



IMPORTANT CONSIDERATIONS FOR THE CMS SPREADSHEET

- The worksheet names cannot be changed. The user can add more spreadsheets but cannot change the name of the existing ones in whole or in part.
- Implement most of the customizations before start using the CMS spreadsheet
- It is advisable to disable the auto recovery function of excel when working with the spreadsheet. Unexpected behaviors may take place when this option is active.
- It is not recommended to leave the CMS spreadsheet open for prolonged periods of time. After a few hours of significant amount of changes it is recommended to save and close the CMS spreadsheet and close Excel. After these operations open the spreadsheet again and continue with the regular operations.
- The spreadsheet works with dynamic named ranges. This is a feature of Excel that gives a great deal of flexibility in formulas. When deleting or inserting rows make sure that there are no intermediate blank rows in any table specially, in the identification fields such as ID or Name.
- It is recommended that all the patches for Microsoft Office Professional 2003 are downloaded and installed.