

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 a search interface on the QCS website. The search term 'workbook' is entered in the search box. The results are displayed in a grid of buttons, each representing a different resource. The button for 'OHP2-3 Organic Products and OPP Workbook with Example' 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.

The screenshot shows a Windows File Explorer window. The address bar shows the path to a zip folder named 'OHP2-3-Organic-Products-and-OPP-Workb...'. The 'Extract To' field is visible. The 'Extract all' button is highlighted in yellow. The file list below shows two files: '1C3D34 OHP2-3 Organic Products ...' and '1C3D34 OHP2-3 Organic Products ...', both of type 'Microsoft Excel Macro-En...'. The compressed size and password status are also visible for each file.

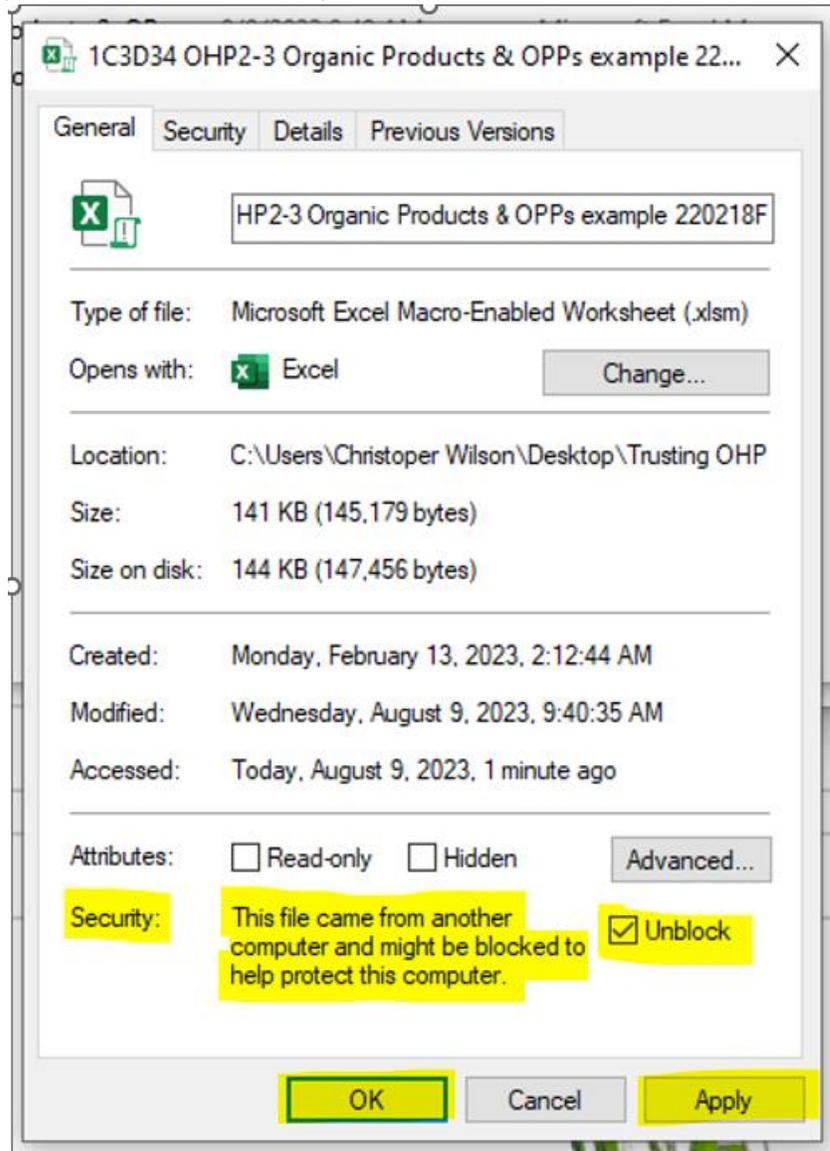
Company: [Redacted] turing

Extract To: [Redacted]

<< 8b8e... > OHP2-3-Organic-Products-and-OPP-Workb... Search OHP2-3-Organic-Produ

Name	Type	Compressed size	Password ...
1C3D34 OHP2-3 Organic Products ...	Microsoft Excel Macro-En...	136 KB	No
1C3D34 OHP2-3 Organic Products ...	Microsoft Excel Macro-En...	120 KB	No

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.