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

**Visual Instructions – Drive Selection**

1. Open File Explorer, and navigate to the shared copy of **VFD\_Parse** under **M Series Drive Selection**, in the S:\ Drive. A screenshot of a computer

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2. Open the **Main** folder within **VFD\_Parse**A screenshot of a computer

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3. Open **DriveSelect.xlsm**

Graphical user interface

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4. As per the instructions, press **CTRL+M** (lowercase) for Drive SelectionGraphical user interface, application, table, Excel

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5. You’ll be redirected to the PDF Converter Website. Here, choose file to upload from “**released**” folderA screenshot of a computer

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6. After the filename appears in the list, click the green Start button **below** the purple boxA screenshot of a computer

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7. Wait for file conversion to complete. A single download will automatically appear in the Download tab, using Chrome. Regardless, the downloaded file will always be available in your **Downloads** folderA screenshot of a computer

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8. You should see the Excel tab is glowing orange. This means the program is ready to look for the new sheet. Click back into Excel.

Graphical user interface

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9. If you already want to quit the process, you may do so now. Otherwise, click **OK** or press **Enter**

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10. Ensure that the sheet you’re expecting for Drive Selection is the correct filename listed. Pressing **Cancel** will exit the macro set. Once you hit **Enter** or click **OK**, the screen will flash rapidly, opening and closing various Workbooks as part of the process. Don’t type or click anything until prompted.

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11. When prompted, enter your initials in the Text Box for entry in the Drive Sheet, and press **Enter**. Clicking **Cancel** does not fill this field. Repeat this any number of times for each sub-order. A screenshot of a computer

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12. Pay attention to any error messages. Ones with a **blue question mark** are non-inhibiting: they will still allow for the creation of a Drive Sheet, just with some blank fields. Graphical user interface, application, table, Excel

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13. Pay attention to any error messages. Ones with a **yellow exclamation point** are inhibiting: they will not allow for the creation of the current Drive Sheet, and will exit the entire macro set. If this happens, immediately see the troubleshooting guide in the **Main** folderGraphical user interface, application, table, Excel

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14. If there were no inhibiting error messages, a success prompt will appear listing the number of successfully created Drive Sheets. Press **Enter** or click **OK** to continue to email options.Graphical user interface, application, table, Excel

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15. Follow the various prompts in the **Message Box**, dependent on how many created sheets were perfectly filled. At any point, clicking **Cancel** will never preload email templatesGraphical user interface, application, table, Excel

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16. If you chose to preload an email template, the macro set will close out and will open up one outgoing email tab complete with each sub-order in the overall job. Each is complete with the best-fit **Drive Selection** and the attached Drive Sheet contains **VFD Information** and **IVI selection**, if applicable.Graphical user interface, text, application, Word

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17. If the results don’t seem normal, feel free to open the attached Excel sheet to view the parameters as pulled from the sheet into the email. If you need to make any changes, see the **Manual Entry Procedure** document in **Instructions and Reference Docs**.

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18. When you are confident in the accuracy of the Drive Selection, click **Send** for the order.Graphical user interface, text, application, Word

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