# Smart FIR Support Memo

Cannot Run Macro – Macros Blocked or Disabled

The FIR template (Smart FIR) and the FIR Registration application are both macro-enabled Excel files (.xlsm) which have been digitally signed for security. In order for these applications to function, macros must be enabled.

Upon opening either of these applications, you may receive an error similar to the one below, indicating that Excel cannot run the macro and that "macros may not be available in this workbook or all macros may be disabled."
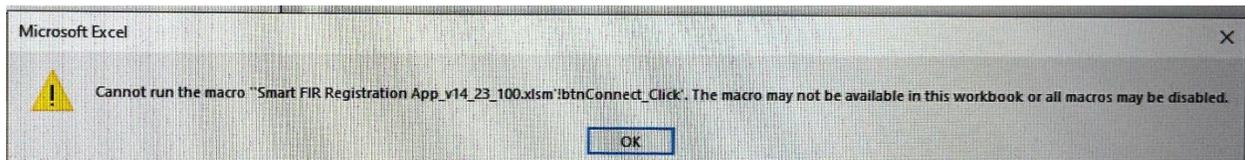
Or you may see the following:

There are two reasons why you may be receiving these messages:

1. Macros have not been enabled within Excel.
2. Microsoft has blocked macros from running in Excel.

For more information contact FIR@ontario.ca

1. Macros have not been enabled within Excel

To determine whether macros have been enabled, check your Trust Center Settings. The Trust Center can be reached by navigating as follows:

File --> Options --> Trust Center --> Trust Center Settings
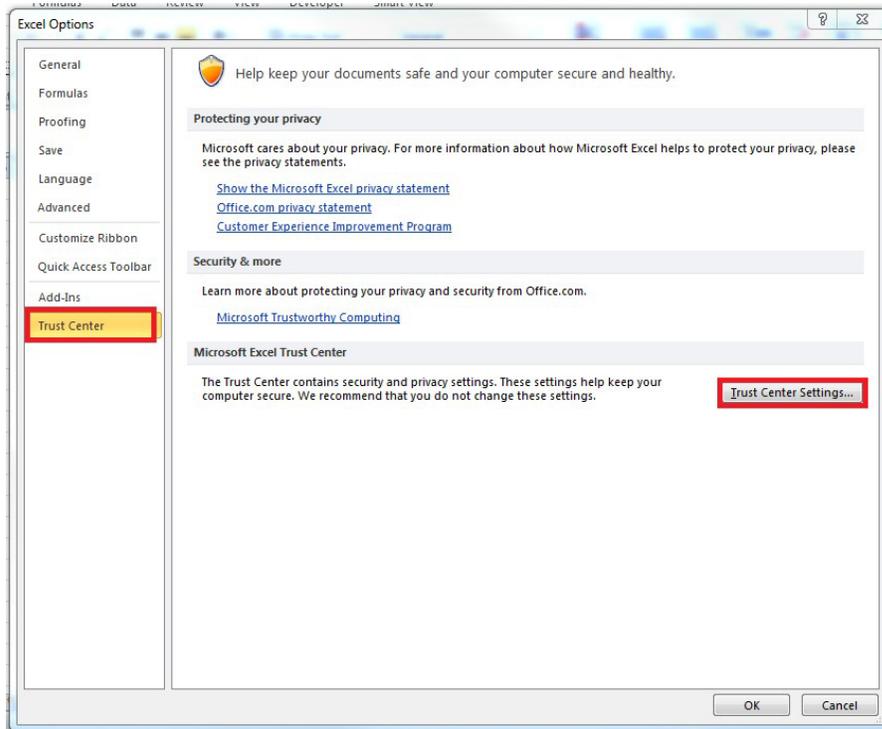
To enable macros to run, you may select either **Disable VBA macros with notification**, **Disable VBA macros except digitally signed macros,** or **Enable VBA macros** (often disallowed by I.T. security policies)

The FIR template and all macro enabled Excel files posted on the FIR website are digitally signed for your protection.
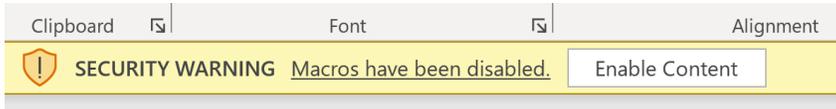
For this reason, our recommended setting is "**Disable VBA macros except digitally signed macros**"

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If this setting is selected, you will see the following when you first open a macro-enabled Excel file:

Clipboard		Font		Alignment
⚠️ SECURITY WARNING Macros have been disabled.		Enable Content		

Click on **Enable Content**.

Security Warning   ?   ✕

🛡️ **Do you want to make this file a Trusted Document?**

This file is on a network location. Other users who have access to this network location may be able to tamper with this file.

What's the risk?

☐ Do not ask me again for network files   [Yes]   [No]

When prompted with "**Do you want to make this file a Trusted Document?**", click "Yes".

If the macro code does not possess a valid digital signature, the option to enable it will not be provided.

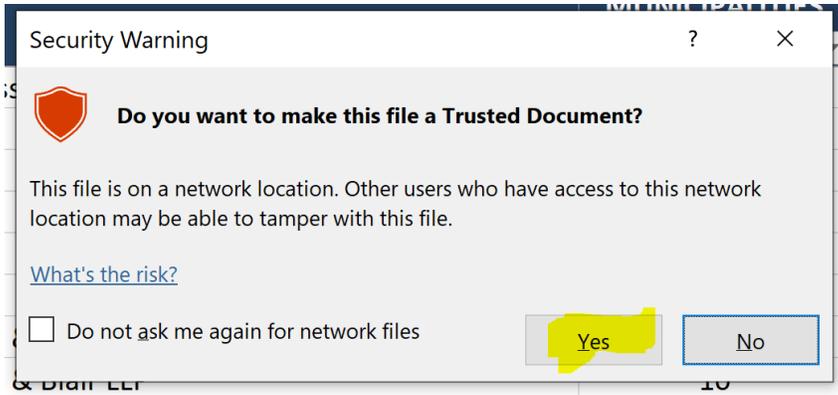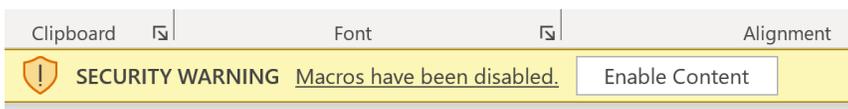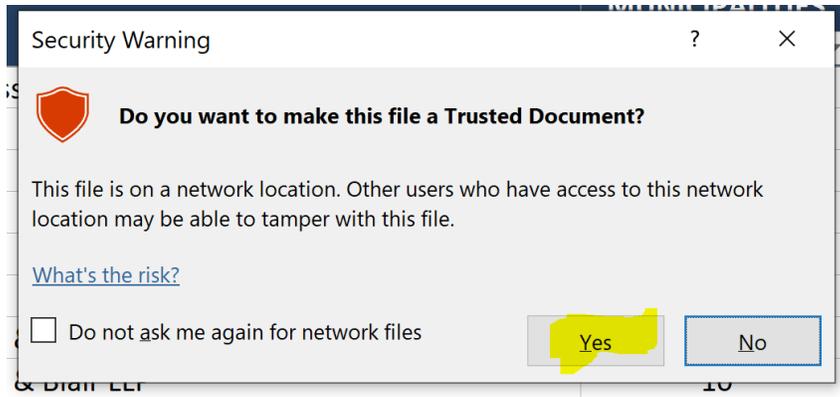**Disable VBA Macros with notification**

Macro Settings

○ Disable VBA macros without notification
● [Disable VBA macros with notification]
○ Disable VBA macros except digitally signed macros
○ Enable VBA macros (not recommended; potentially dangerous code can run)

This setting will bring up the same messages and options as the setting above. Follow the same steps to enable the file.

Clipboard		Font		Alignment
⚠️ SECURITY WARNING Macros have been disabled.		Enable Content		

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Security Warning   ?   ✕

🛡 **Do you want to make this file a Trusted Document?**

This file is on a network location. Other users who have access to this network location may be able to tamper with this file.

What's the risk?

☐ Do not ask me again for network files   [Yes]   [No]

Note: This option will accept unsigned macros, which can increase risk.

Enable VBA macros (not recommended; potentially dangerous code can run)

Macro Settings

○ Disable VBA macros without notification
○ Disable VBA macros with notification
○ Disable VBA macros except digitally signed macros
◉ Enable VBA macros (not recommended; potentially dangerous code can run)

This option should only be selected if you trust the source of the macro-enabled Excel files you will be opening. All macros will be automatically enabled.

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2. Microsoft has blocked macros from running in Excel

If macros have been enabled in Excel and you are still unable to run macros, it is likely because Microsoft has blocked macros from running.

Microsoft's default policy for Microsoft Office / 365 applications is to block macros from running if the file has come from an external source (e.g., via email attachment, or downloaded from the internet). This is done to protect users from potentially malicious code (malware and ransomware) in macros from untrusted sources.
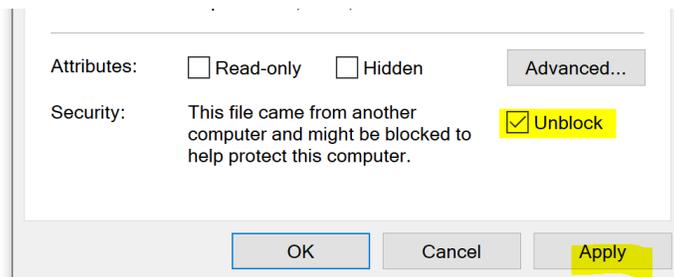
If Microsoft has blocked macros, you will see the following when you open the file.

To unblock the macros, first close Excel. Use File Explorer and navigate to the folder where the Excel file (i.e. Smart FIR template) is stored. Right-click on the file and select Properties.
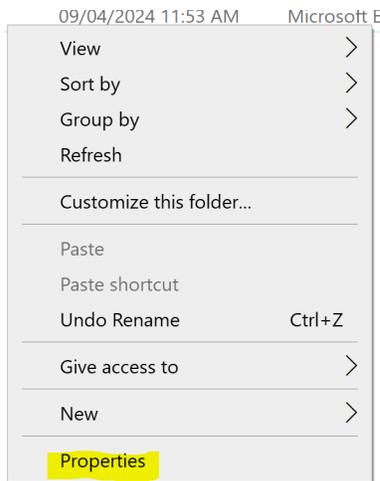
At the bottom of the Properties box, check "Unblock" and "Apply".

Click OK to close the properties box.

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