Backup folder creation:

In the given Checklist sheet, I have added a button, by clicking It will create the directory with the respective job name along with sub-folders on your desktop.

After opening the file –

* At the top of the sheet, you will notice a security message with a button [Enable Editing]. Please click on it,
* After that, one more security message will pop up to enable the Macro future, please click on the button as well [Enable Content].
* After clicking both the buttons, then only we can use this file. This is only a one-time task.

Example:

