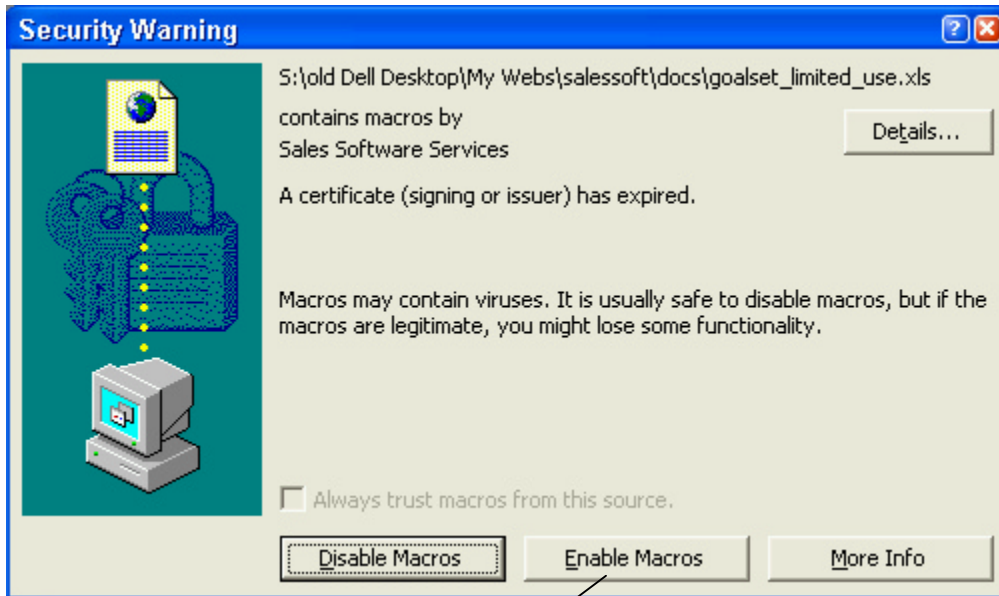
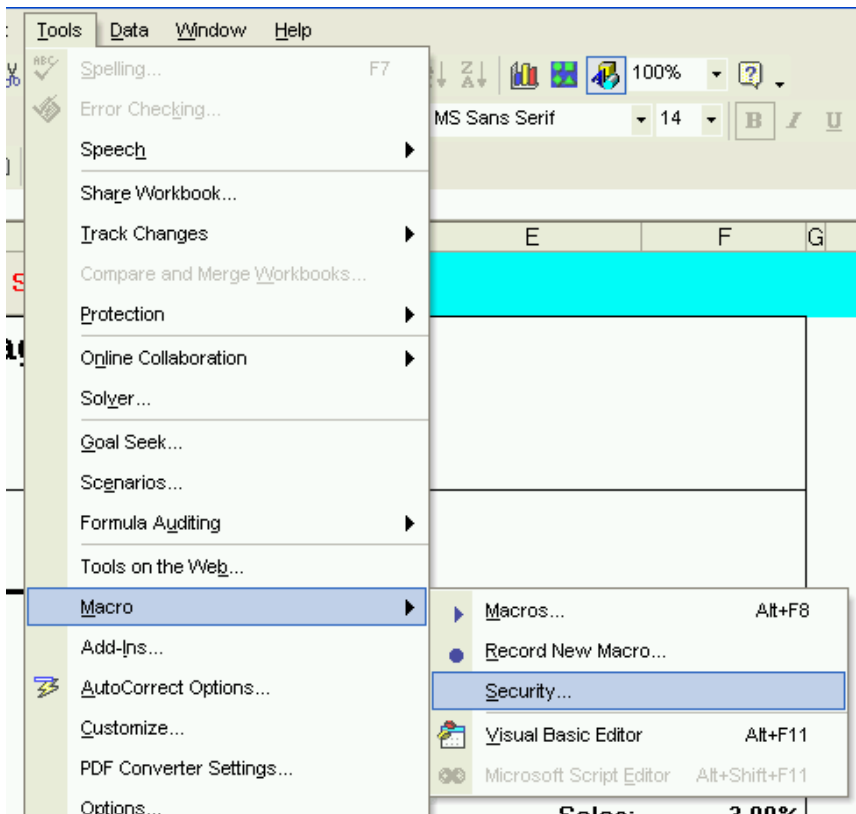


NOTE: IF YOU DO NOT SEE THE REFERENCE TO "Sales Software Services" YOU SHOULD NOT ENABLE MACROS. INSTEAD CONTACT US VIA EMAIL AT bcheneyjr@salessoft.com

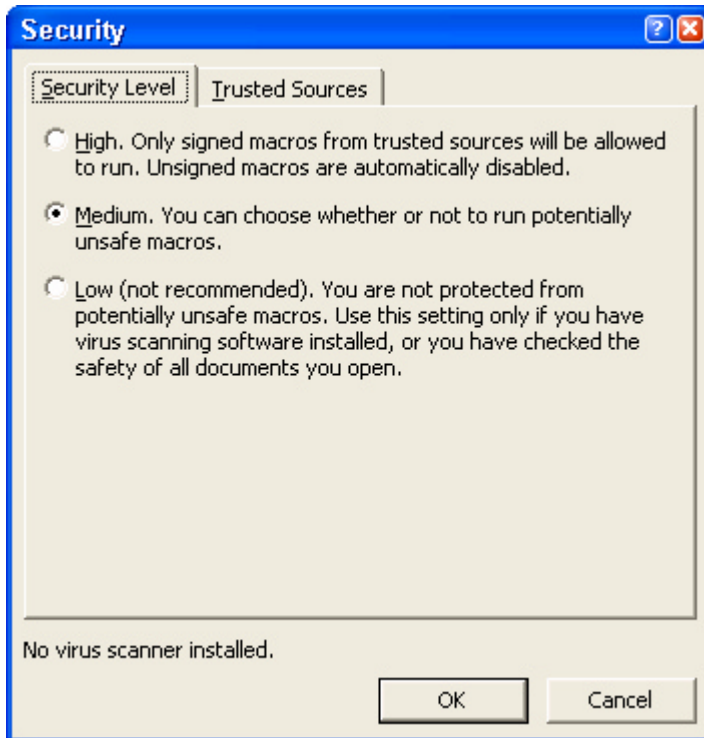


If you see this screen click enable macros. You are now ready to use Agent Goalsetter.

If you do not see the above screen, from within Agent Goalsetter go to "Tools" then "Macros" then "Security." PRE EXCEL 2007 (See instructions for Excel 2007 below)



Changing the security level to Medium will allow you to choose which spreadsheets should allow macros and which should not.



Change security to the desired level, click OK then close and reopen the Agent Goalsetter. You should now see the first screen which will allow you to enable macros.

Marco Security Settings in Excel 2007

Select "Options" from the Security Warning

The screenshot shows an Excel spreadsheet with a security warning dialog box open. The spreadsheet has columns A and B, and rows 3 through 22. The data in the spreadsheet is as follows:

	A	B
3	Office Info	Listing Info
4	Agent Name: [a	
5	Goal Year: 2005	
6	[your dba]	
7	[your dba]	
8		
9		
10	Income Goals:	
11		
12	Percentage from	
13		
14	Annual Income from	
15		
16	Average Sales Price	
17		
18	Average Commission	
19		
20	Dollar Commission	
21		
22	Agent Split	

The Security Warning dialog box is titled "Security Warning" and contains the text "Macros have been disabled." and an "Options..." button. The "Microsoft Office Security Options" dialog box is open, showing a "Security Alert - Macro" for a file from "http://salessoft.com/docs/goalset_limited_use.xls". The alert includes a warning that the digital signature has expired (6/28/2005) and offers two options: "Help protect me from unknown content (recommended)" and "Enable this content". The "Enable this content" option is selected. The dialog box also includes "OK" and "Cancel" buttons, and a link to "Open the Trust Center".

Change to "Enable this Content and click OK