

GUIDE

Enabling Macros for the Learner Satisfaction Survey Interim Reports

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Introduction

The instructions below will help Colleges and Training Organisations enable macros, to reveal their Interim Report data for the Learner Satisfaction Survey.

Prerequisite

Please open your Learner Satisfaction Survey Interim Report from the <u>Provider</u> <u>Extranet</u>.

Enabling Macros

The Agency has based these instructions on Excel 2007 and Excel 2010.

Please make sure that all macros are enabled so that the functionality of the report works correctly.

In Excel 2010, if a Security Warning appears, as shown below, please click the 'Enable Content' button to enable macros within the report.



For Excel 2007, if a Security Warning appears, select 'Options' then 'Enable this Content'.

0	Security Warning Some a	active content has been disabled. Options Click 'Options'	
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