FD4CAST
Forecasting Excellence

TROUBLESHOOTING GUIDE

Contents

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Note: This Software will not work on Apple Products and/or spreadsheet applications which cannot run MS Excel macros.

The Excel Template must first be saved to a 'Trusted Location' in order for Macros to be enabled.

For Technical Support please contact:

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Welcome to FD4Cast!

We're thrilled to have you on board and excited to guide you through getting started with our software.

FD4Cast is a powerful Excel template with macros that will assist you in making insightful forecasts and analysing data.

Please first read the guide to saving FD4Cast to a trusted location and enabling macros before being able to use it properly.

It has 2 sections:

1. Saving FD4Cast to a 'Trusted Location'
2. Enabling Macros in Excel

Once you have done this you can explore the various features and functionalities provided by the software to create forecasts and analyse your data effectively.

For further assistance or detailed instructions on using specific features of FD4Cast, please refer to our comprehensive help guide available on our website at:

www.FD4Cast.co.uk/help

It will provide you with step-by-step instructions, tips, and explanations to make the most out of FD4Cast.

If you encounter any issues or have additional questions, don't hesitate to reach out to our support team. We're here to help you every step of the way.
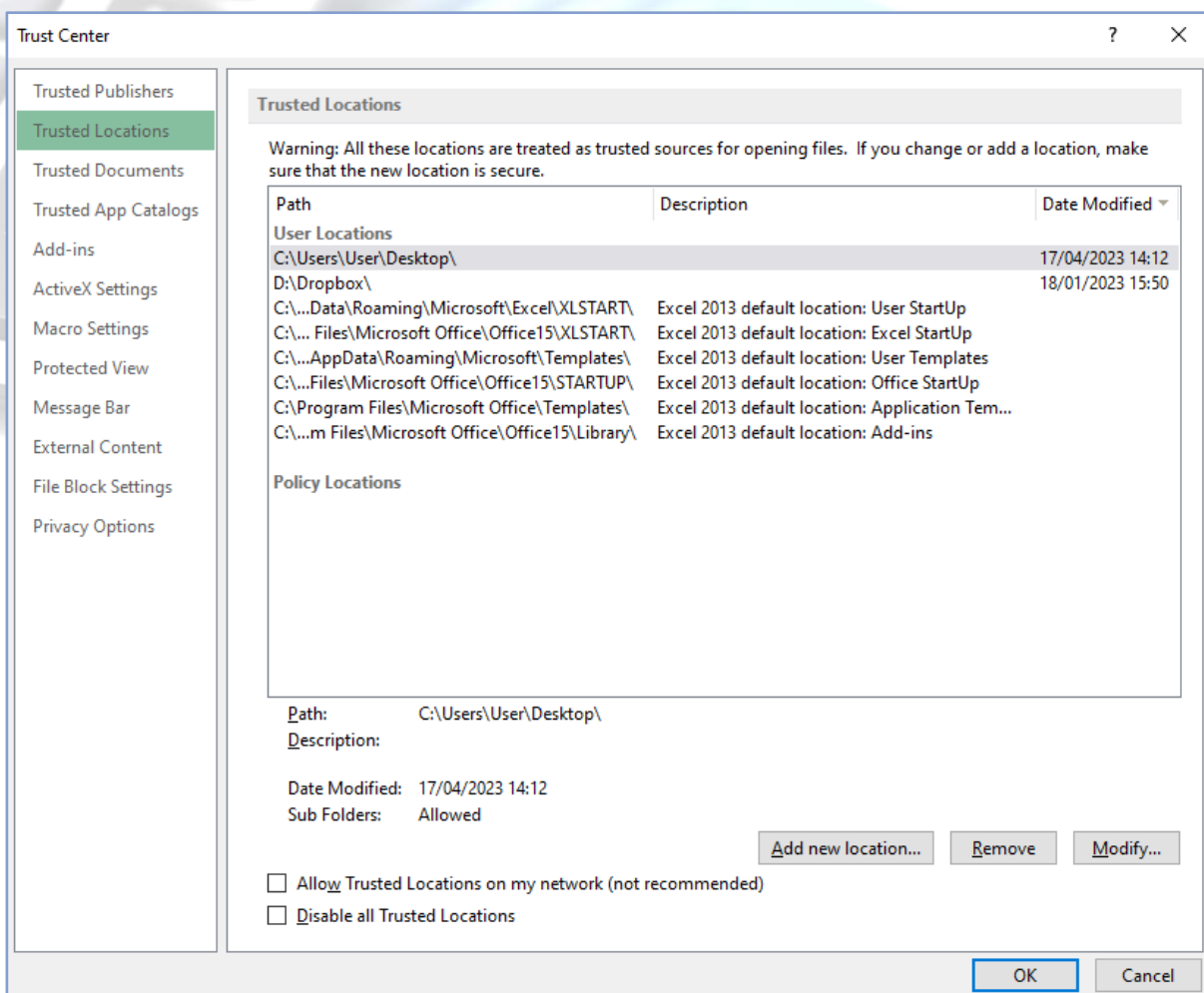
Happy forecasting with FD4Cast!

1. Saving the Excel Template to a 'Trusted Location'

To ensure a smooth experience, please follow the instructions below:

1. Before enabling the macros within the workbook, it is essential to save it to a trusted location on your computer. This step ensures the security and proper functioning of the macros. Proceed with the following menu options to reach the below screen:

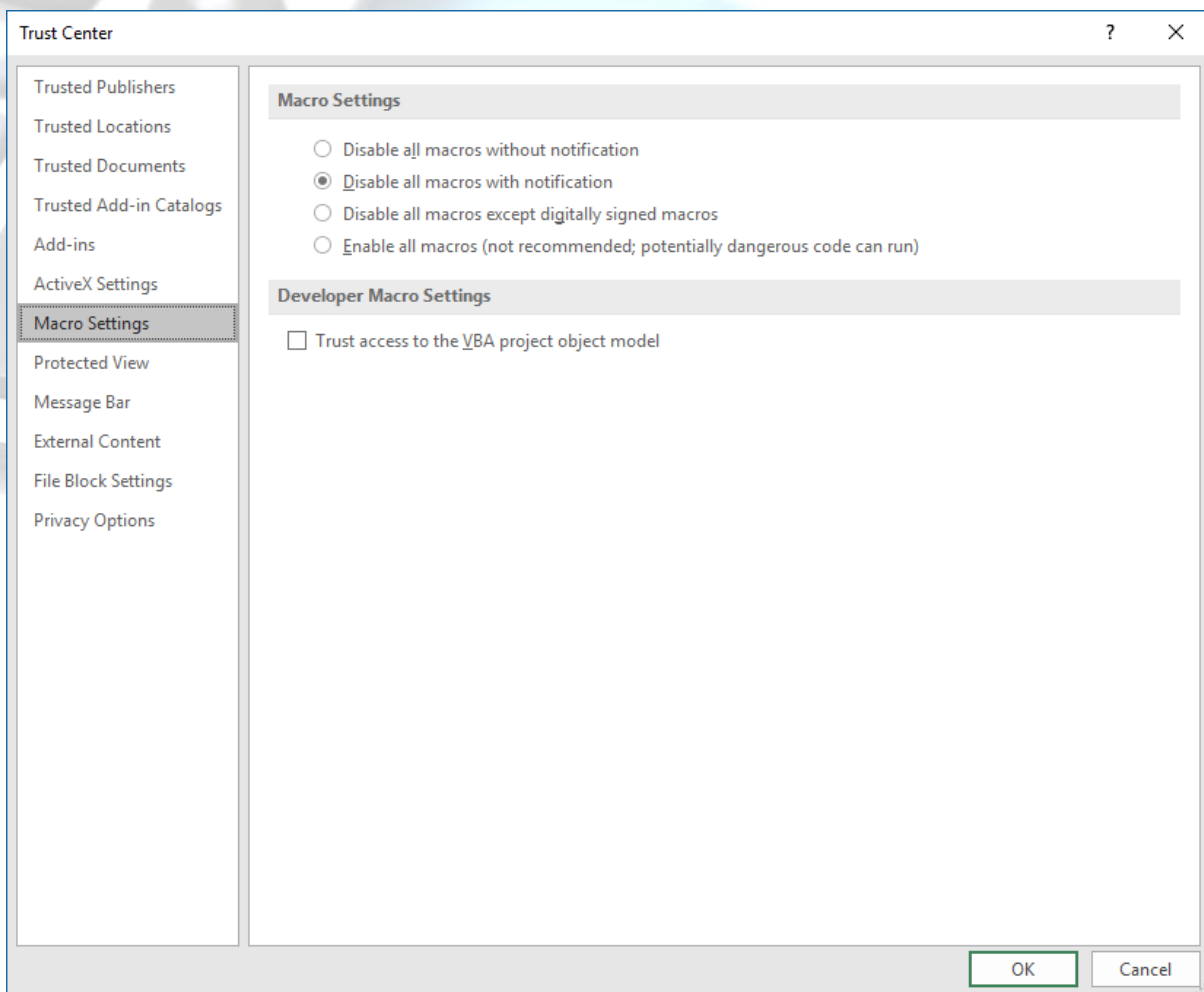   File -> Options ->Trust Centre -> Trust Centre Settings -> Trusted Locations

1. Click on the "Add new location" button.
2. Browse and select the folder where you extracted the FD4Cast Excel template.

2. Enabling Macros in Excel

In order for the buttons to work the Macros need to be enabled in the *Payroll Budgeter* workbook. If you do not already have Macros enabled, then the following instructions explain how to enable them in Excel 2016, noting the method will be similar for other versions of Excel. Proceed with the following menu options to reach the below screen:

File -> Options ->Trust Centre -> Trust Centre Settings -> Macro Settings

Select either:

- "*Enable all macros*"
- "*Disable all macros with notification*" and then click "Enable Content" when opening the workbook.
- Then close and re-open the *FD4Cast* workbook.