I opened a new Option B PRL form in Excel, but the spaces for name, certification ID number, report year, etc. are not filled in. What should I do?

There are two main reasons for that information to <u>not</u> appear in the Excel workbook:

- Macros are not enabled. See Enabling Macros in Excel for more information.

- You opened the blank Option B workbook directly, rather than using the Option B program. Therefore the Control Center was not opened, so the contact and identifying information you should have entered there was not available. Please use the Option B program to access the Excel workbooks.

When you start the Option B program, the Control Center displays. You should enter contact and identifying information into that form. The spaces in the header area of the Excel workbooks (for name, certification ID number, etc.) are filled by the program using the data you entered in the Control Center.

You <u>can</u> enter some identifying information directly on the Excel workbook without going through the Option B program and the Control Center. However, you cannot enter the report year or any contact information. Using the Option B program to open the Option B workbooks is more effective.