

## **Installation Instructions**

This Scottish Antimicrobial Prescribing Group Primary Care Management of Infection Audit Tool will run in versions of Microsoft Excel 2003 upwards.

The following setting must be enabled so the reports can run update automatically:

### **1) Enable Macros**

#### Excel 2003

- Tools -> Macros -> Security
- Set security to 'Medium' or 'Low'

#### Excel 2007

- Click on 'Developer' tab
- Click 'macro security'
- Select 'Enable all macros'

### **2) Enable Automatic Calculations**

#### Excel 2003

- Tools -> Options -> Calculation
- Click 'Automatic'

#### Excel 2007

- Click on 'Formulas' tab
- Click 'Calculation options'
- Select 'Automatic'

For further assistance please contact Andrea Patton, SAPG Information Analyst,  
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