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

**Visual Instructions – Email Template**

NOTE: Do not attempt to generate an email template without already having run the drive selection process for the target SO#. Manual entry is absolutely possible on the template, as long as the template matches the others in the folder **S:\M Series Drive Selection\Drive Selection Sheets**

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

Description automatically generated with medium confidence

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

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3. Open **DriveSelect.xlsm**A screenshot of a computer

Description automatically generated with medium confidence

4. As per the instructions, press **CTRL+E** (lowercase) for Email Template Generation Graphical user interface, application, table, Excel

Description automatically generated

5. Press **OK** or hit **Enter** to begin file selection. Pressing **Cancel** exits the macro set. Graphical user interface, application, table, Excel

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6. Navigate to the **eng\_shared (S:\) Drive** on the left-hand panelA screenshot of a computer

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7. Open the **M Series Drive Selection** folder under the **S:\ Drive**A screenshot of a computer

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8. Open the **Drive Selection Sheets** folder within **M Series Drive Selection** A screenshot of a computer

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9. Select 1+ sheets belonging to the same base SO #. If selecting more than one sheet, click the -01 sheet, and then while holding **Shift**, click the last sheet in the group. In this example, the Butler – Cat order has 4 lines, therefore the complete email will need access to all 4 Drive Selection sheets. Click **Open** to begin generating the email template. Pressing **Cancel** exits the macro set.A screenshot of a computer

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10. After the screen settles, an Outlook tab will appear. If it isn’t in the immediate window, look for the glowing orange tab and click on it.Graphical user interface, application, table, Excel

Description automatically generated

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

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