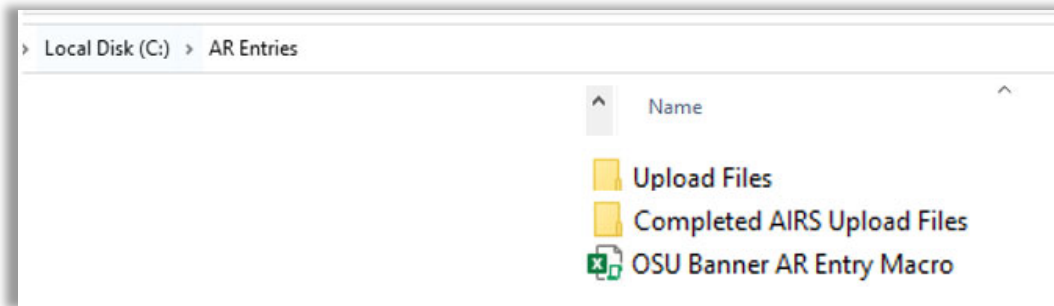


OSU Bursar Office  
OSU Banner AR Entry Macro Workbook  
Installation Instructions

To prepare for installation of the OSU Banner AR Entry Macro Workbook follow these steps:

1. Create a folder on your C: Drive
  - Name the folder AR Entries
  - The folder name must be typed exactly as indicated
  
2. Create a sub-folder inside the AR Entries folder
  - Name this folder Upload Files
  - The folder name must be typed exactly as indicated
  
3. Create another sub-folder inside the AR Entries folder
  - Name this folder Completed AIRS Upload Files
  - This folder is to store the text files that you have processed in AIRS
  - It is for your records and the folder name can be modified for your use
  
4. Copy the **OSU Banner AR Entry Macro** file (sent to you via Email) into the AR Entries folder

Your AR Entries folder should look like this:

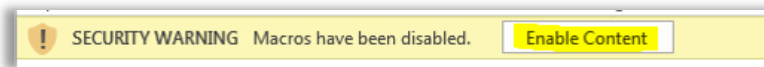


**Working with the OSU Banner AR Entry Macro file**

The first time you open the workbook you may get a message about the macros being disabled.

If you get this message click on the **Enable Content** button. Then save the workbook.

You should only have to do this the first time you open the workbook.



## Macro Workbook Blocked

The first time you open the workbook you may get a message about the workbook being blocked.

Macro enabled workbooks should only be opened from a trusted source. Because you received this file from OSU Bursar office, it is ok to open this file.

In most cases you can unblock macros by modifying the properties of the file as follows:

1. Right-click on the file and choose **Properties** from the context menu.
2. At the bottom of the **General** tab, select the **Unblock** checkbox and select OK.

