

User guide

As you open either file you'll normally see a security message that asks you whether to enable macros. You'll need to enable macros or change the macro security level within the Excel programme in order to continue.

For Excel 2003 users, try this solution:

Go to the "Tool" menu in Excel>> Select "Options">> Select the "Security" tab>> Click on the "Macro security" button>> In the "New message" window select the "Security level" tab>> Change the security to "medium".

If you're still having problems then please call 0800 358 676 and ask to speak to the EECA Products team and we'll do our best to assist you over the phone.

1. Once the spreadsheet is opened, we recommend that you click on the "Help with this form" button. This section contains information about how to use your keyboard to quickly complete the form.
2. Enter the name of the person completing the form
3. Select the "Click here to enter information" button and a form will appear above the worksheet.
4. Select the Brand
5. Select the Model
6. Complete the "Discontinued declaration" section
7. Complete the "Total sales this year", "Total imported this year" and "Total exported this year" section
8. Click on the "Add this line" button. The information you have entered will appear on the worksheet. The cursor will automatically return to the model field ready to complete the next entry. This means you won't need to add your brand for each model.
9. Once you've entered in data for all brands and models, close the form.
10. Save your work, attach it to an email and return it to regs@eeca.govt.nz by 1 August 2008

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