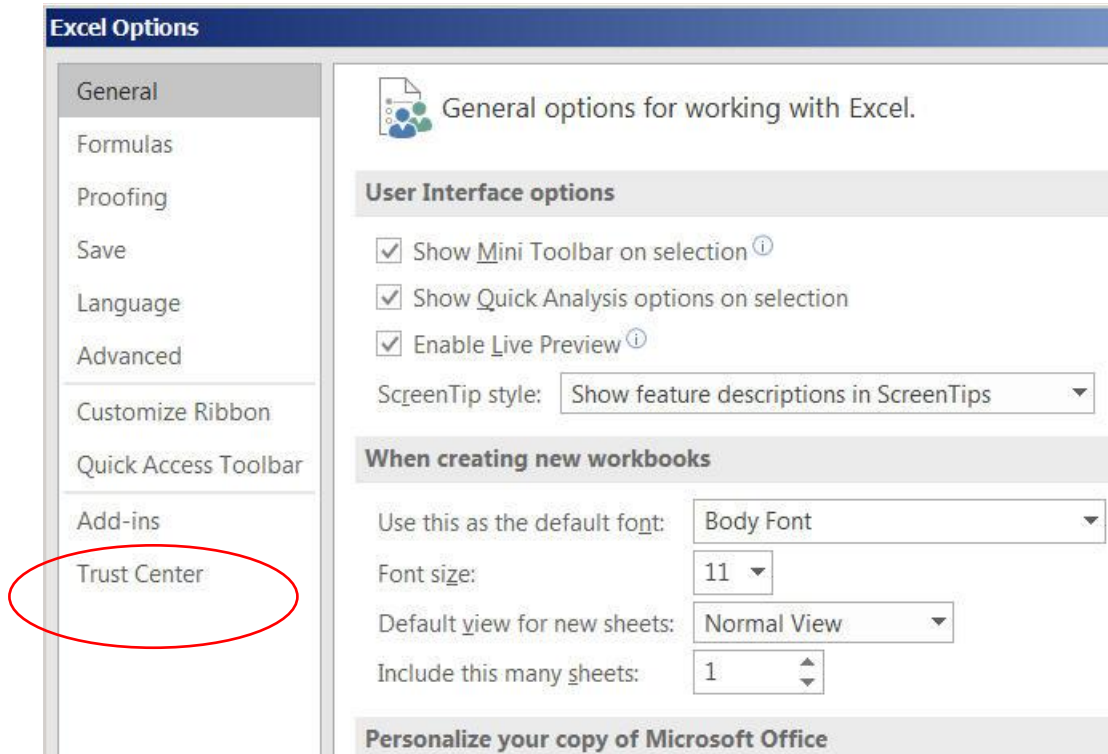
- 3) Click on **File**.



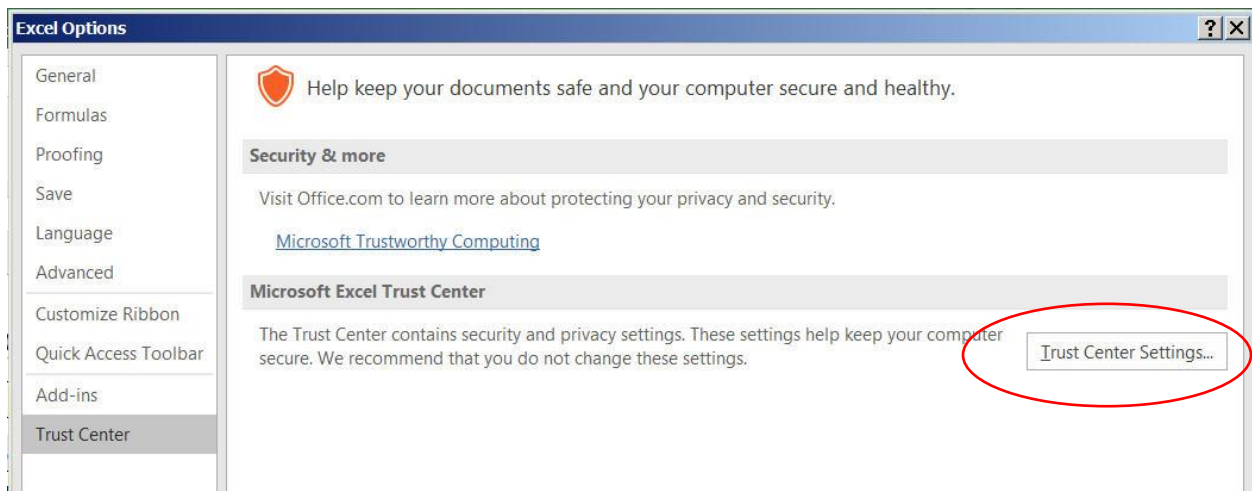
4) Click on **Options**



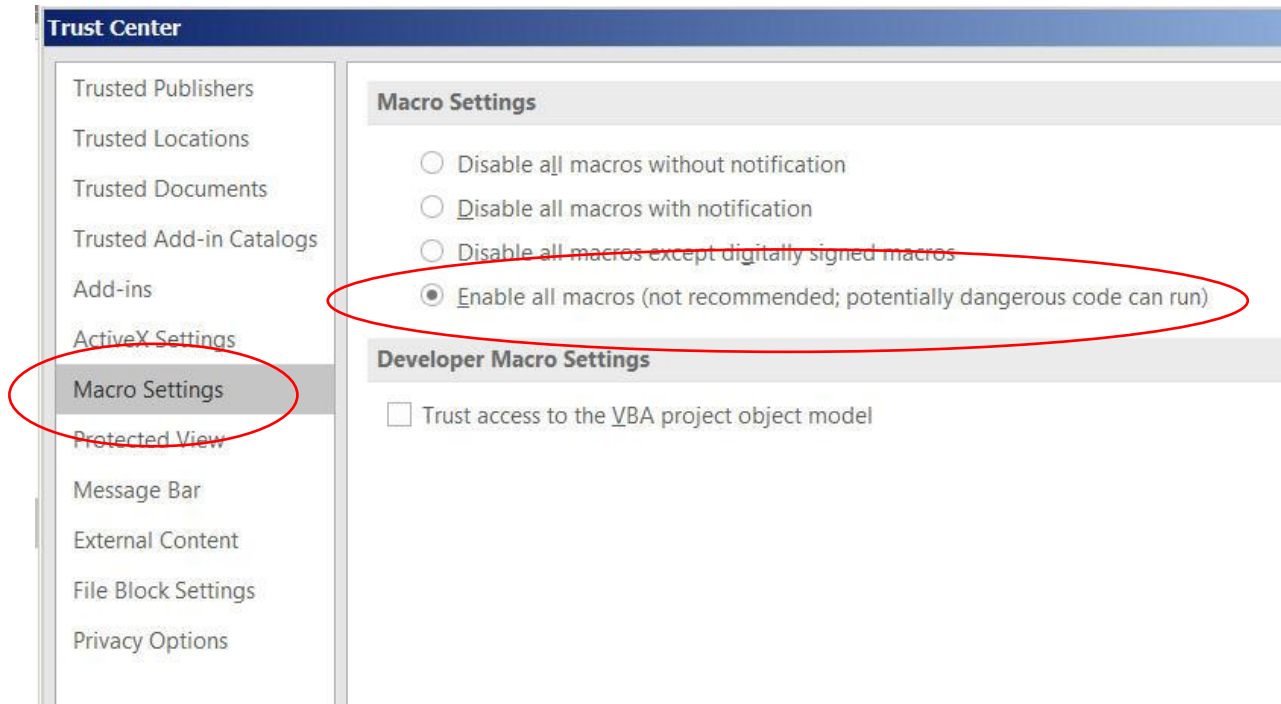
5) Click on **Trust Center**



6) Click on **Trust Center settings...**



- 7) Click on **Macro Settings** and make sure that the “**Enable all macros (not recommended; potentially dangerous code can run)**” is enabled !



- 8) Close the open Trust Center pop-up window, then the Excel Options windows and return to the workbook. You are now set to update the Faculty Salary Workbook.
- 9) To save your work, return to the **Worksheet** tab, scroll to the **Total Compensation** line, then scroll to the right using the scroll in the lower right corner:



Click the **Update Reports** button to save your work.

-	-	0.0000	PERSON'S requested salary.
154,200	154,200	1.0000	
59,942	59,942		
4,000	4,000		
-	-		
-	-		
218,142	218,142	1.0000	
<i>Needs Review</i>	<i>Approve</i>	Update Reports	

10) Alternatively, to save your work, you can click **File -> Save** or **File -> Save As** from the excel menu at the top of the workbook.