**Macro-Enabled M-Line Drive Selection**

**Manual Entry Procedure**

NOTE: This procedure is only necessary if there were incomplete fields within the Drive Selection sheets, or if manual review of the suggested Drive Selection proved inaccurate.

1. You should have been prompted by the Drive Selection Macros set in **DriveSelect.xlsm** to open the faulty sheets. If you don’t have these open in an Excel tab, you can navigate to **S:\M Series Drive Selection\Drive Selection Sheets** to search for your sheet
2. On the sheet, fill in the information required for correct processing by the emailing macro set. You will need to have the following fields filled in (if necessary, put N/A in intentionally blank fields):
   1. Model and Quantity
   2. Calc RPM
   3. Drive RPM
   4. HP
   5. Motor and Blower Sheave #
   6. Motor and Blower Bushing #
   7. Belt and Belt Quantity #
   8. Engineering Verified
   9. VFD Reference

All other fields on the sheet are not considered crucial for the emailing macros to process, but more often than not, they should be included anyway. If you need to find alternate Drive Selections, either reference Sheet2 on the Drive Sheet, or open up **S:\M Series Drive Selection\VFD\_Parse\Main\M\_Drives.xlsx** to manually filter through. Don’t save any changes, unless you need to add an entry. In that case, please reference **Updating a Lookup Table** in the **Instructions and Reference Docs** folder.

1. If, for some reason, the Shop Order number/Job wasn’t found, you should notice the naming of the document is wrong. To fix this, manually enter the Job and Shop Order Number fields according to the SMART Sheet, and navigate to cell **A40**. Type the word “save”, exactly like that (it’s case-sensitive), into that cell and press **Enter**. You should notice that the document name has now been updated at the top of the Workbook. You should delete the old document in the **Drive Selection Sheets** folder, it has been given a name such that it will appear at the top of the folder.
2. Once you are satisfied with the contents of all the drive sheets (repeat steps 1-3 with each line number in the base Shop Order number), make sure to save and close out the sheets. The email macros may encounter issues with the sheets being opened already.
3. If you opened the Drive Sheet as an email attachment, you’ll need to save over the original one in the **S:\** drive. All you have to do is click **Save As** in Excel and navigate to **S:\M Series Drive Selection\Drive Selection Sheets**, and then replace the old copy in this folder to save your changes.
4. Navigate to **S:\M Series Drive Selection\VFD\_Parse\Main** and open **DriveSelect.xlsm**. As per the prompt on the screen, press **Ctrl+e** to quickly build the email template. Make sure to select all drive sheets belonging to the same base Shop Order number. The email will appear for you to review for accuracy.