

## Enabling Macros for QCS OHP 2-3 Products Workbook

1. From the QCS website Resources page, search for “workbook” and you will get two results: the *Products & Suppliers Workbook for Simple OHP* and the *OHP 2-3 Organic Products Workbook*. The Simple Workbook is for operators who pack, sell, or distribute single ingredient products, and the OHP 2-3 Products Workbook is for operators who produce multi-ingredient products.

Download the OHP 2&3 Workbook from [Document Library – Quality Certification Services \(qcsinfo.org\)](http://qcsinfo.org)

The screenshot shows the QCS website search interface. The search term 'workbook' is entered in the search bar. The results show two items: 'Products and Suppliers Workbook for Simple OHP' and 'OHP2-3 Organic Products and OPP Workbook with Example'. The second item is highlighted in yellow.

Search:  Order By:  Order:

HOME SEARCH RESULT FOR WORKBOOK

BROWSE RECORD-KEEPING TEMPLATES (13) DESCARGAR RECURSOS EN ESPAÑOL (29) FIND FOOD SAFETY APPLICATIONS (38)

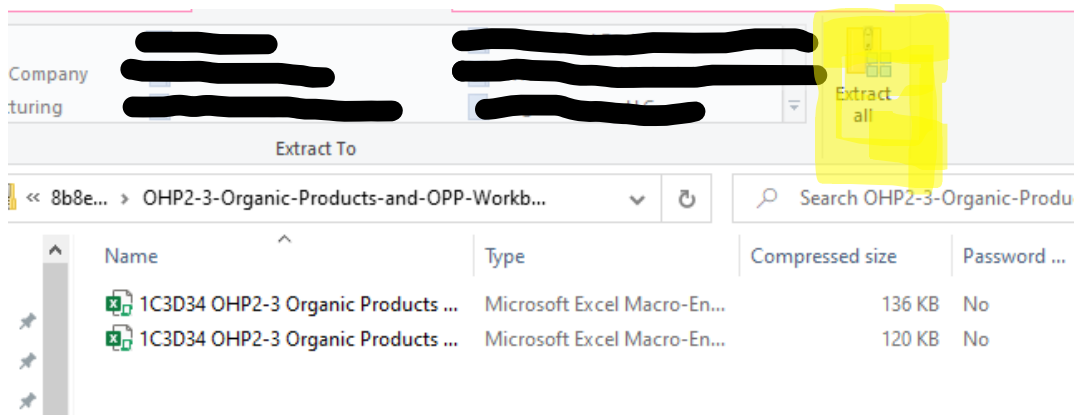
FIND ORGANIC APPLICATION PACKETS (50) FIND ORGANIC RENEWAL FORMS (3) LEARN ABOUT SPECIALTY CERTIFICATIONS (30)

LOCATE ADDITIONAL FORMS (8) VIEW QCS MANUALS/ACCREDITATION (12) VIEW QCS-CERTIFIED OPERATION LIST (1)

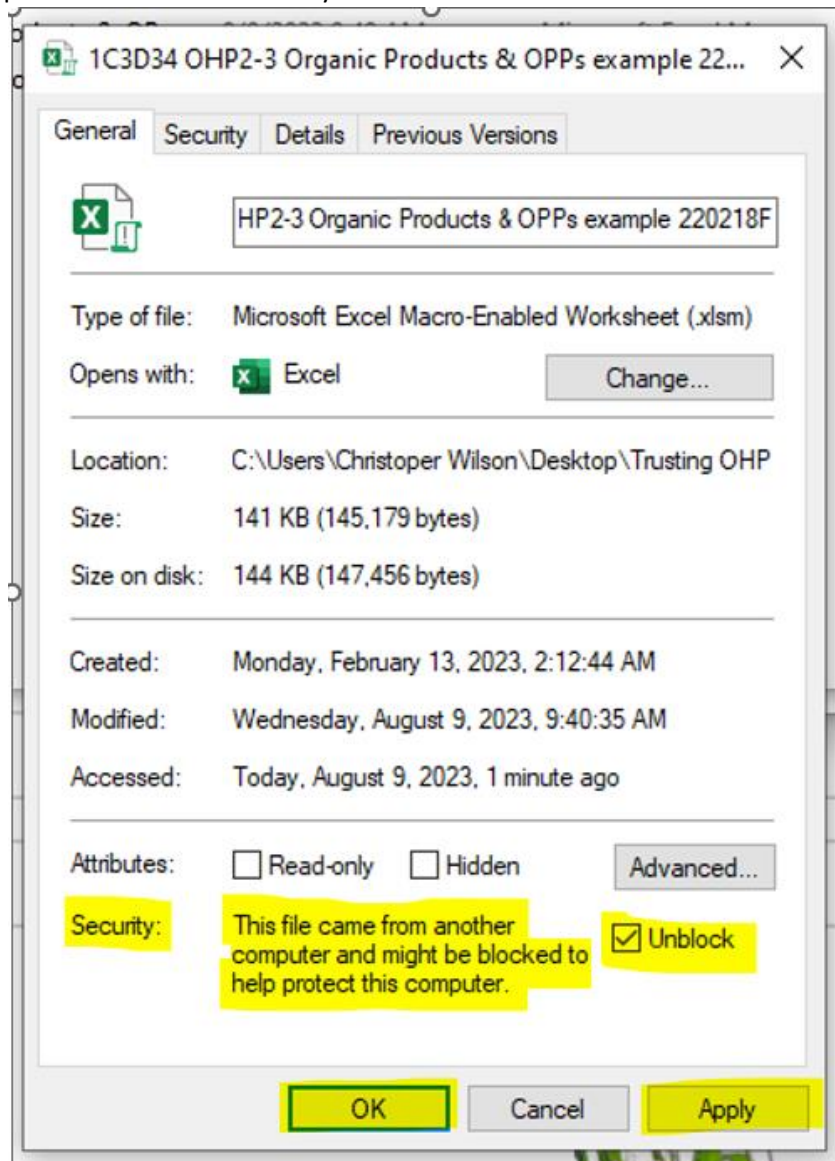
Products and Suppliers Workbook for Simple OHP

OHP2-3 Organic Products and OPP Workbook with Example

2. If you chose the OHP2-3 Organic Products and OPP Workbook with Example, then the workbook and example will automatically download into a “Zip” folder. Click on the zip folder to open it, and then you must click on “Extract” at the top of the zip folder, and then click “Extract All” and save the files in a separate folder. If you are downloading the Simple OHP Workbook, then you will not need to extract the file from a zip folder.



3. After the workbook files are moved and saved to a new folder, you then “Right Click” on the workbook in which you want to add product info. A long drop-down list will appear. At the very bottom of the list, select “Properties”.
4. After clicking on “Properties,” a pop-out box will open, and you will see a “Security” section at the bottom. Select the “Unblock” box to the right of “Security” - then select “Apply” - then click “OK”. The pop-out box will automatically close.



5. You can now open the Workbook and Macros will be fully enabled. When you have completed this once, you will not need to do it again. This OHP 2&3 Workbook should be used as your Master QCS Products Workbook. When working on a new workbook, always use the “Save As” tab so you do not lose your Master QCS Products Workbook.