

Installation instructions

Minimum requirements

The *Biennial Transparency Report (BTR) guidance and roadmap tool* is an excel-based tool that runs in **MS Excel 2016 and subsequent releases**.

One of the objectives of the tool is to generate a roadmap as a Gantt chart, a bar graph that illustrates the schedule for the preparation of the BTR. To produce this chart, the tool uses libraries that require **internet connection**. The tool provides several documents that require a **PDF viewer/Adobe Acrobat Reader/Chrome or Edge** web browser (not Internet Explorer).

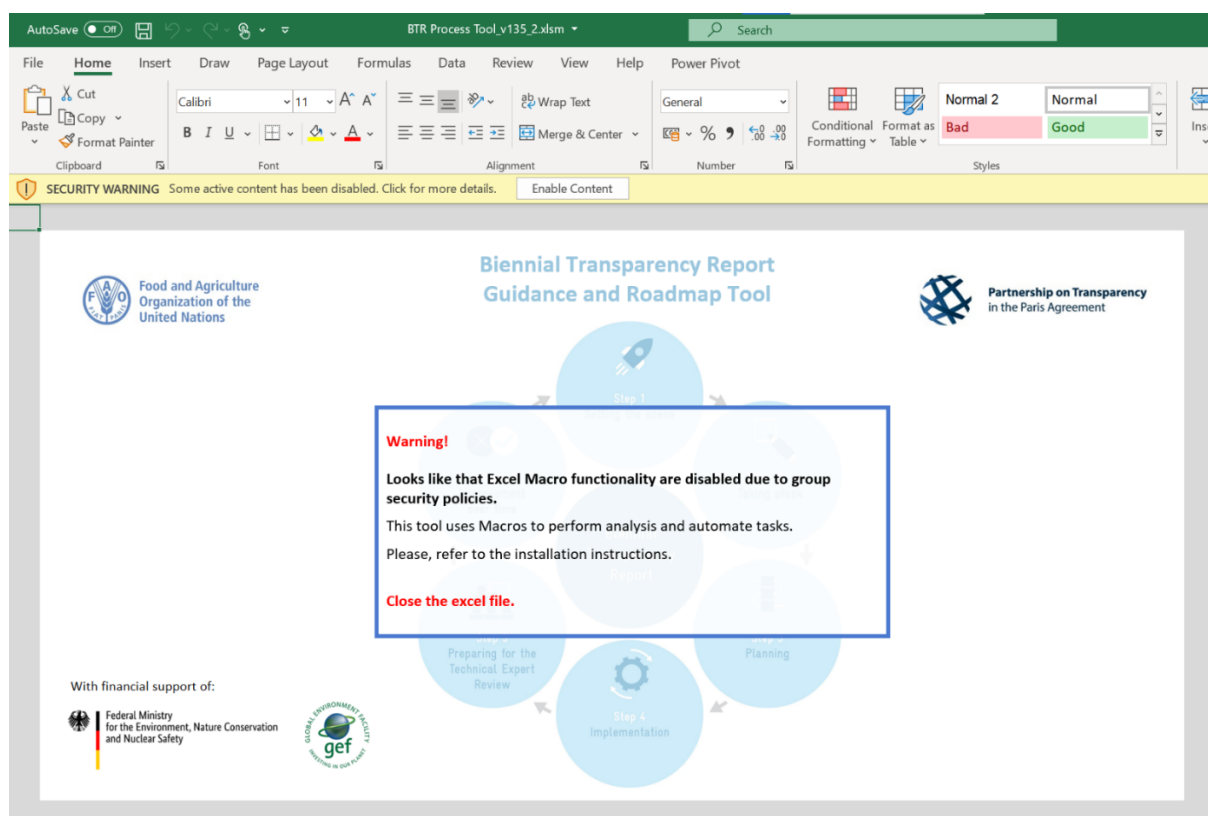
Please make sure **you DO NOT run the tool from a cloud-synced folder**, such as OneDrive or DropBox, as it could encounter some technical problems. Rather, **ensure to copy/move the folder *BTR Guidance and Roadmap Tool*** (resulting from the unzipping of the file distributed) **under a main hard drive**, such as C:\.

Running the tool

The tool contains macros (i.e. code written in Visual Basic for Applications) to automate and perform certain tasks. In some computers, all macros are disabled in Excel by default to protect from malicious code. **The macros contained in this tool do not represent a risk to your computer.**

Double click on the .xlsm file in the ***BTR Guidance and Roadmap Tool*** folder to launch the tool. Should you get a security warning that “active content” (i.e. macros) has been disabled, click on the ‘**Enable Content**’ button to enable the macros. In some cases, this is already sufficient to run the tool (the warning box at centre page disappears), thus **the remainder of this document can be disregarded**.

When the warning box remains on screen, **close the Excel file** and **open a new Excel session with a blank sheet**.




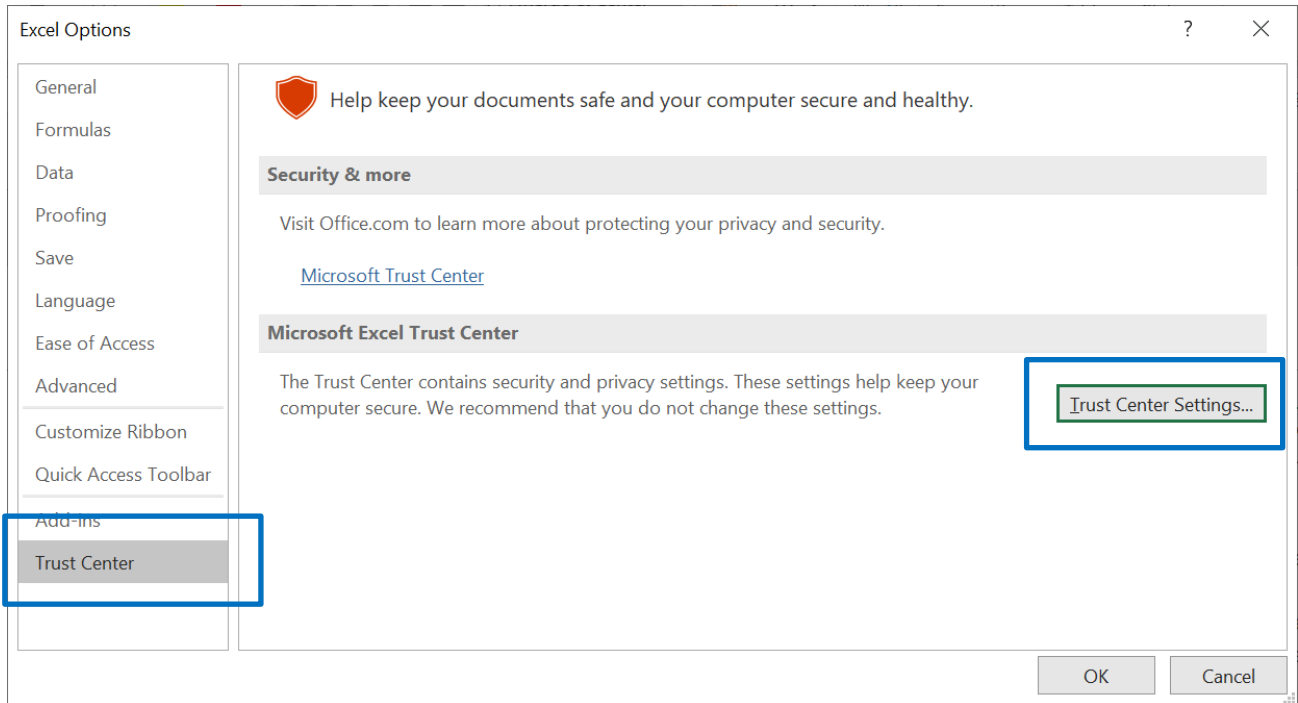
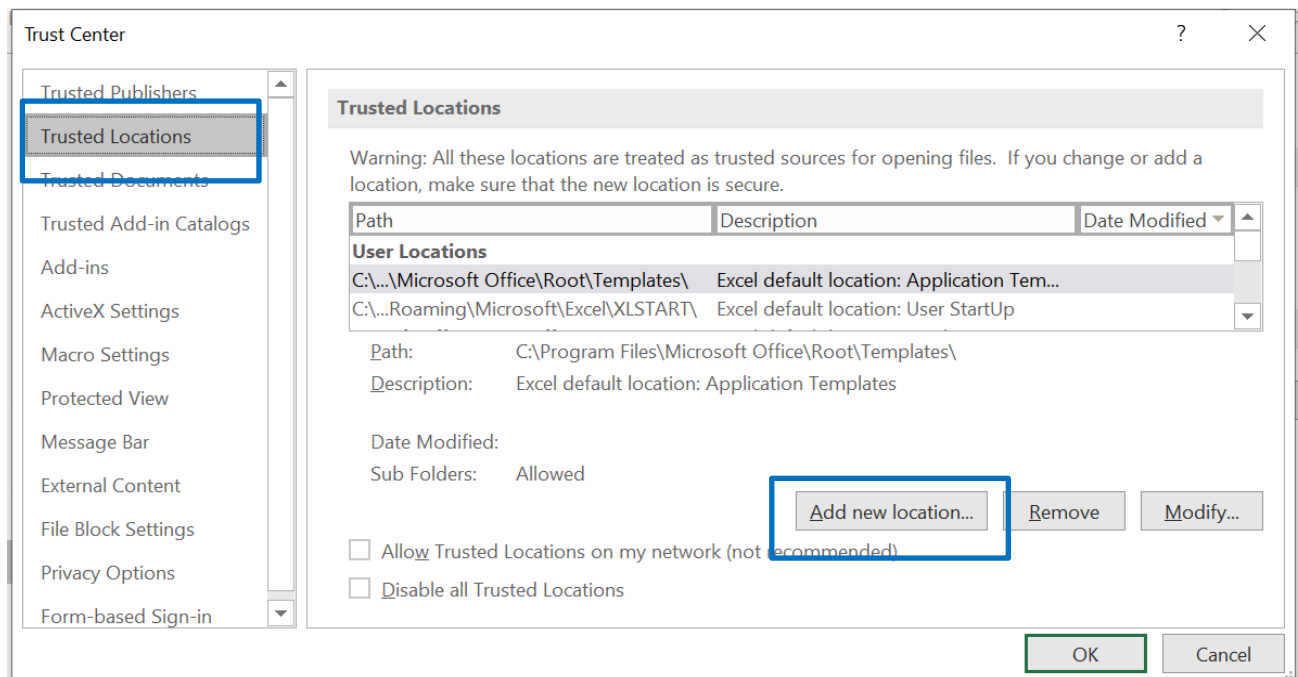
1. Select the **File** tab and then click **Options** (if you're using Excel version 2010 or later) or Microsoft Office Button  (if you're using Excel 2007). The Excel Options dialog box appears (fig.1).
2. Select **Trust Center** in the sidebar to the left, and then click the **Trust Center Settings** button to the right.

Figure 1: Excel Options dialog box



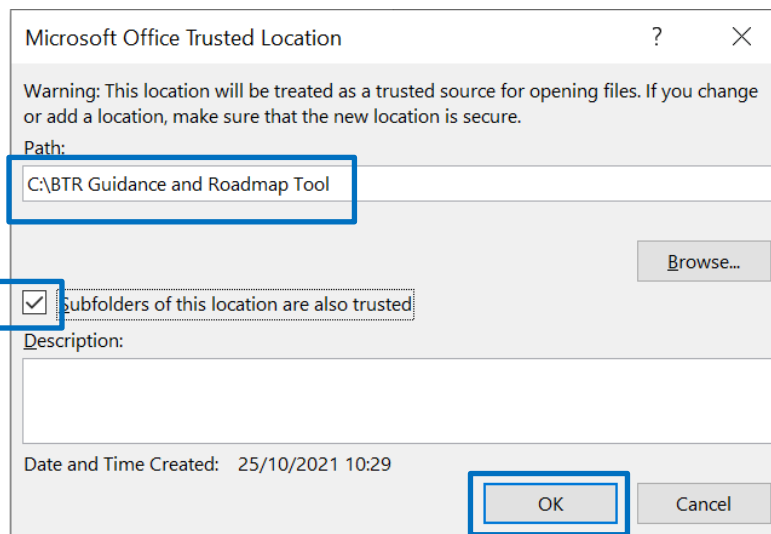
3. Select **Trusted Locations** from the sidebar to the left (fig. 2) and click on **Add new location** button to the right.

Figure 2: Trust Center



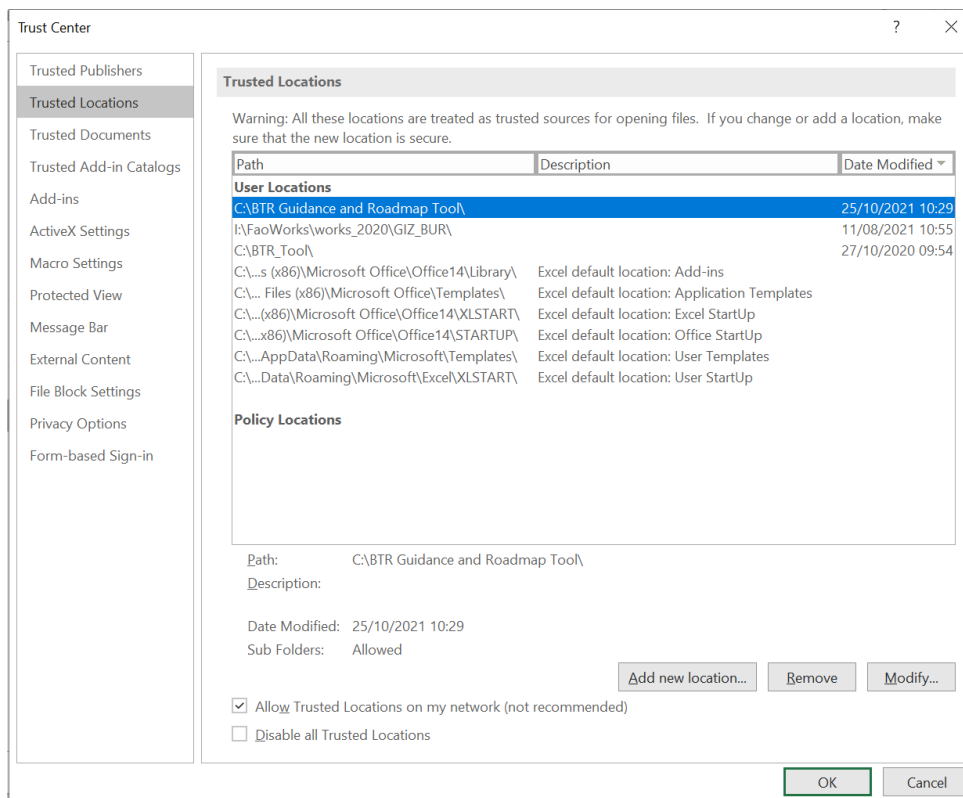
4. In the trusted location windows (fig. 3), **type in** or browse to the full path of the folder where the tool (.xlsm file) is located (e.g. C:\BTR Guidance and Roadmap Tool\), then **select the “Subfolders of this location are also trusted” checkbox**.

Figure 3: Trusted location window



5. Press OK to see the new location among the trusted ones (fig. 4).

Figure 4: list of trust locations in your pc



6. Press OK.
7. To complete, press OK again and close Excel.
8. Now you are ready to launch the tool (file .xlsm) again.

In case you experience some technical problems, kindly contact:

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