

**EXCEL FORM MUST BE DOWNLOADED BEFORE USE!!!!**  
**If you do not download the workbook, it will not work properly.**

**How to save the QC Data Report Form (Excel version) from the website**

1. Click the “*QC Data Report Form (Excel version)*.” Note: the “File Download” dialogue box will appear.
2. Click the “Save” button. Note: The “Save As” dialogue box will open.
3. Name the file with your laboratory number (Example: 301 QC Set 2, 2009.xls)
4. Save on your C drive. Note: the “Download Complete” dialogue box will appear.
5. Click Open. Note: the Security Warning box will appear.
6. Click *Enable Macros*. The UserForm will appear.
7. Click the “Input Data” button to begin entering your data.
8. Use the drop down menus to select your laboratory code, analytes, and kit/method codes.
9. Click the “Click to Validate” button after inputting data for each analyte to ensure all data is entered properly.

**How to email your excel workbook**

Once you have completed all your data entry, submit the workbook as an attachment to [csingleton1@cdc.gov](mailto:csingleton1@cdc.gov) Remember: Please submit your results by the November 1, 2009.

**Features of the QC Data Report Form (Excel version)**

- √ In order for the form to work effectively, you must be sure the “Enable macro” was selected.
- √ Be sure your security level is set to Medium.
  - To check the security level
    - In Excel, go to Tools
    - Select Macros → Security
    - The Security dialogue box will appear, select the tab labeled Security Level. Click *Medium*
    - Click “OK”
- √ Clear Button--- This will remove all data on the form. This will not remove any previously saved data.
- √ Save Button – This will save all data entries.
- √ Close Button --- This will close the Data Entry form and take you to the Start up Screen.
- √ Print Button --- This will allow you to print the current information on the screen.
- √ Click to Validate— This will save your data, check for duplicate dates, check for method codes, and check the date range.

## Trouble shooting with QC Data Report Form (Excel version)

### **I am getting a run-time error, “could not find specified object.**

You will need to check the formatting of your dates. If it is not **MM/DD/YYYY**, you will need to enter the correct format.

### **I opened the Excel form from the website and got a “Run time Error ‘9’ Subscript out of range, why is this occurring?**

You did not download the Excel file to your PC. Please save the file to your hard drive.

### **I opened the Excel file from the website but the form will not allow me to enter data or tab, why is this occurring?**

You did not download the Excel file to your PC. Please save the file to your hard drive.

### **How to edit/update data on the form?**

From the analyte drop down list, select the analyte you wish to edit.

Make the appropriate changes and Click “Save” or “Click to Validate” button.

### **How do I know the data is saved?**

Go to the *Analyte* drop down menu; select the analyte for which data was entered. The information you entered will automatically populate the form.

### **I hit the “Save” or “Click to Validate” button before printing my data. How can I retrieve my data?**

Go to the *Analyte* drop down menu,

Select the analyte you want to print. Note: The form will automatically populate with your data.

Click the **Print** button.

### **What does the Clear button do?**

When the clear button is clicked, it will remove all data on the form. It **will not** delete previously saved data.

### **I am getting Compile errors when I try to run the workbook.**

Problem: **Compile error: Can’t find project or library.**

**Compile error: project can’t be loaded**

**Compile error: can not find object or library**

**Solution:** Contact your System Administrator. Your Administrator can correct the problem by accessing the Visual Basic Editor.

Once in the Visual basic editor mode, the Administrator can click Tools.

Go to References (a dialogue box will appear)

Check the following references:

- Visual Basic for Applications
- Microsoft Excel 11.0 object library
- OLE Automation
- Microsoft Office 11.0 Object library