

INSTRUCTIONS FOR OPENING COMMUNITYFLU 2.0

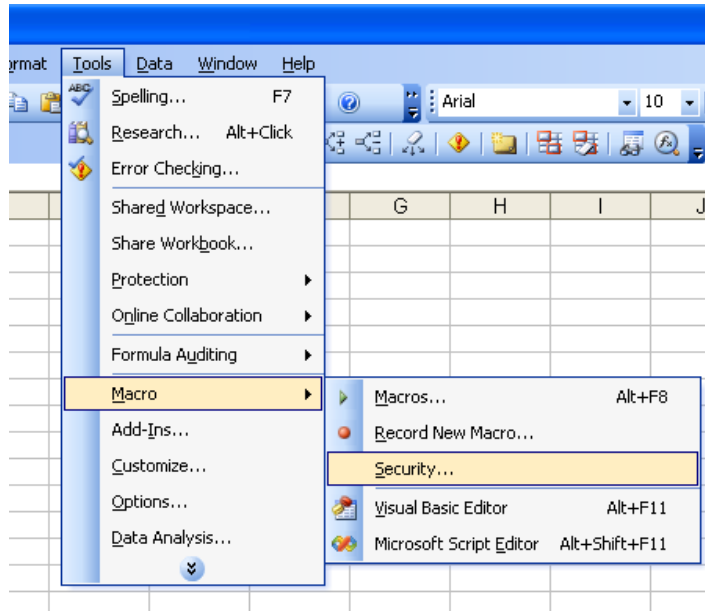
Before starting CommunityFlu, you must change Excel's security level, as described below when using Microsoft Excel 2003:

- 1). Open a blank Excel spreadsheet.
- 2). Click Tools and then click Macro, choose Security.
- 3). Set Security Level to Medium.
- 4). Click OK. You are now ready to open CommunityFlu (once you have downloaded the program – see below).
- 5). Select the “inter_call” file from the CommunityFlu folder off the C:\ drive.
- 6). When asked to Disable Macros or Enable Macros, click Enable Macros.
- 7). When asked to Upside or Don't Upside links, click Don't Upside.

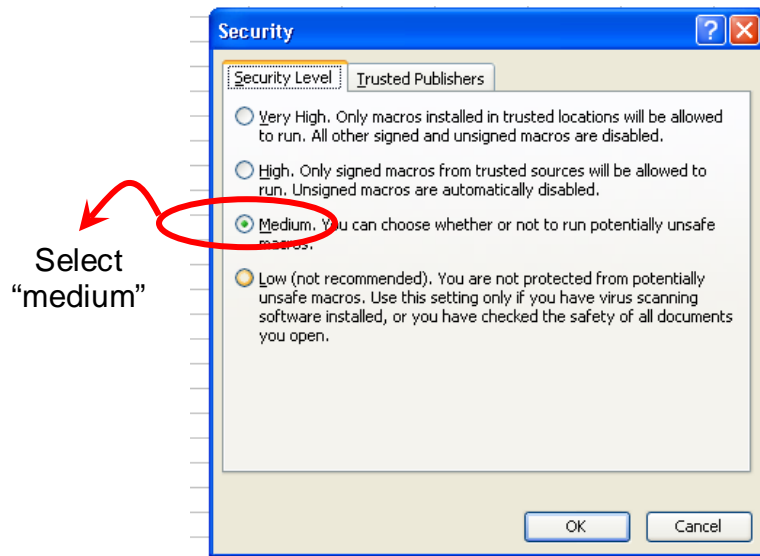
Load and start

Before loading and starting CommunityFlu 2.0, you must make sure Excel's security level is set appropriately. Because CommunityFlu uses Excel macro technology, you must first do the following steps:

- 1). Open a blank Excel spreadsheet. You **must** open a **blank** Excel spreadsheet to change the security level. Changing security level with CommunityFlu open will not allow the software to work.
- 2). Click Tools and then click Macro, choose Security (as in the diagram below)



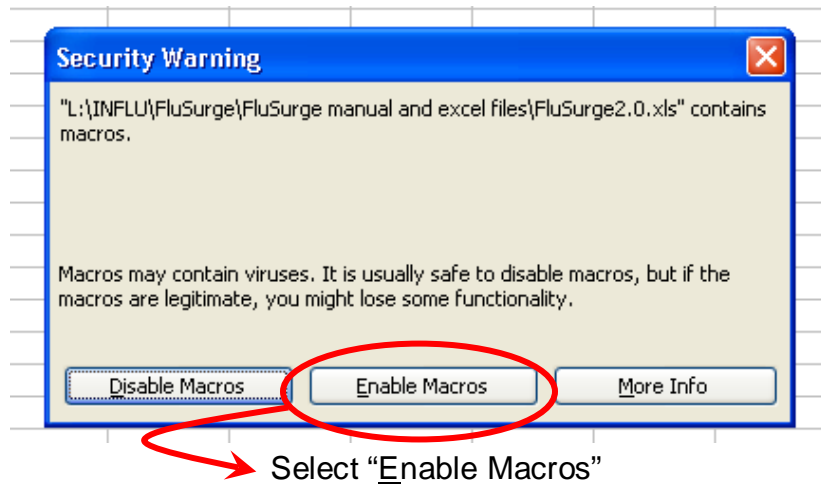
3). Set Security Level to Medium. (See diagram below)



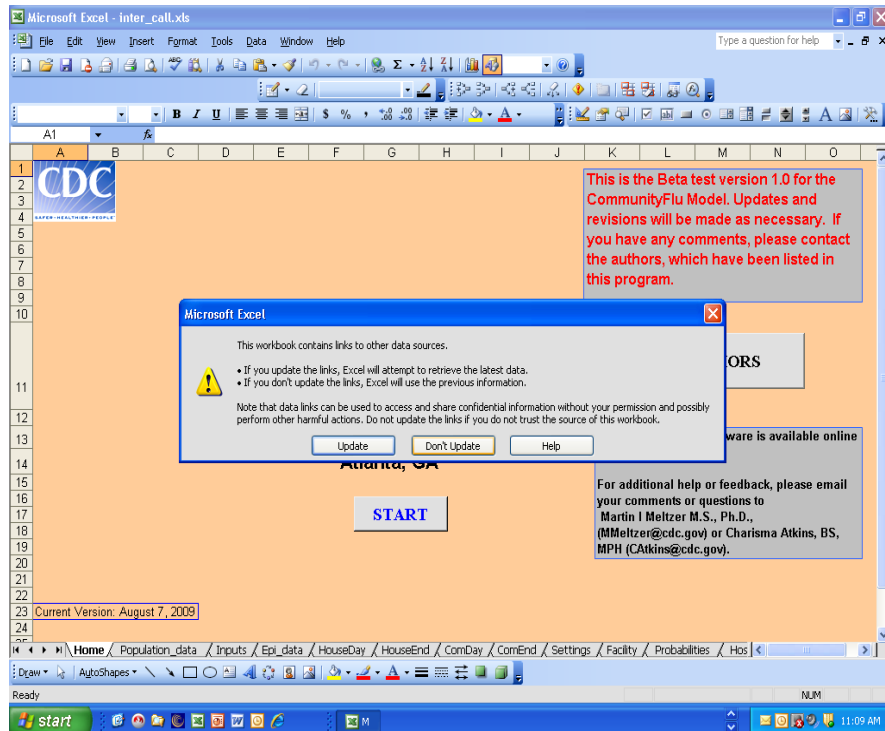
4). Click OK. You are now ready to open CommunityFlu 2.0.

5). Select the "inter_call" file from the C:\CommunityFlu folder, and double click to open the file.

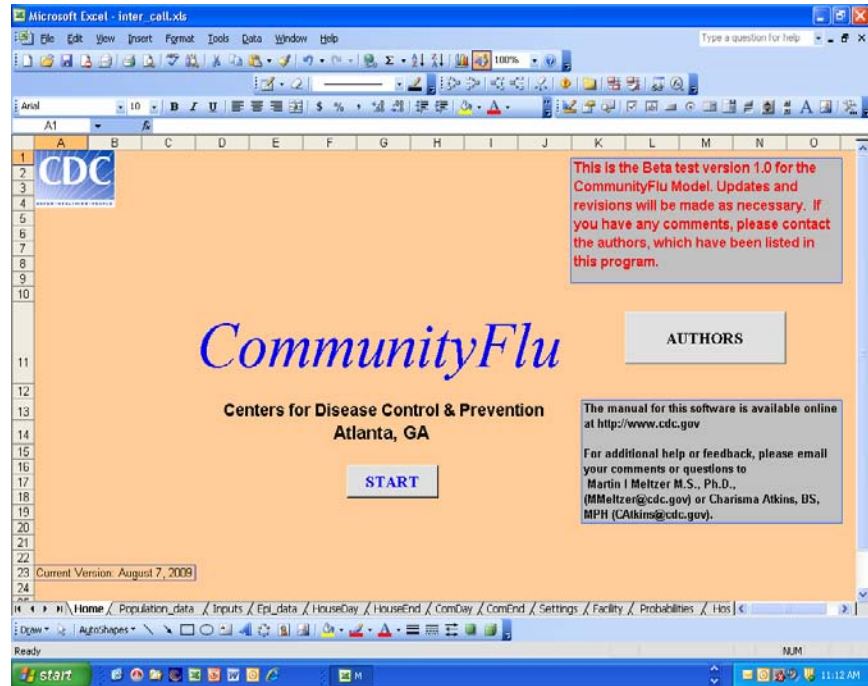
6). When asked to Disable Macros or Enable Macros, click Enable Macros. (see diagram below)



7). Once you have selected "Enable Macros," the software will ask if you would like to update the links. Select Don't Update




8.) CommunityFlu 2.0 will quickly load and you are ready to click the “Start” button to begin running the CommunityFlu software.



The following set of instructions must be followed in order to operate CommunityFlu 2.0 in Microsoft Excel 2007:

Changing the Excel 2007 Macro Security Levels

- 1). Open a blank Excel spreadsheet.
- 2). Select the Developer Tab on the far right side of the toolbar
If Developer Tab is not displayed, then:
 - a) Click the Microsoft Office Button  , and then click the Excel Option button
 - b) Select the Popular tab in the Excel Option Menu, and then check the box next to the command “Show Developer Tab in the Ribbon”
- 3). Select the command Macro Security in the Code Menu Box
- 4). Click the Macro Setting Tab and select the “Enable all Macros” option

Opening CommunityFlu 2.0 Software

- 1). Open a blank Excel spreadsheet. You **must** open a **blank** Excel spreadsheet to change the security level. Changing security level with CommunityFlu open will not allow the software to work.
- 2). Once the security warning appears, you must select the command Options.
- 3). A security alert appears, detailing a list of issues that could affect the CommunityFlu 2.0 software program.
- 4). Select “Enable this content” in all Security Alert Boxes.
- 5). CommunityFlu software 2.0 will quickly load and you are now ready to click the “Start” button to begin running the software.