

# Documentation TPTIBS Builder

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## System Requirements

- The TPTIBS Builder is compatible with Excel 2007, 2010 & 2013
- The tool wasn't tested on Excel 365 and is not officially compatible nor supported
- Older office versions (2000, 2003) are not supported.

### 1. Office / Excel 2007

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- Requires Service Pack 3

### 2. Office / Excel 2010

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- Requires Service Pack 1 or Service Pack 2

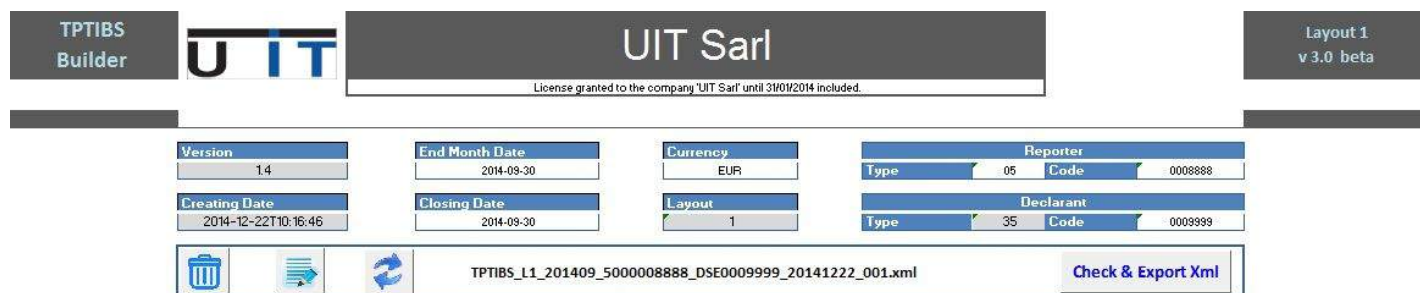
### 3. Office / Excel 2013

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- Runs on original version or Service Pack 1
- This current version (v3.0 BETA) is not compatible with MS Office 2013 64bits on Windows 7 64bit FR – Using a 32bits version of MS Office solves the issue (on Windows 7 32bit or 64bit).

## Section Header

### 1. Header Information



- ➔ Place the cursor over the blue titles to display explanatory information about those fields.
- ➔ In this section only the white fields can be modified by the user. The grey fields cannot be modified.
- ➔ The **Company name** can be changed by clicking on the field and modifying the text.

It is really important each time a user would like to conduct a TPTIBS report and generate a valid xml report file, to fill in the header section the following fields:

- End\_Month\_Date
- Currency
- Reporter Type/Code
- Declarant Type/Code

*More descriptive information about the header's fields can be found on the next page.*

After finishing this step (modifying the header's information) the user can start capturing any securitized vehicles and later generate the report.

## 2. Language Button

➔ Switch between languages by choosing a flag (French / English).

By clicking the language button you apply the translation for all the reporter's fields. This contains header names, buttons, labels and any displayed comment.



## 3. Global View

The grey fields can't change. They are automatically calculated. If changed they turn back to their default values  
A company can report either for itself or for other companies. The Company **which conducts the report** is called the Reporter and the company **to report for** is the Declarant. If a company reports for itself it should have the same fields filled for both Type/Code of Reporter/Declarant respectively

**Date fields:** the **End of Month Date** and a month's **Closing Date** shall be the last day of the reporting month. Choose from the **End Of Month Date** list. ➔ A change in the month's end date automatically causes the same change in the Closing Date.

**The Reporting code** is the BCL identifier for the company which is reporting. It is coded in 7 digits (preceded by '0' [zero] if necessary).

**The Reporting Type** is the type of the company which does the reporting.

The following options are included in the **Type** drop list:

- 05 special code assigned by the BCL
- 23 Banks
- 26 OPC
- 30 Management Companies
- 32 PSF Company - Type P
- 34 Securitization Vehicles
- 35 Companies Emitting (DSE)

and can be displayed by clicking on it.

Version  
1.1

End Month Date  
2014-09-30

Currency  
EUR

Reporter  
Type 23 Code 0008888

Creating Date  
2014-11-06T16:02:02

Closing Date  
2014-09-30

Layout  
1

Declarant  
Type 35 Code 0009988

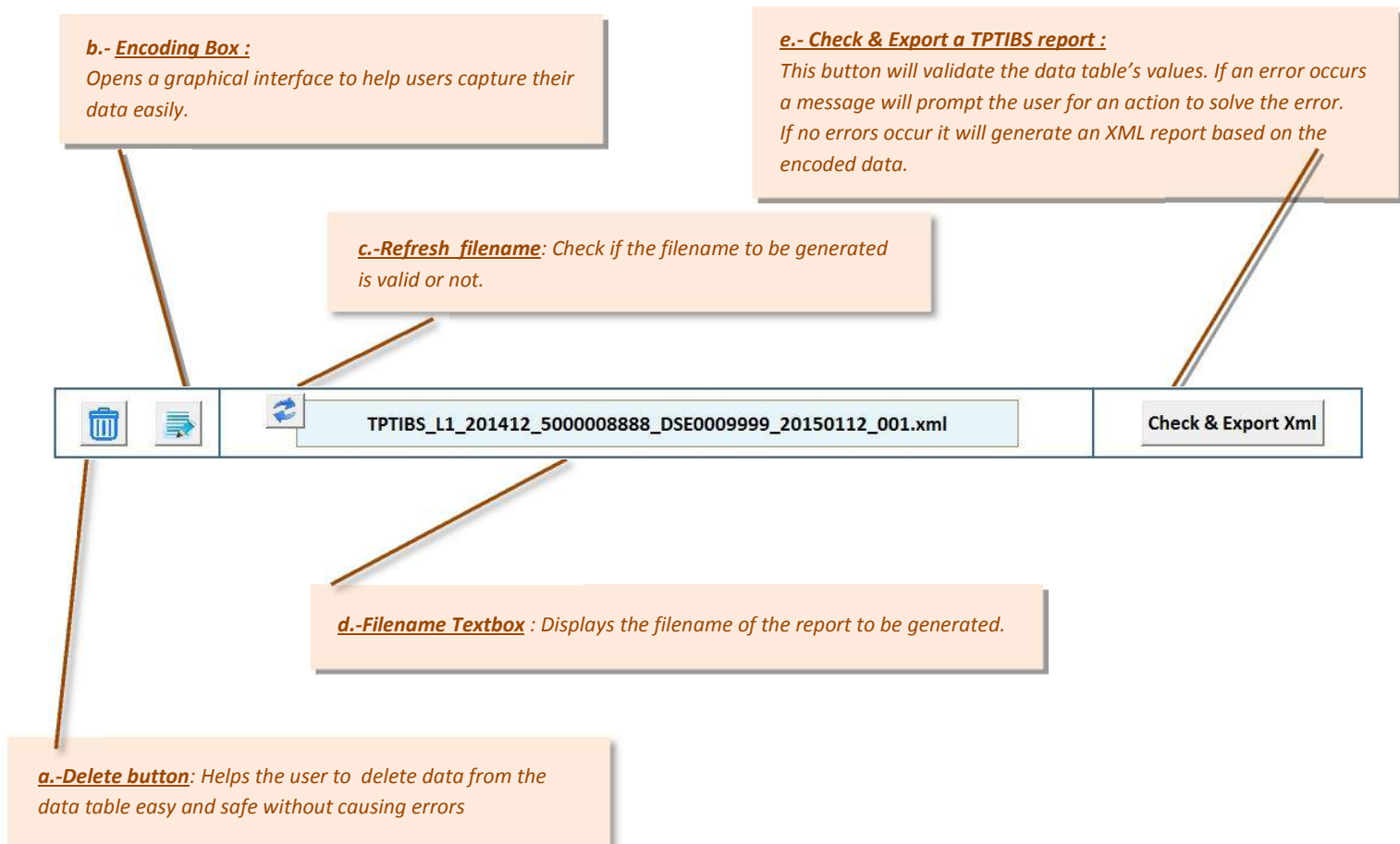
**Currency:**  
It defines **in which** currency the report will be **calculated**.  
E.g.: If the selected currency is in euro, all the reported amounts that will be captured, will be considered in the euro currency.

**The Declarant Code is:**  
Or your company (same code Reporter)  
Or the company for which the report is generated.  
The company's code is given by the BCL, coded on 7 figures (With leading '0' [zero] if necessary).  
The Registrant is required to DSE Type (Type 35)

## Tool Section

### 1. Tool information

- The **Delete** button has two actions: **one click** - delete a selected line from the data table or **double click**- delete all the lines in the data table.
- The **Encoding Box** button opens an interface which helps the users to capture a securitized vehicle.
- The **Refresh Filename** button validates the generated report's name. By default the name of every single report is generated automatically but in case it receives a wrong value from a user it has to be validated again by clicking this button.
- The **Filename Textbox** represents the report's name. The exported report will have this name.
- The **Check & Export XML** button generates the report that has been conducted.



## 2. Delete Button

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The delete button is used if the user needs to delete a line from the data table. When clicking in a cell of a line that the user wants to delete, the whole line will be selected after clicking this button and a notification message will be displayed to confirm deletion.

By double clicking this button all the lines of the data table will be selected and a confirmation message will be displayed to confirm the deletion of the data table.

## 3. Check & Export XML Button

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Check & Export Xml

After having finished with the items' capturing if the users would like to export the xml report, they can do it by clicking the "Check and Export Xml" button. The data table will be validated for any wrong values and if no error occurs the xml report will be automatically generated and located in the same directory as the TPTIBS tool.

## 4. Refresh Button

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By clicking this button the filename of the xml report which will be regenerated and will be automatically refreshed. Thus in case of invalid correction of the file's name simply click this button to recover the correct name of the report.

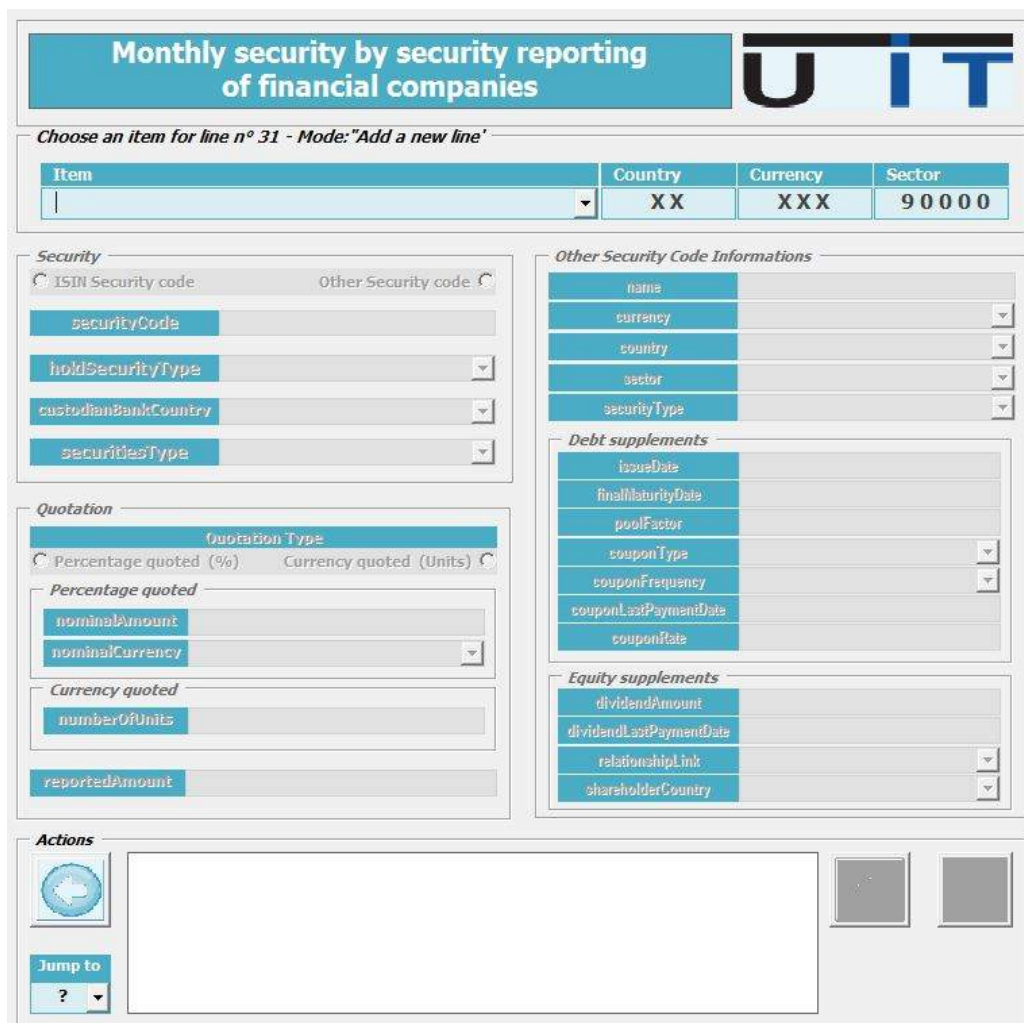
## 5. Encoding Box – Brief Description

The encoding Box is a guide for valid and easy data capturing. This interface inserts in the main data table whatever a user captures. This interface is divided in 4 sections and every field is followed by a short description in the description panel. For every capture all the appropriate fields should be completed and no empty fields are accepted. However there is always an indication, if a field should be modified or not and the users are always following the same sequence of steps in order to capture their data.

The only actions that a user can do in this interface are:

- To select values from the available lists
- Select radio buttons
- Type data
- Duplicate lines of the data table
- Navigate through the lines of the data table
- Erase lines of the data table
- Save the data

This is an image of the Encoding Box interface:



The interface is titled "Monthly security by security reporting of financial companies" and features the UIT logo. It is designed for capturing data for a specific line item, currently "line n° 31" in "Add a new line" mode.

**Header Section:** A table with four columns: Item, Country, Currency, and Sector. The values are: Item (empty), Country (XX), Currency (XXX), and Sector (90000).

**Security Section:** Contains fields for securityCode, holdSecurityType, custodianBankCountry, and securitiesType, each with a dropdown menu. It also includes radio buttons for "ISIN Security code" and "Other Security code".

**Quotation Section:** Includes a "Quotation Type" section with radio buttons for "Percentage quoted (%)" and "Currency quoted (Units)". Below this are fields for nominalAmount, nominalCurrency, numberofUnits, and reportedAmount.

**Other Security Code Informations Section:** Contains fields for name, currency, country, sector, and securityType, each with a dropdown menu.

**Debt supplements Section:** Includes fields for issueDate, finalMaturityDate, poolFactor, couponType, couponFrequency, couponLastPaymentDate, and couponRate, each with a dropdown menu.

**Equity supplements Section:** Includes fields for dividendAmount, dividendLastPaymentDate, relationshipLink, and shareholderCountry, each with a dropdown menu.

**Actions Section:** Features a "Jump to" dropdown menu with a question mark icon and a large empty text area for additional actions or notes.

As mentioned before the Encoding box is divided in 4 sections and some sections consist of subsections.

1. Item List
2. Security
3. Quotation
  - a. Percentage Quoted
  - b. Currency Quoted
4. Other security code information
  - a. Debt supplements
  - b. Equity supplements

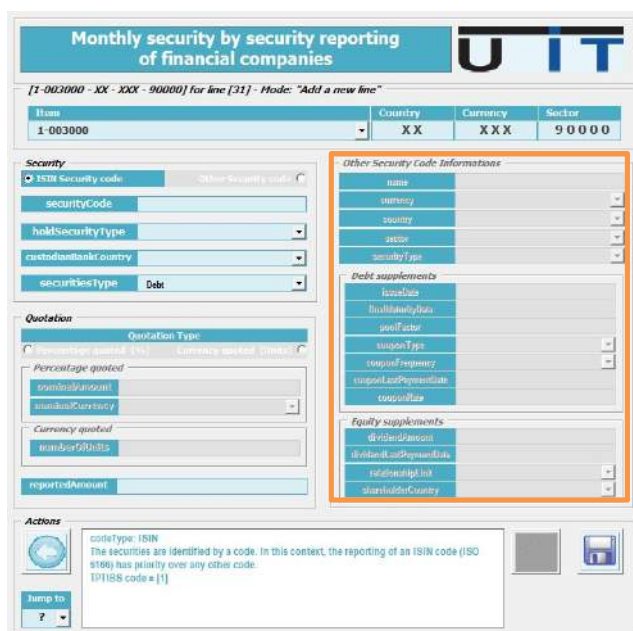
It should be mentioned here the distinction between ISIN code and “Other security code information” options:

The ISIN standard is used worldwide to identify specific securities such as bonds, stocks (common and preferred), futures, warrant, rights, trusts, commercial paper and options. ISINs are assigned to securities to facilitate unambiguous clearing and settlement procedures. They are composed of a 12-digit alphanumeric code and act to unify different ticker symbols “which can vary by exchange and currency” for the same security. So if the user has an ISIN code, he/she types it in the security code field and continue with the “Quotation section”. If the user has an ISIN code the yellow area is not available.

OR

If there is no ISIN code, the user should select the “Other security code” radio button and fill in all the appropriate fields on the right section of the interface. The information in this section is supplementary to ISIN code and is mandatory to be specified if an ISIN code doesn’t exist.

#### With ISIN code



Monthly security by security reporting of financial companies

[1-003000 - XX - XXX - 90000] for line [31] - Mode: "Add a new line"

Item	Country	Currency	Sector
1-003000	XX	XXX	90000

**Security**

☒ ISIN Security code ☐ Other Security code

securityCode: [text field]

holdSecurityType: [dropdown]

custodianBankCountry: [dropdown]

securityType: Debt

**Quotation**

Quotation Type: [dropdown]

☐ Percentage quoted (%) ☐ Currency quoted (Units)

percentageQuoted: [text field]

currencyQuoted: [text field]

reportedAmount: [text field]

**Other Security Code Informations**

name: [text field]

currency: [dropdown]

security: [dropdown]

sector: [dropdown]

securityType: [dropdown]

**Debt supplements**

issueDate: [text field]

finalMaturityDate: [text field]

poolSize: [text field]

couponType: [dropdown]

couponLastPaymentDate: [text field]

couponRate: [text field]

**Equity supplements**

dividendAmount: [text field]

dividendPaymentDate: [text field]

relationshipId: [text field]

shareholderCountry: [dropdown]

**Actions**

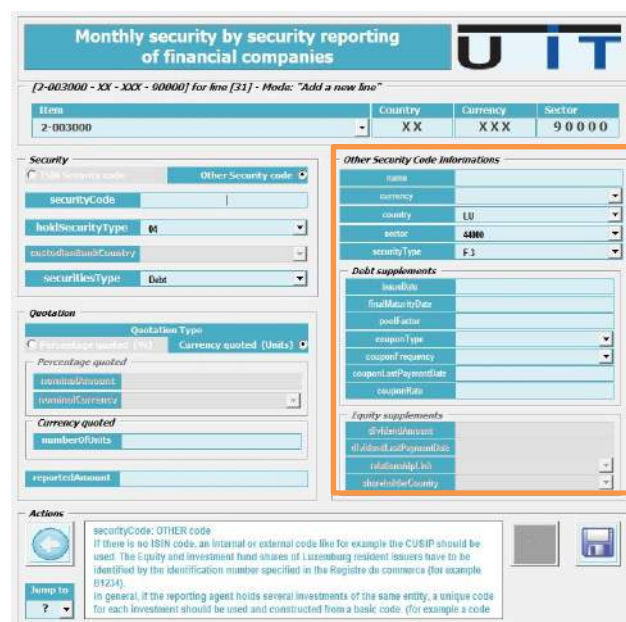
codeType: ISIN

The securities are identified by a code. In this context, the reporting of an ISIN code (ISO 9196) has priority over any other code.

TPTIBS code = [1]

Jump to: [dropdown]

#### Without ISIN code



Monthly security by security reporting of financial companies

[2-003000 - XX - XXX - 90000] for line [31] - Mode: "Add a new line"

Item	Country	Currency	Sector
2-003000	XX	XXX	90000

**Security**

☐ ISIN Security code ☒ Other Security code

securityCode: [text field]

holdSecurityType: M

custodianBankCountry: [dropdown]

securityType: Debt

**Quotation**

Quotation Type: [dropdown]

☐ Percentage quoted (%) ☐ Currency quoted (Units)

percentageQuoted: [text field]

currencyQuoted: [text field]

reportedAmount: [text field]

**Other Security Code Informations**

name: [text field]

currency: [dropdown]

country: LU

sector: 4000

securityType: F1

**Debt supplements**

issueDate: [text field]

finalMaturityDate: [text field]

poolSize: [text field]

couponType: [dropdown]

couponLastPaymentDate: [text field]

couponRate: [text field]

**Equity supplements**

dividendAmount: [text field]

dividendPaymentDate: [text field]

relationshipId: [text field]

shareholderCountry: [dropdown]

**Actions**

securityCode: OTHER code

If there is no ISIN code, an internal or external code like for example the CUSIP should be used. The Equity and investment fund shares of Luxembourg resident issuers have to be identified by the identification number specified in the Registre du commerce (for example 91234).

In general, if the reporting agent holds several investments of the same entity, a unique code for each investment should be used and constructed from a basic code (for example a code

Jump to: [dropdown]

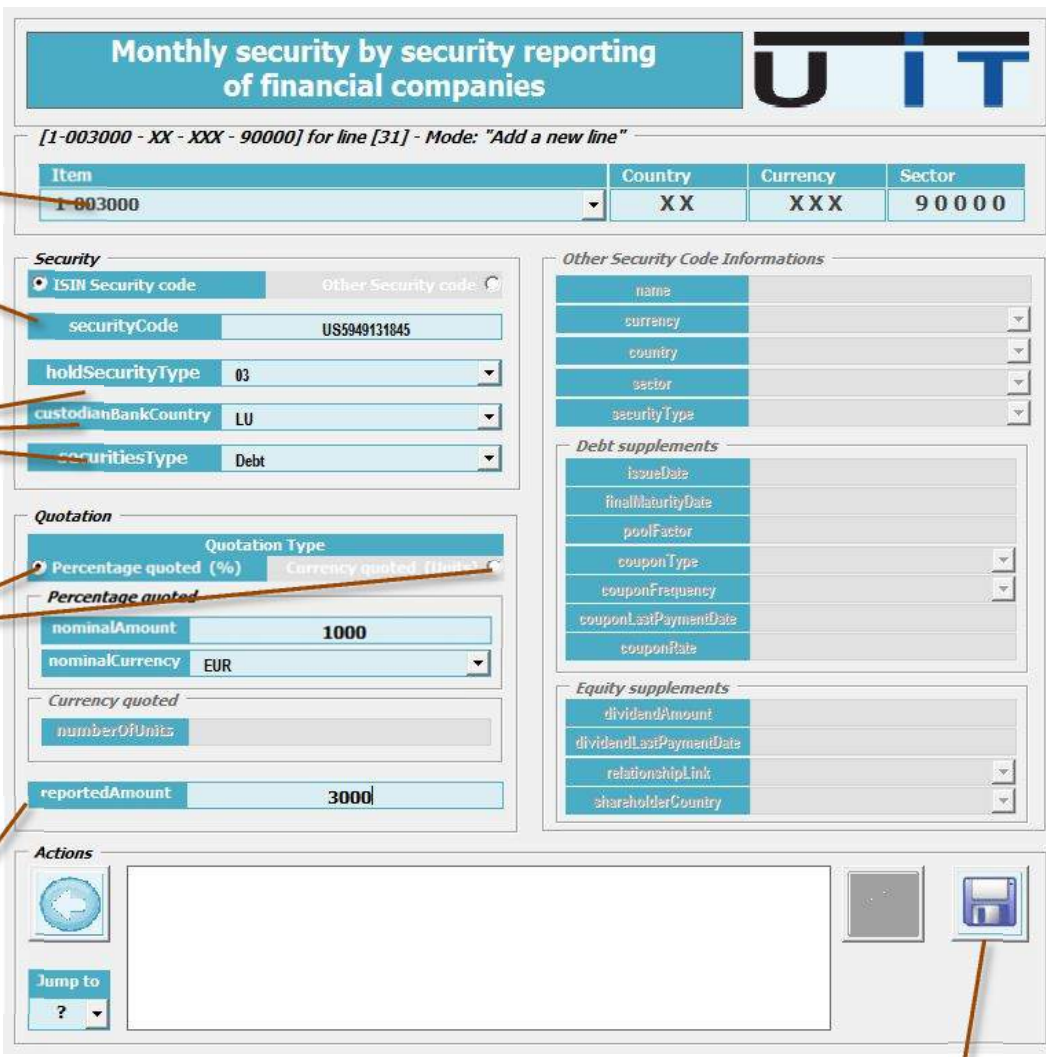
**Without ISIN code:** In the right part of the interface, a form is activated and the user has to fill it.



## 6. Encoding Box – Example #1 – With ISIN code

If the ISIN code exists the user needs only six actions to capture a securitized item.

Below there is a simple example:



**1.** Select an item from the item list.

**2.** Type in the ISIN code

**3.** Select values from the lists for the rest of the fields.

**4.** Select between Percentage quoted and Currency quoted option. Fill in the related fields. Be careful and choose the correct currency

**5.** Insert a reported amount.

**6.** Save your data in the data table. If there is an error, an error message will be displayed and the error fields will become red indicating where the error occurred.

**Monthly security by security reporting of financial companies**

[1-003000 - XX - XXX - 90000] for line [31] - Mode: "Add a new line"

Item	Country	Currency	Sector
1-003000	XX	XXX	90000

**Security**

☒ ISIN Security code ☐ Other Security code

securityCode: US5949131845

holdSecurityType: 03

custodianBankCountry: LU

securitiesType: Debt

**Quotation**

Quotation Type: ☒ Percentage quoted (%) ☐ Currency quoted (Units)

Percentage quoted:

nominalAmount: 1000

nominalCurrency: EUR

Currency quoted:

numberOfUnits:

reportedAmount: 3000

**Other Security Code Informations**

name, currency, country, sector, securityType

**Debt supplements**

issueDate, finalMaturityDate, poolFactor, couponType, couponFrequency, couponLastPaymentDate, couponRate

**Equity supplements**

dividendAmount, dividendLastPaymentDate, relationshipLink, shareholderCountry

**Actions**

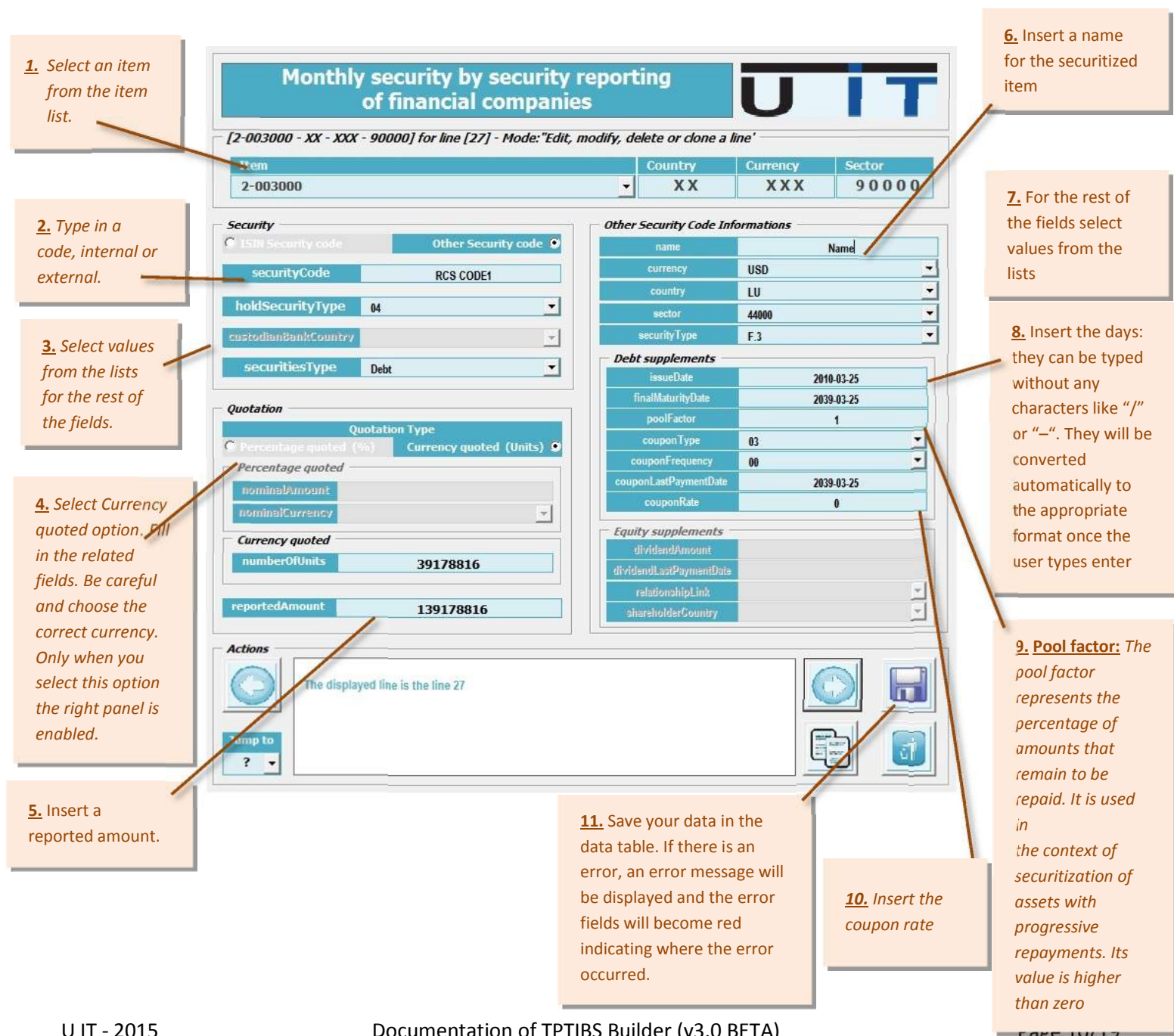
Jump to: ?

Save icon

## 7. Encoding Box – Example #2 – Without ISIN code

If the ISIN code doesn't exist the user has to insert additional data in the Encoding box than he/she did in the example with the ISIN code. The user must follow exactly the same steps of the previous example but now we are going to fill the Other Security Code information section. Is not more difficult than having an ISIN code but is just some more clicks.

If there is no ISIN code, an internal or external code should be used, for example the CUSIP code. The Equity and investment fund shares of Luxemburg resident issuers have to be identified by the identification number specified in the Registre de commerce (for example B1234). It should be mentioned that only the combination of Other security code and Currency quoted below enable the right panel: Other Security Code Information.



**1.** Select an item from the item list.

**2.** Type in a code, internal or external.

**3.** Select values from the lists for the rest of the fields.

**4.** Select Currency quoted option. Fill in the related fields. Be careful and choose the correct currency. Only when you select this option the right panel is enabled.

**5.** Insert a reported amount.

**6.** Insert a name for the securitized item

**7.** For the rest of the fields select values from the lists

**8.** Insert the days: they can be typed without any characters like "/" or "-". They will be converted automatically to the appropriate format once the user types enter

**9. Pool factor:** The pool factor represents the percentage of amounts that remain to be repaid. It is used in the context of securitization of assets with progressive repayments. Its value is higher than zero

**10.** Insert the coupon rate

**11.** Save your data in the data table. If there is an error, an error message will be displayed and the error fields will become red indicating where the error occurred.

**Note: Relation between step 3 and steps 7,8,9.**

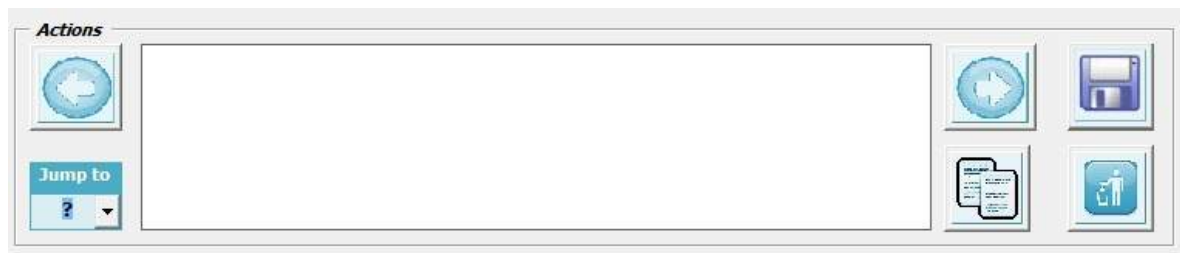
The Securities Type field in step 3 will display the section between Debt/Equity supplements in the “Other Security code Information” section on the right part of the interface above. This means that the steps 7,8,9 will be applied for the Debt/Equity supplements respectively.

For each field, when the user inserts data in it, additional information about that field is displayed in the navigation panel below.

## 8. Navigation Panel

This part of the Encoding Box is interesting, due its functionality. Mainly is used for:

- Find further information about the fields to be modified.
- Duplicate an existing line of the data table.
- Browse and correct among the lines of the data table.
- Delete a line from the data table.





**Find further information about the fields to be modified:**

A small description about a selected field is displayed in the “Description Panel”: the white text box in the picture above.


**Duplicate an existing line of the data table.**

If the user wants to capture a similar item with an existing one they can duplicate it by clicking the duplicate button, apply some changes and save the new line in the table.

**Correct the lines of the data table.**

It is provided the functionality to navigate through all the lines of the data table by clicking the two arrow buttons   in the “Navigation Panel” or directly move to a specific line by clicking the “Jump To” drop list and select a line number which corresponds to the data table’s lines. For each line that is searched through the navigation Panel, at the same time a yellow line indicating the modified line is displayed on the data table. The user has ultimate control of what and where is modified.

### Delete a line from the data table.

To delete a line, the user has to browse with the arrow buttons of the navigation panel and after click the delete button.  After clicking this button, a notification message to assure the deletion of the line will appear. Click yes to confirm deletion.

## 9. Error Section

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The possible errors that can occur while generating the xml report are the ones of invalid data format while modifying directly the data table.

For each column of the data table there is a specific format. For this reason while modifying directly a cell of the data table's line it is possible to make a mistake. This is why it is useful to use only the **Encoding Box** to add/modify a line for an item.

Each time an error occurs in the data table it will be displayed to the user by a message box and a red colored cell will indicate where the error occurred. The user will be prompted to correct the error.

## Data Section

This section refers to the table below: (For means of ease the table is split in two, to fit the page)

This table is one and not two as displayed here but in fact there is a slight difference between these two parts.

	reportedLine				securityID						percentage quoted		units quoted		securityID	
LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Securities Type	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Name	Currency
Add a line																

issuerID		Debt supplements								Equity supplements				Reserved to Macro do not edit.
Country	Sector	Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon Last Payment Date	Coupon Rate	Dividend Amount (in % of reported amount)	Dividend Last Payment Date	Relationship Link	Shareholder Country	

Regularly the first part above refers to data captured with ISIN code. This means that when using the Encoding Box, after the user selects ISIN code, captures data and later saves these data, only the first part of this long table will have values as it can be seen below:

LineID	reportedLine				securityID				percentage quoted				units quoted		securityID				unitsID				unitsID				UnitsID
	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Securities Type	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Name	Currency	Country	Sector	Security Type	Units ID	Units ID	Units ID	Units ID	Units ID	Units ID			
1	XX	USD	1000000	F	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000			

On the other hand if there is not an ISIN code, all the values captured with the Encoding Box will be added in a line and as far as there are more values, the line is longer.

reportedLine										securityID		percentage quoted		units quoted		securityID		trussell		share registrars					agent registrars			Reported to SEC	
LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Securities Type	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Name	Currency	Custodian Bank Country	Securities Type	Issued Date	First Maturity Date	First Paid Date	Custodian Bank Country	Securities Type	Issued Date	First Maturity Date	First Paid Date	Relationship Link		Shareholder Link
1	1000000	XX	XXX	F	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000
2	1000000	XX	XXX	F	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000	1000000



Concluding, each line of the table has as many cells filled, as the data saved while using the Encoding Box.

### 1. Edit a line

If the user wants to modify a line of the table, there are two options:

1. Modify the cell in the table directly. (Not recommended)
2. Edit the cell by using the Encoding Box. (This option is recommended in order to avoid errors)



For the second option above there are two available actions:

- Click on the **Edit line** button. It's located in the first column of the table OR
- Click the Encoding Box button  and at the bottom of the interface there is a jump button  which indicates the line that the user would like to modify. By clicking it, each selected line's values will be displayed in the fields of the panel. After finishing any modification the changes have to be saved.



## 2. Add a line

In order to add a new line there are two options:

1. Click on the  button located in the first column of the data table
2. Click the Encoding Box  button and capture data for a new item.

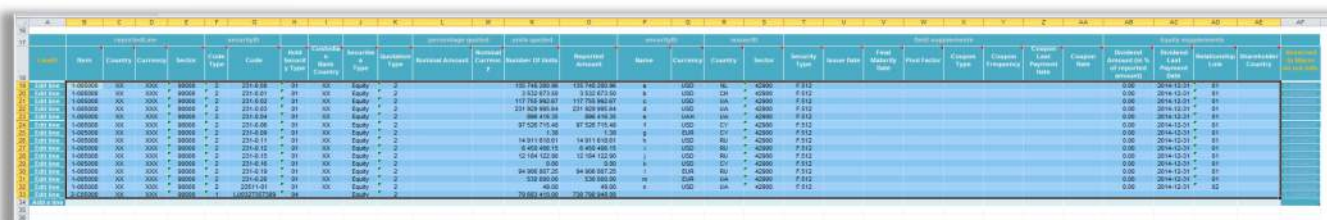
## 3. Paste data

The tool allows to paste a whole table in order to rapidly capture all the data in a fast way. This feature is interesting for customers who need to retrieve the data from another excel source or an old version of the tool, or even from a raw data TEXT file extracted from the main accounting system.

For the last case, it's mandatory to respect the exact same order of columns, but it can represent an interesting feature for customers who can succeed to extract all the data from the main accounting system in a text file with tabulation separator – This may requires a small IT intervention on the customer's side to configure this extraction of data, but this would then greatly help for the capture of these data in the TPTIBS Builder as only a "Copy/Paste" will be needed to capture all data. Jump directly to step 2 in this case.

### 1. First step : Copy data to a TEXT editor (only for data coming/copied from another TPTIBS Builder)

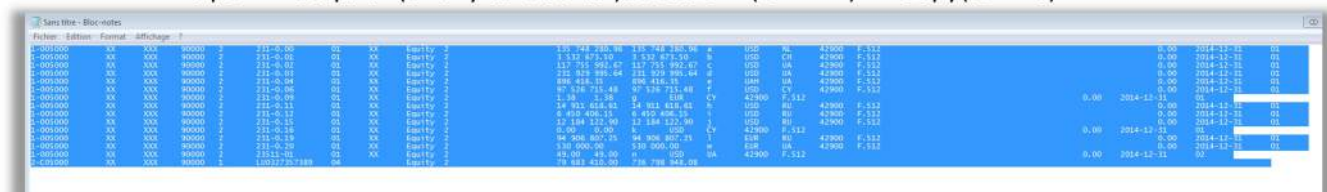
- Open "Notepad" (or any text editor)
- Select the range you need to copy, press (Ctrl+C) and after press (Ctrl+V) in the notepad to paste the data.



### 2. Second step : Select and copy raw TEXT data from text editor

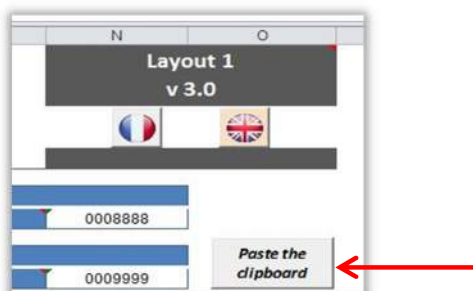
Note : the TEXT file can whether be the text file created at first step, or the extracted data file as described in the second paragraph of this chapter.

- Open "Notepad" (or any text editor) Select all : (CTRL+A) => Copy (Ctrl +C).



### 3. **Third step :** Paste the data in TPTIBS Builder.

- Select any cell in the TPTIBS builder
- The Button "**Paste the clipboard**" is enabled. Click on this button to paste the data from the clipboard in the TPTIBS table




- In the pop-up confirmation window Click "Clear table" or "Add to end" to paste the data from the clipboard in to the TPTIBS main table.



- The table will be filled with the selected data from the notepad.
- The user will receive a message box indicating that one line was not pasted successfully in the table – this warning message is normal as Notepad add one line at the end of the pasted data.

17		reportedLine				securityID				
	LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Sec T
18	Edit line	1-005000	XX	XXX	90000	2	231-0.00	01	XX	E
19	Edit line	1-005000	XX	XXX	90000	2	231-0.01	01	XX	E
21	Edit line	1-005000	XX	XXX	90000	2	231-0.02	01	XX	E
22	Edit line	1-005000	XX	XXX	90000	2	231-0.03	01	XX	E
23	Edit line	1-005000	XX	XXX	90000	2	231-0.04	01	XX	E
24	Edit line	1-005000	XX	XXX	90000	2	231-0.06	01	XX	E
25	Edit line	1-005000	XX	XXX	90000	2	231-0.09	01	XX	E
26	Edit line	1-005000	XX	XXX	90000	2	231-0.11	01	XX	E
27	Edit line	1-005000	XX	XXX	90000	2	231-0.12	01	XX	E
28	Edit line	1-005000	XX	XXX	90000	2	231-0.15	01	XX	E
29	Edit line	1-005000	XX	XXX	90000	2	231-0.16	01	XX	E
30	Edit line	1-005000	XX	XXX	90000	2	231-0.19	01	XX	E
31	Edit line	1-005000	XX	XXX	90000	2	231-0.20	01	XX	E
32	Edit line	1-005000	XX	XXX	90000	2	23511-01	01	XX	E
33	Edit line	2-C05000	XX	XXX	90000	1	LU0327357389	04		E
34	Add a line									

TPTIBS Builder: Information !

 Only 15 lines of 16 from the clipboard were copied in the table.

OK

# Excel options & Settings

The macros can be enabled or activated .Three scenarios are possible.

Screen shoots can change depending on your version of Excel – this documentation was done using Excel 2010.

## 1. Macros accepted

The file opens without any error message or warning.

→ Macros are accepted by default

If Excel displays a warning window "Cannot run the macro ..."

→ See the next point.

## 2. Macros disabled

The file opens but displays a warning message when a macro is executed.

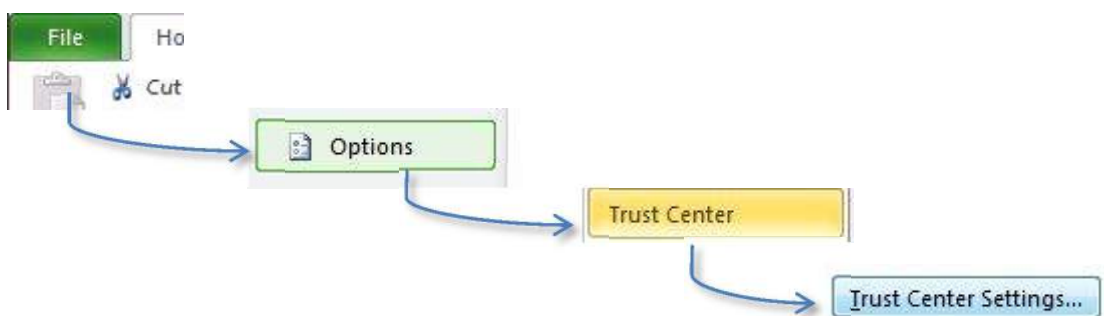
2 choices are possible:

→ Enable Macros in Excel.

→ Suggest activation of macros when opening the file.

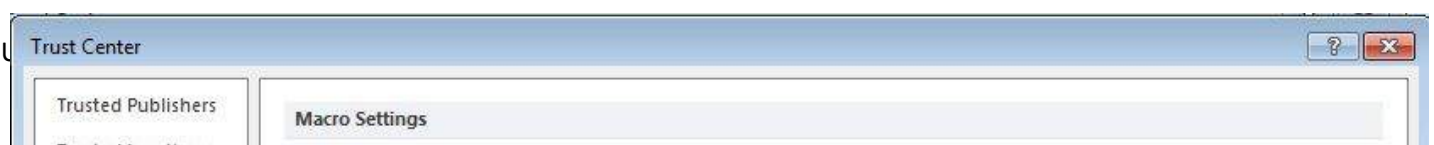
→ See the " Management Center of Excel confidentiality"

- Click on "File" in the top left tab.
- Click on " Excel Options ."
- Select " Trust Center "
- Click on "Trust Center Settings.. "



→ Enable macros by default:

- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.

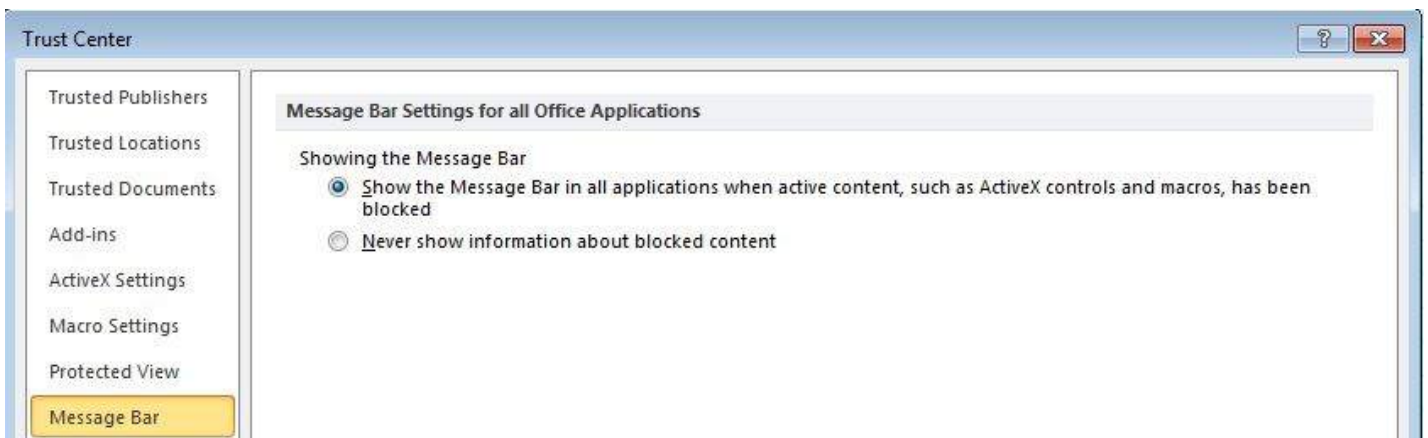
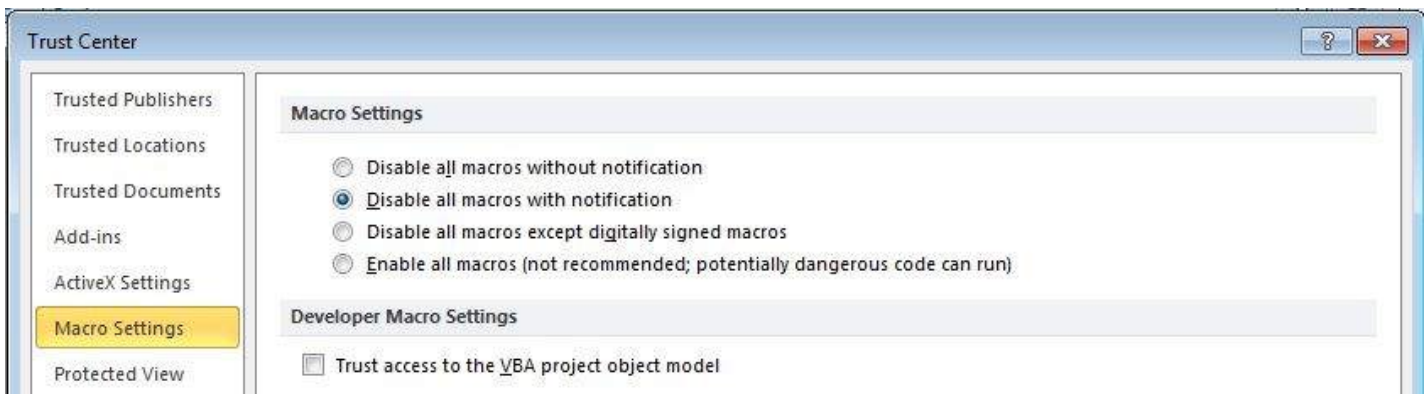




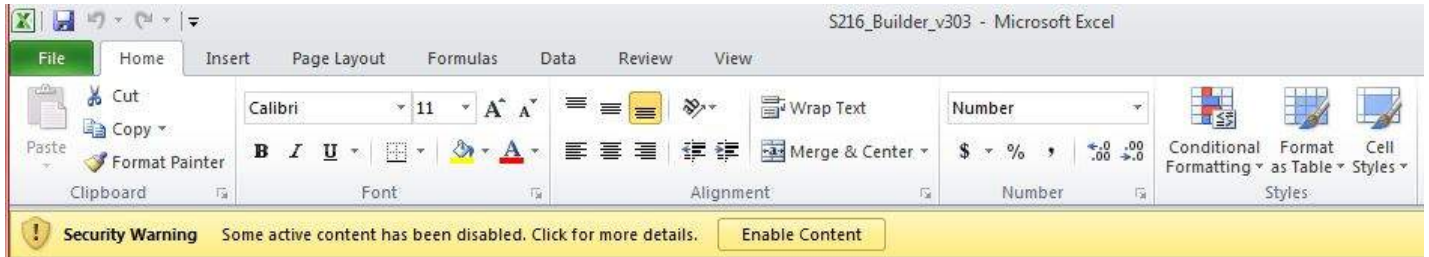
**! Caution: This option configures and enables by default all macros at this Excel installation.**

→ Enable Macros on request

- Select " Macro Settings " in the left column.
- Select " Disable all macros with notification ."
- Select " Message Bar " in the left column.
- Select " Show the Message Bar ...".
- Click "OK" twice.



→ The following message will appear each time you load a file containing macros



→ Message bar :

- Click on the " Enable Content " to enable Macros for the proper functionality of the S216\_Builder

**! This option will activate the macro each time you open a file.**

## 3. Invitation to allow macros

Excel is warning that the file uses macros and offers the possibility to enable them for this document. That's how Excel reacts by default or if the "Enable macros on demand" option was selected.

*Upon opening the file, shows the following message:*



Click « **Enable content** »



➔ Security Warning :

- Click on " Enable content ."
- Click on "Yes"