To enable flexitime spreadsheet macros

If you see the following on your timesheet please follow the appropriate instruction below, for the version of word you are using, to enable macros. This setting is a per user/per computer setting so you will have to carry out these instruction on each computer you use for timesheets.
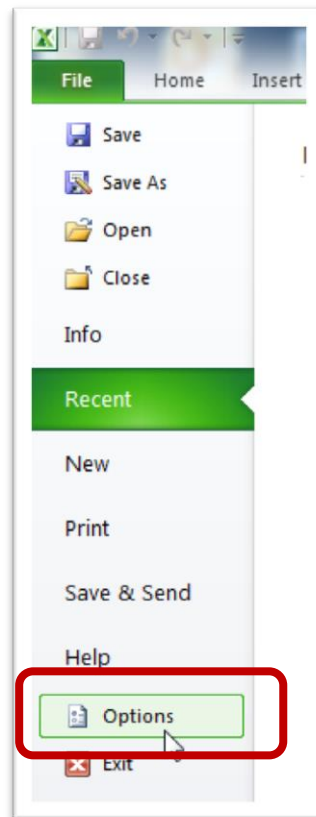

See page 2 for more detailed instructions.

Excel 2010/2013

1. Click File > Options.
2. Click Trust Center > Trust Center Settings > Trusted Locations.
3. Select the Allow trusted locations on my network (not recommended) check box.
4. Click Add new location.
5. In the Path box, type the location you are using to store your timesheets.
   i.e. \\isad.isadroot.ex.ac.uk\UOE\User\Timesheet, or use the Browse button to locate the location. You must have created this location beforehand.
6. Select the Subfolders of this location are also trusted check box.
7. In the Description box type **Flexi Timesheets**.
8. Click OK 3 time to close the dialog boxes.
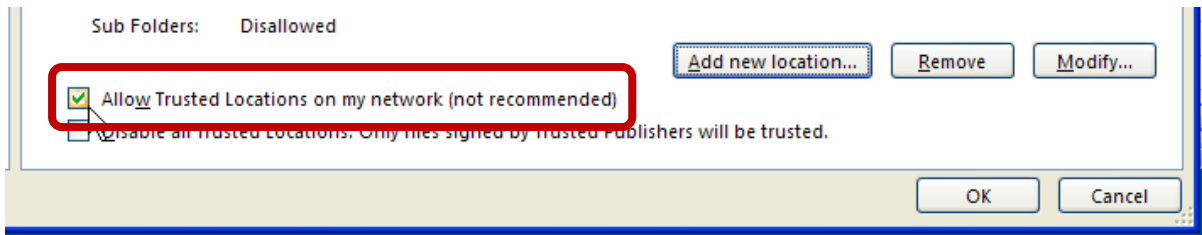
Excel 2010/2013

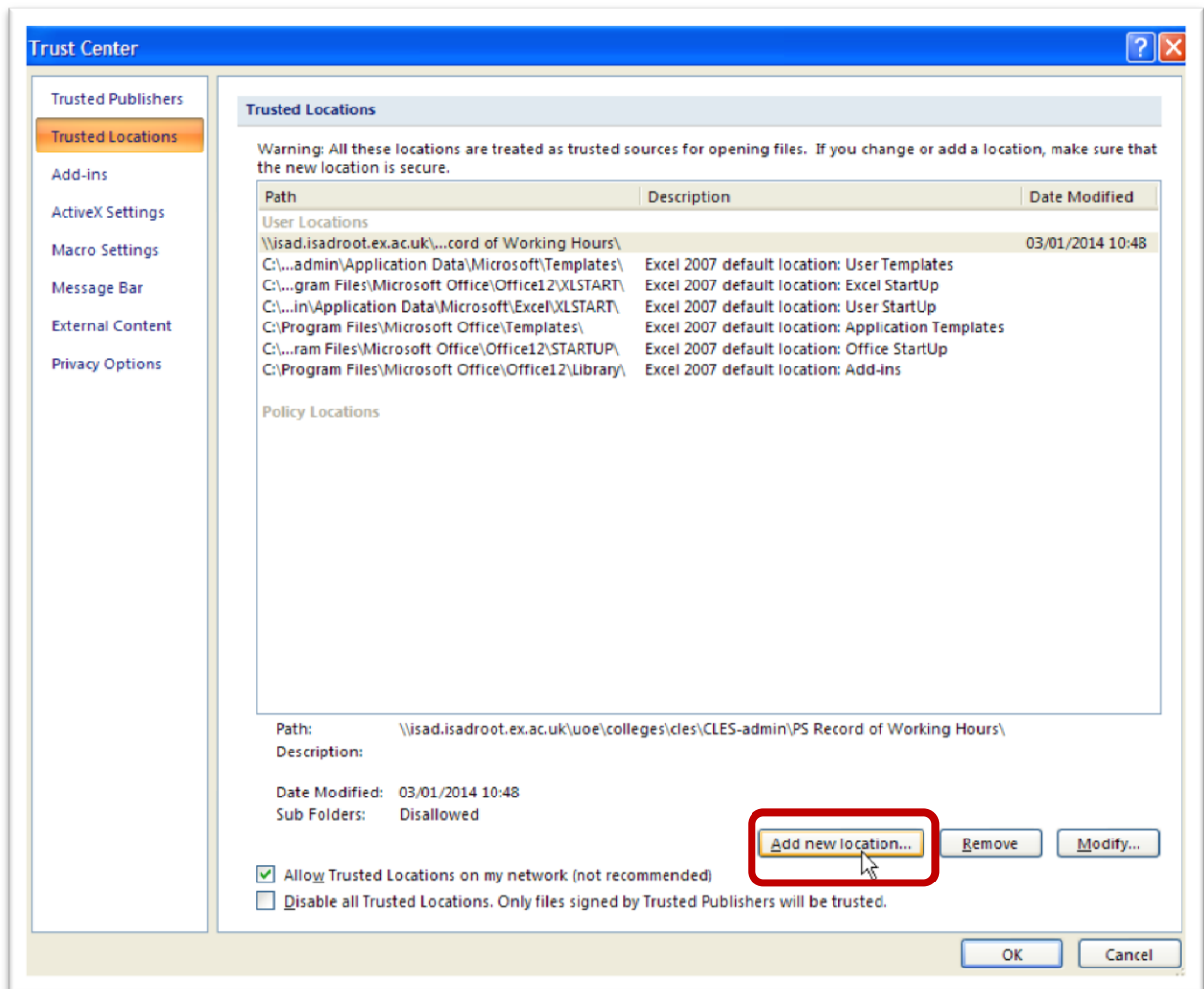1. Click File > Options.

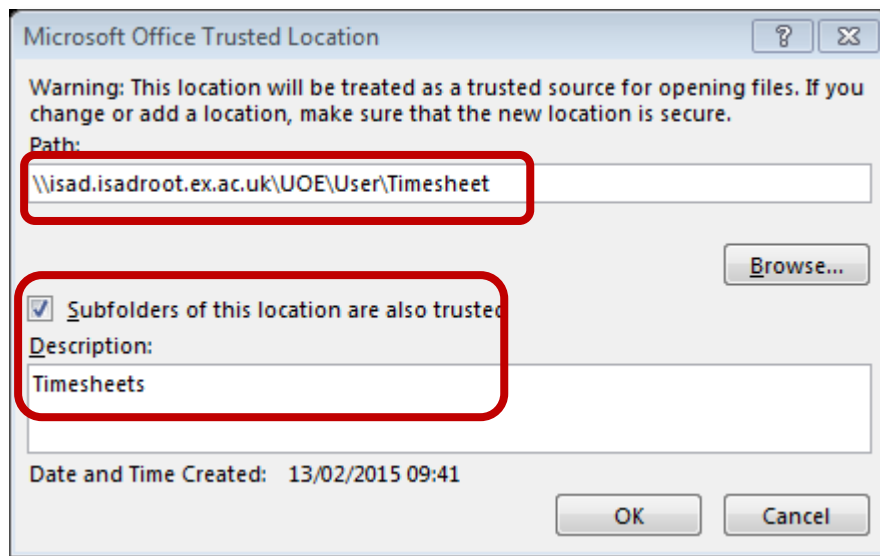2. Click Trust Center > Trust Center Settings > Trusted Locations.
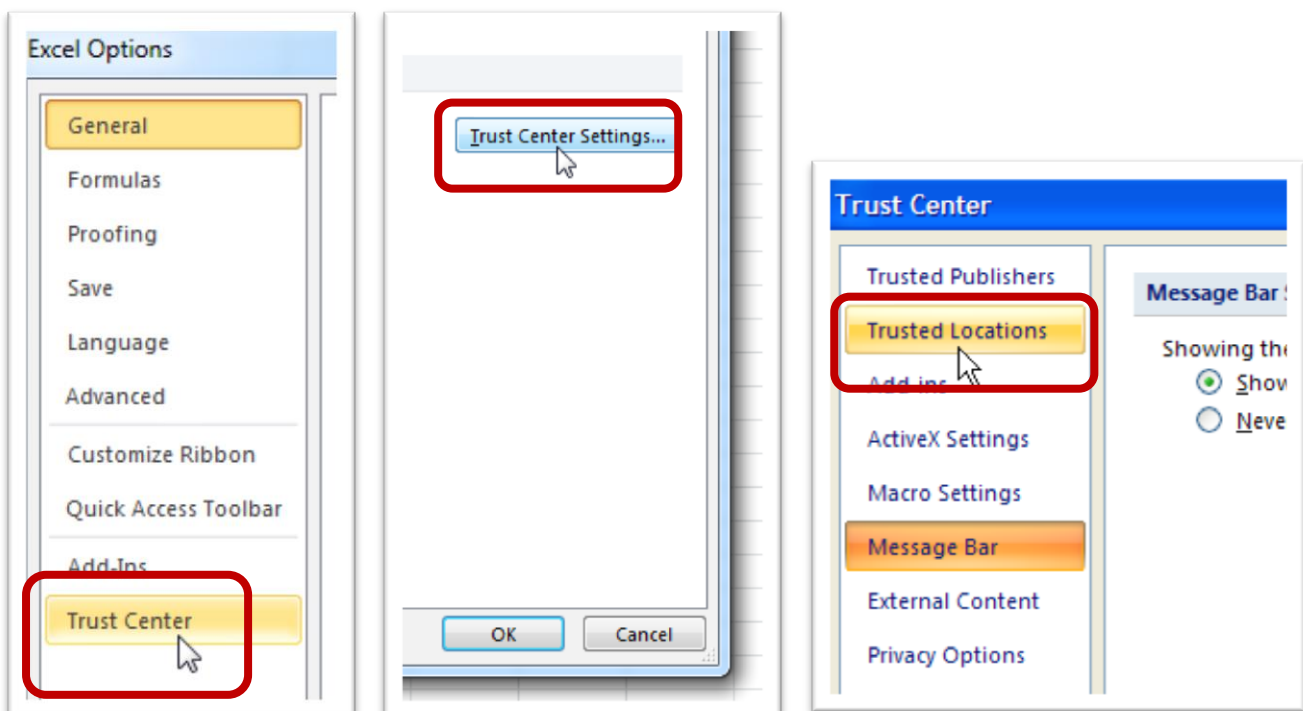
3. Select the Allow trusted locations on my network (not recommended) check box.

4. Click Add new location.

5. In the Path box, type the location you are using to store your timesheets or use the Browse button to locate it.
6. Select the Subfolders of this location are also trusted check box.
7. In the Description box type **Flexi Timesheets**.

8. Click OK 3 time to close the dialog boxes.