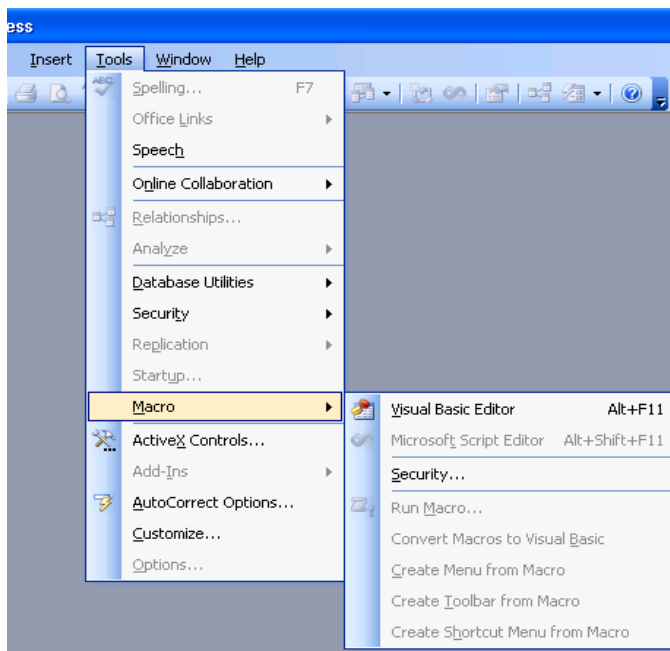
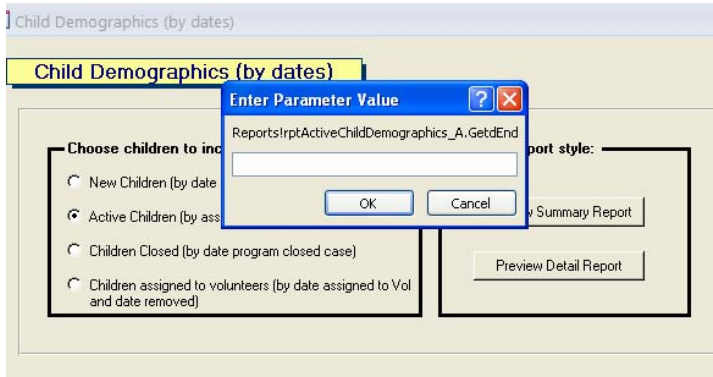


Changing Macro Settings



If you are getting one of the following messages when running reports—“unsafe expressions” or “enter parameter values”—you may need to change your macro security settings in Microsoft Access.

FIRST—Check which version of Microsoft Access you are using.

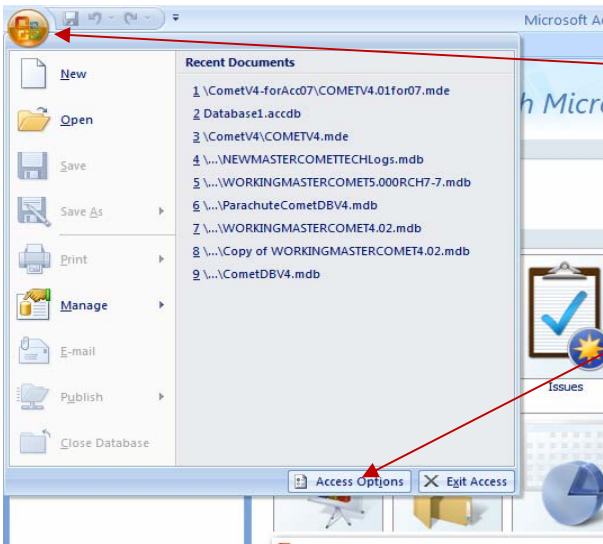
For Access 2003 users, you will need to change your Macro settings in Access on your toolbar.

- Open Access (not COMET). On the Tools menu, point to Macro, and then click Security.
- In the Security dialog box, select the Low setting. Close Access and reopen COMET.

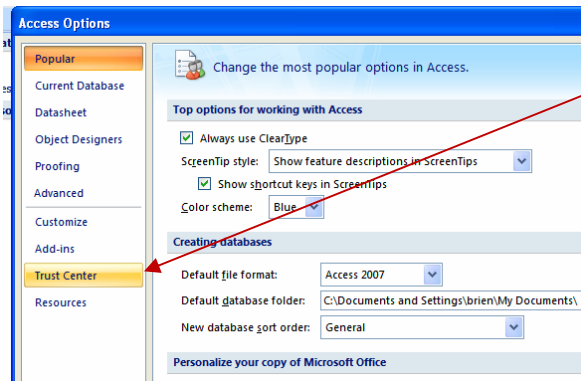
For Access 2007 Users

First, make sure you are using Version 4.01 for Access 07. If you are not using this version go to CASAnet Private and download this version.

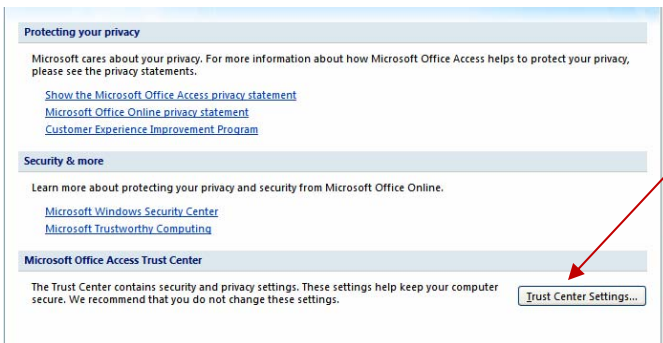
- If you are using version 4.01, close COMET and open Access 2007.



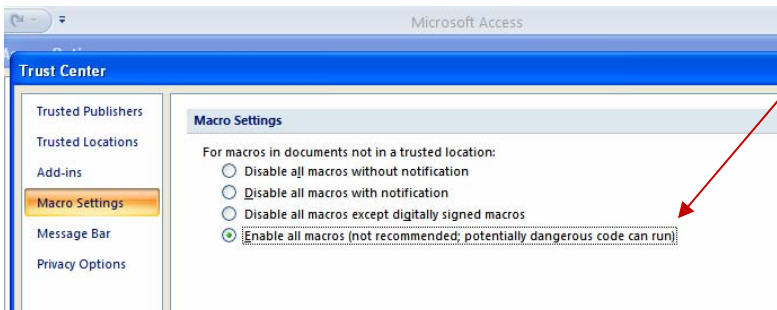
- Click on the Office button in the upper left corner.
- Click on Access Options at the bottom right.



- Click on Trust Center to change your macro settings in Access.



- Click on Trust Center Settings.



- Select Macro Settings—Enable all macros.

Microsoft website about macro security:
<http://office.microsoft.com/en-us/access/HP010379431033.aspx>