

Downloading the Template

Save the template file (**BiWeeklyTimesheet.xlt**) to your Microsoft Templates folder. This will make it available from inside Excel when File->New is selected. Alternatively, rename the template to a worksheet (**BiWeeklyTimesheet.xls**) and place it in a working directory of your choice. The Microsoft Templates folder is found in the following directory:

C:\Documents and Settings*<username>*\Application Data\Microsoft\Templates

Instructions for ANZUS Technology Inc. timesheets:

1. These have been tested on MS Office 2000 SP3 and MS Office 2003.
2. There are two timesheets available, one with macros and one without macros. The macro version is the best to use as it has error checking and handles expense reports. Most consultants and employees will not need to file expense reports so you can't use or enable macros on your workstation, then the non-macro version is the timesheet that should be used.
3. When opening the spreadsheet, if you get an error message regarding macros, or the buttons don't work, you may have to change Excel security settings. To enable use of Excel macros on your computer, close the spreadsheet if open, then select Tools -> Macro -> Security. Set security to Medium or Low. With Medium you will be prompted by a dialog box each time the spreadsheet is opened and you should choose "Enable Macros". Re-open the timesheet. Check if the buttons now work.
4. Another potential error is mistaken references. If there is a problem running the spreadsheet, try this. Enter Alt-F11. Select (double-click) the **ANZUS_Timesheet** project. When prompted for a password, enter "anzus". Select Tools -> References from the menu. If there are any references checked "MISSING" (as in the illustration below), uncheck them.
5. Any other problems: please describe them in detail and <mailto:support@anzustech.com>.

