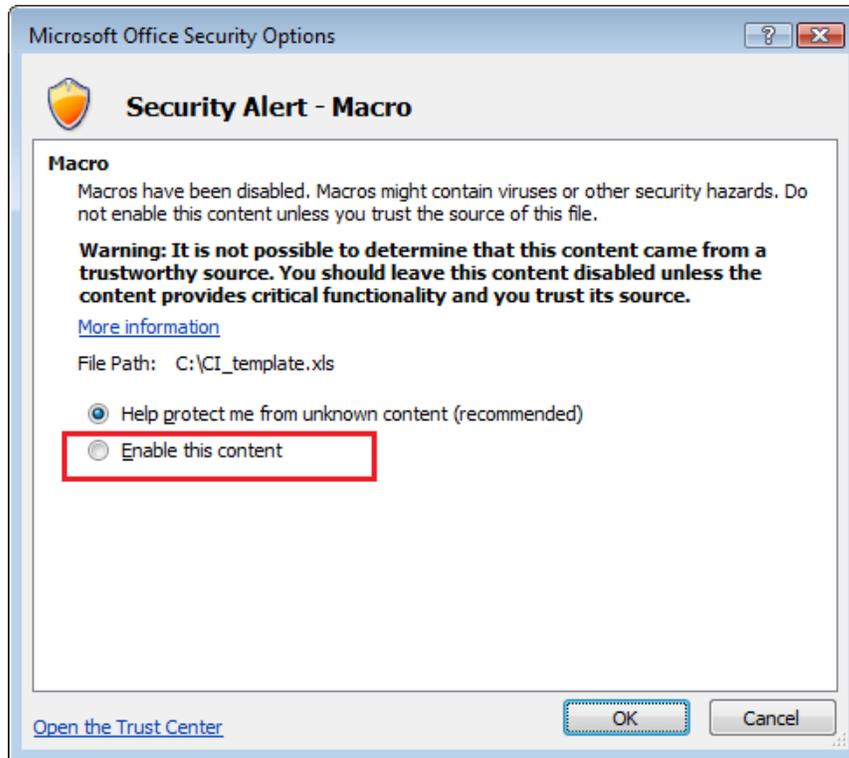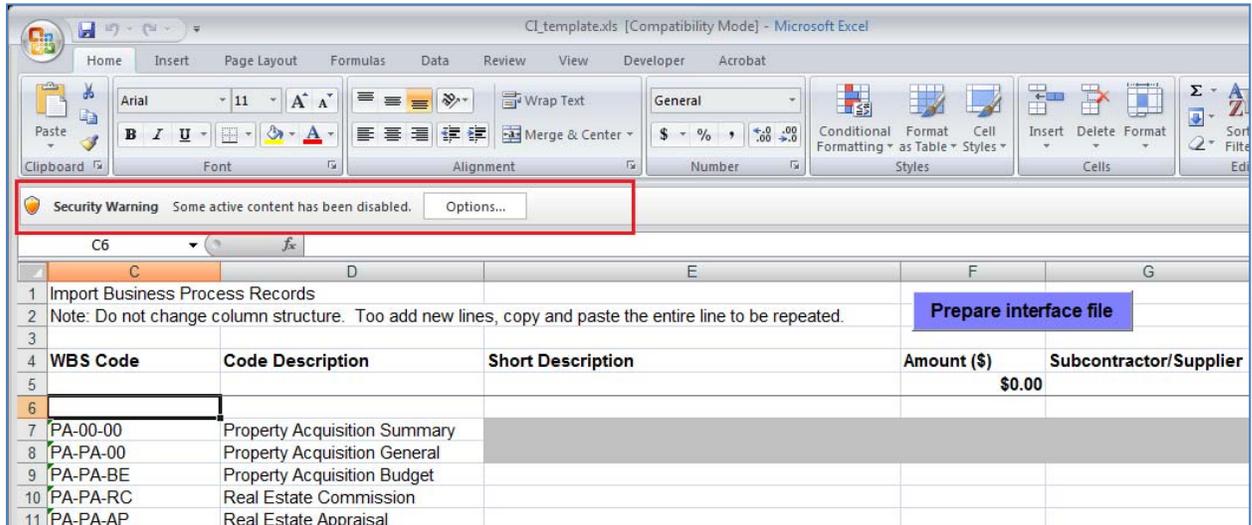# OAKS CI – Running the Contract SOV Macro
State of Ohio Standard Forms and Documents

The OAKS CI SOV macro automates the formatting of the Excel template into a .csv file for import to OAKS CI. The purpose is to save time and effort by performing necessary validation and formatting tasks, resulting in less time spent troubleshooting import errors.

1. After opening the file, your macro settings determine whether macros are automatically enabled (low security), prompt for enabling (medium security), or are automatically disabled (high security). Macros will need to be enabled, so security must be set to low or medium, with medium being suggested.

2. Excel 2003 uses a popup to prompt you to enable macros. Excel 2007 prompts with an information bar, as illustrated below. Click the **Options** button, then select **Enable this content**.


3. The macro must be enabled to automatically prepare the interface file. It is not necessary if you will only be entering data, then saving for later updates.

4. After all data has been entered and you are ready to run the macro, enable macros as shown above. Then, click the **Prepare Interface file** button, highlighted below.
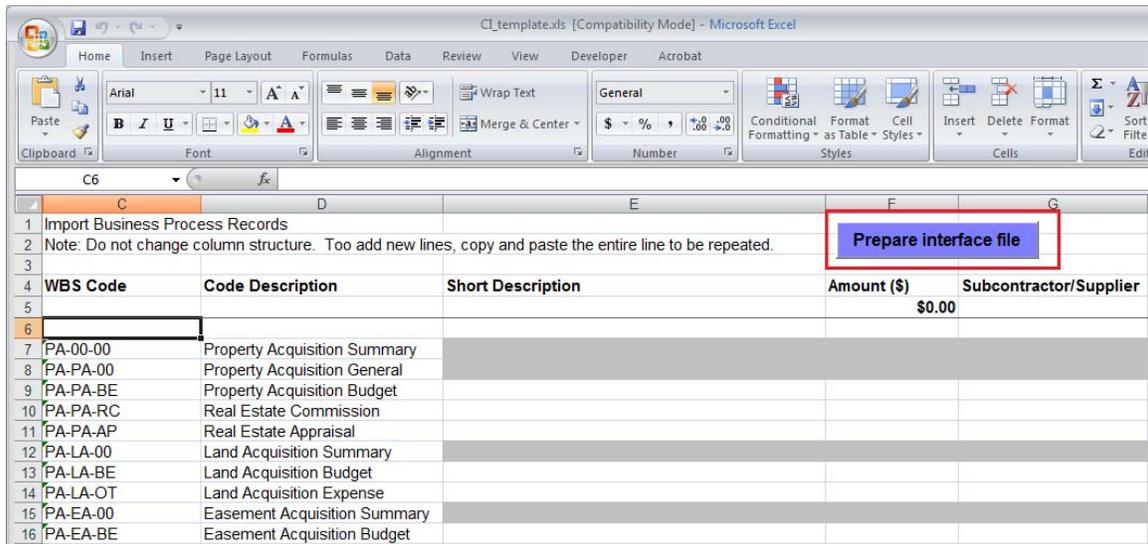
5. The macro will run, possibly causing the Excel window to flicker to some degree as the automated processes take place. When the macro is complete, a screen like the following should be displayed. Note the popup message, and that the filename has changed to a .csv file.
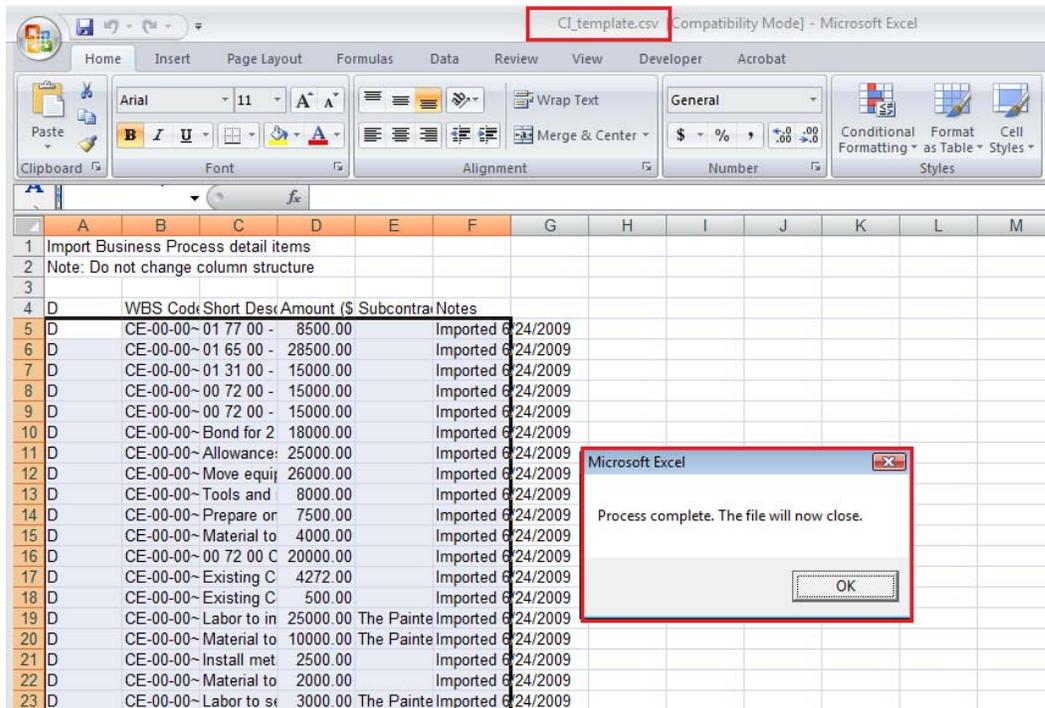
6. When you click the **OK** button on the popup message, the file will close, and you can find the .csv file in the same directory as the Excel file it was created from.

Note: If there is an error in the macro and you are not sure what to do, contact the OAKS Helpdesk.