

Claim Check & CC Utilities – Quick Start

Download File(s) & Create Shortcut(s) if desired

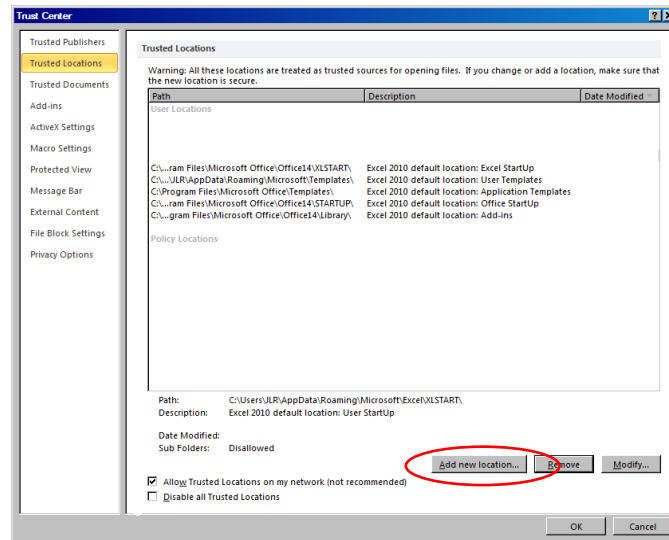
Select the appropriate folder(s) at <http://www.badgeflight.com/downloads.html>

- zip files in **XLSM format** are for Excel 2007 or 2010 for Windows
- zip file in **XLS format** are for Excel 2003 for Windows
- ✓ Unzip the selected folder(s) to write-enabled memory media *not* a CD/DVD requiring data “burned” on it)
- ✓ Open the unzipped folder. **For Claim Check**, right click the “A” workbook, select “create shortcut” and drag the shortcut to the desktop. **For the utilities**, right click on the utility of choice and proceed as above.
- ✓ To display the glider icon, right click on the shortcut, select “properties,” then “change icon.” Browse to locate the unzipped folder and select “Icon.ico”, then click “apply”

Before using Claim Check or either Utility for the first time, enable macros

Using Excel 2003: Select **TOOLS** at the Excel Toolbar; in drop-down lists, select **MACRO**, then **SECURITY**. At the **SECURITY LEVEL** tab, select “MEDIUM” or “LOW.” Consult Excel help to determine which setting is appropriate in your case.

Excel 2007 / 2010: Click the **FILE** tab, select **Options** and **Trust Center**. Click **Trust Center Settings**, then **Trusted Locations**. At the screen below, click **Add New Location**



When the window below appears, **browse** to find the directory that contains the Claim Check folder; check the **box** to permit use of all Claim Check files; Click “**OK**” (Example below: the “**CC**” folder on drive “**D**”)

