

# GM-ELIAT: Instructions for accessing and saving

## Accessing the tool

### Excel 2007/2010 Version

Click on the appropriate link to the tool and double click to open the file. The front page will be displayed.

### Excel 2003 Version

Click on the appropriate link to the tool and then click 'Save'. The file must be extracted, do this by right-clicking the file and click 'Extract All.' Save the file to an appropriate location. This will serve as your template (see 'Saving a copy').

## Enabling macros

On opening the tool on the front page, macros must be enabled for Excel to allow you to add text, choose 'options' within the drop down box to enable the tool to function correctly. If an 'option box' appears at the top of the screen, click on it and click to 'enable content'. There may be a different but similar message, for example, 'allow macros', therefore; click to allow. If there is an issue with security settings or similar, contact your IT department for assistance.

## Saving a copy

Always save a copy before entering any data to ensure you have a fresh blank copy of the template available for use or to share with colleagues. Select 'Save As' in the file menu and enter an appropriate file name. Change the location if needed and click 'Save'. This should be done each time you wish to add information. You may wish to save the first copy as 'GM-ELIAT\_master copy' so that you have a fresh, blank copy of the template on file for you to make further copies from.

## Saving completed Excel versions

The Excel versions of the tool are not encrypted. You should not store patient identifiable information. All information should be anonymised before saving. Please refer to your NHS Trust's data protection policy for guidance and comply with data protection rules and regulations.

## For further information contact:

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