INTRODUCTION:

This is a guide in using the Annual Procurement Plan (APP) application. This application will automatically create an APP. With this guide, you can get around the basic functions and features of APP application that ensure you with of a fast and efficient way of preparing an APP.

SYSTEM REQUIREMENTS:

The APP application is a macro programming in excel that will work in any computer that has MS Excel 2003 and above.

LIMITATIONS:

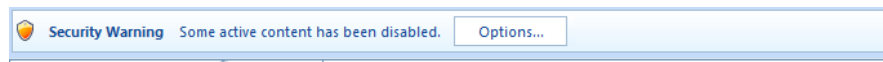The application is not compatible in any machine that has a MAC Operating System.

INSTALLING THE PROGRAM

1. Download the excel file named (**2018APP.xlsm**) and open the file.
   Note: To download the file, go to http://www.ps-philgeps.gov.ph, click the APP form link in the Downloads menu.

2. Enable the macros in excel.
   Option A: If the Microsoft Office Security Alert appear

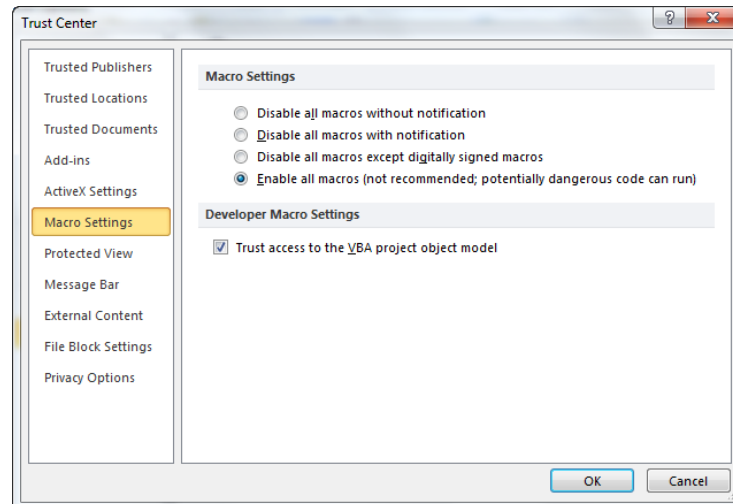   a.1. Click the **Options** button when you see the Security Warning Alert. (See Figure A.1)

   (Figure A.1)

   a.2. Select the option: **Enable this content**. This option will allow macros to run within the current spreadsheet.

   (Figure A.2)

a.3. Click Open the Trust Center link. In the new window that appears, choose **Macro Settings** from the sidebar and select **Enable all macros (not recommended; potentially dangerous code can run)** and check the **Trust access to the VBA project object model**. Click **OK** to exit the Trust Center. (See Figure A.3)
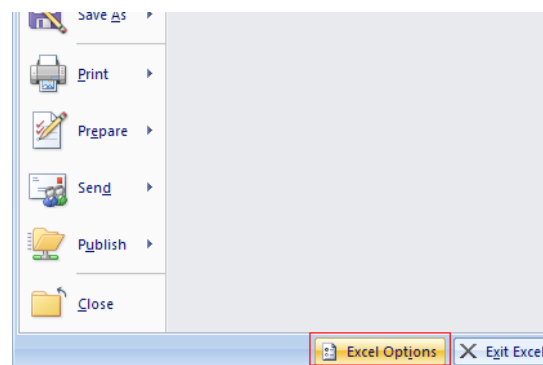

(Figure A.4)

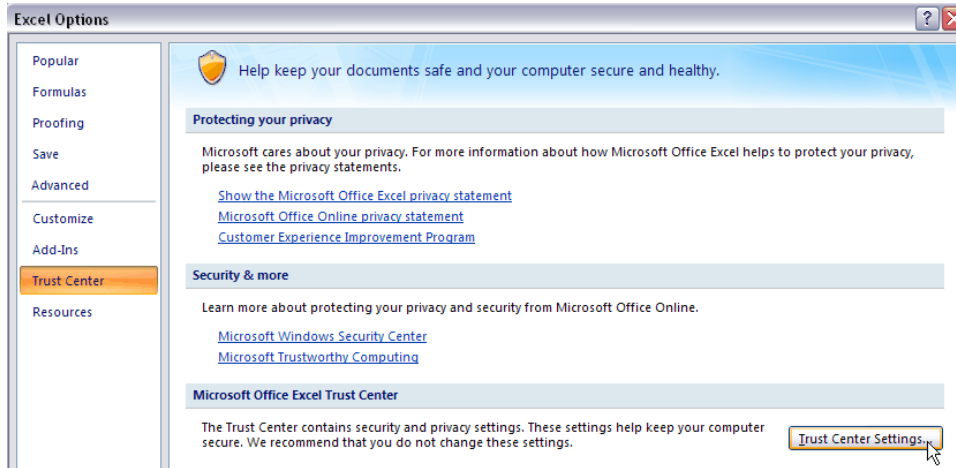a.4. Click the Ok button in the Microsoft Office Security Alert Option to save the changes.

Option B: If no alert is displayed, manually enable the macros.

b.1. Click the **Microsoft Office Button** . The *Microsoft Office* button is located in the upper left corner of the screen.

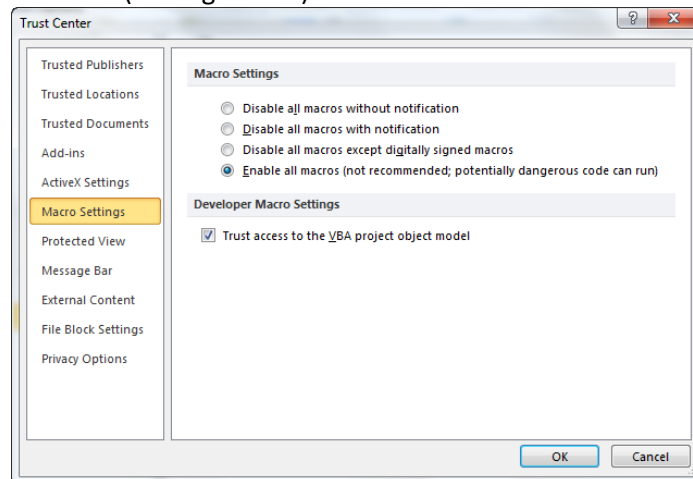b.2. Click the **Excel Options** button, located at the bottom of this menu. (See Figure B.1)

(Figure B.1)

b.3. Click the **Trust Center** tab on the left side of the screen then click the **Trust Center Settings** button, located on the bottom-right of the screen. (See Figure B.2)

(Figure B.2)

b.4. In the new window that appears, choose **Macro Settings** from the sidebar and select **Enable all macros (not recommended; potentially dangerous code can run)** and check the **Trust access to the VBA project object model**. Click **OK** to exit the Trust Center. (See Figure B.3)

(Figure B.4)