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➤**Instructions before you download the macro enabled excel file**

● These excel models currently work only on Windows OS and *not on Apple Mac OS*. However, you can **create a windows environment in Apple Mac** by downloading the software from **https://www.parallels.com/**. Steps are mentioned on their website.

● Check to see if you have a *licensed, active Excel* version **later than Excel 2013 (application version 15.0)**. (how to find Excel version)

● If not, upgrade to a newer version. (how to update Excel to a new version read here)

● Else install a newer version. **However, before doing so uninstall the older version**. Students can get a free **Office 365** version by logging onto the Microsoft site using their existing student email. (to install Office 365 for students-free version)

● Upon clicking on the download option, you will get a *popup with important instructions*. Kindly *read it* and tick the accept option to download the file. **Two files get downloaded** - an **excel file** and a **text file** containing password. **Enable pop-ups** (if disabled) in your browser window to get the password file. (The process to enable popups is displayed on the download page.)

● The Excel file is valid only for 24 hours from the exact time of download.

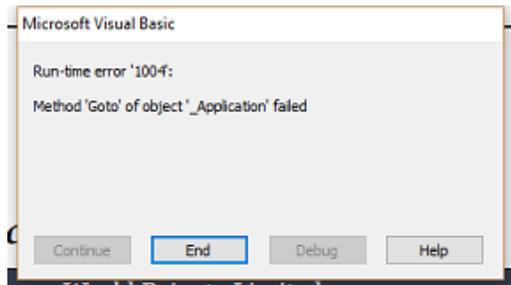● **Timer based** projects must be completed in one sitting i.e. at one go.

If you have followed the above instructions, you shall be able to successfully download both the Excel file and the password text.

➤**I have downloaded the file. What is the next step?**

● You will see your files in the **Download folder** of your computer.

● **Close all other excel files** before opening the downloaded workbook. Otherwise you may get excel error messages internal to Microsoft Excel. (Read below to understand what to do in such a scenario)

● Open the Excel file and **"Enable Editing"** and **"Enable Macros".**

● The **password box** will open. Enter the password provided in the text file to open the sheet.

- You only have **3 login attempts in the excel sheet**. Afterwards the file will get locked and you will have to download a fresh workbook all over again.

- Once you have entered the correct password, YOU ARE GOOD TO GO.

➤ I downloaded the file and tried to open it. However, I got a message which says, "Run time Error 1004". What to do?
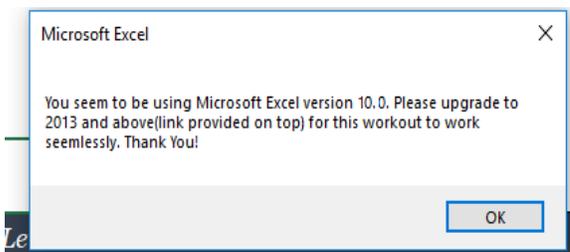

Microsoft Visual Basic

Run-time error '1004':

Method 'Goto' of object '_Application' failed

Continue | End | Debug | Help

- This occurs when more than one Excel workbook is open. So close other workbooks to avoid such issues.

- Press **"End"** as shown in figure above and close the file.

- Reopen it and then follow the instructions mentioned above.

➤ I downloaded the file, opened it and enabled edit and macros. However, instead of the password box, I got a message which says "you are using an Excel version older than 2013". What to do?

Microsoft Excel   ✕

You seem to be using Microsoft Excel version 10.0. Please upgrade to 2013 and above(link provided on top) for this workout to work seemlessly. Thank You!

OK

- This occurs when you are using an Excel version older than 2013.

- Press "OK" as shown in figure above and close the file.

- Follow the instructions mentioned under "Instructions before you download the Excel file".

- Now reopen the file using the newly installed version and enter the password that has been provided. YOU ARE GOOD TO GO.

➤ **I downloaded the file, opened it and enabled edit and macros. However, instead of the password box, I got a message which says that "your file is a copy and not the original". What to do?**

- This can happen under the following 2 circumstances –

  You are **not the original owner** of the file and the file you are using was not downloaded by you.

  If so, we reiterate that making copies of the file is strictly prohibited. We discourage it. If you want to work on such projects, please ask your professor to assign the same to you.

  But, if your institute/professor is not registered with us, please request him to register/sign up at https://www.equitylevers.com. Further to that we shall guide him/her so as to enable you to work on such projects.

  You are trying to **open your file on another computer** and not on the one from where you originally downloaded it. This, as a policy, has been disallowed to prevent any infringement of our copyright.

- Press "OK" as shown in figure above and close the file.

- Now reopen the file on the computer where you downloaded it and enter the password that has been provided. YOU ARE GOOD TO GO.

➤ Instructions after you have successfully opened the downloaded excel file and entered the password correctly

- Upon entering the password correctly, the **'Getting Started'** tab/link will be highlighted. Click on it to Get Started.

- Click on '**Read Instructions'** to understand how to operate the module. Clicking the **'START'** button on this tab will commence your project.

- In case of timer based projects, **DO NOT CLOSE THE FILE HALF-WAY ESPECIALLY AFTER THE TIMER HAS STARTED**. The timer continues to run in the background even if you close the file and reopen it.

- On completion of your assignment, click on **'Submit Answers'** button to view your scores.

- To view the correct answer you are required to upload the file on the website. Detailed instructions for the same is provided later in the FAQs.

- Every simulation can be downloaded thrice. If you are not satisfied with your scores on the first attempt you can download the simulation again from the website and resolve it to improve your scores. Thus, you can attempt the simulation maximum 3 times.

➤ I was working on the file when I noticed that the time has frozen. What to do?

- Save and close the file and reopen it. Your timer will continue to run and show you the time remaining to complete the project.

- When one is using the Excel workbook continuously and too many changes are happening on the workbook, Excel is unable to read all commands quickly and hence it hangs.

➤ Instructions for uploading the fully answered project workbook

- Check to see if your Project workbook is fully complete with the '**Your Score'** page visible.

- If not, Open your file > Enter password (if requested) > Go to Getting Started page > Read Instructions > click Start. If Your Score is not visible, then submit your answers again. After you are able to view the score sheet, save the file.

- Using the **'Upload Answers'** button on www.equitylevers.com page, upload the saved answered workout.
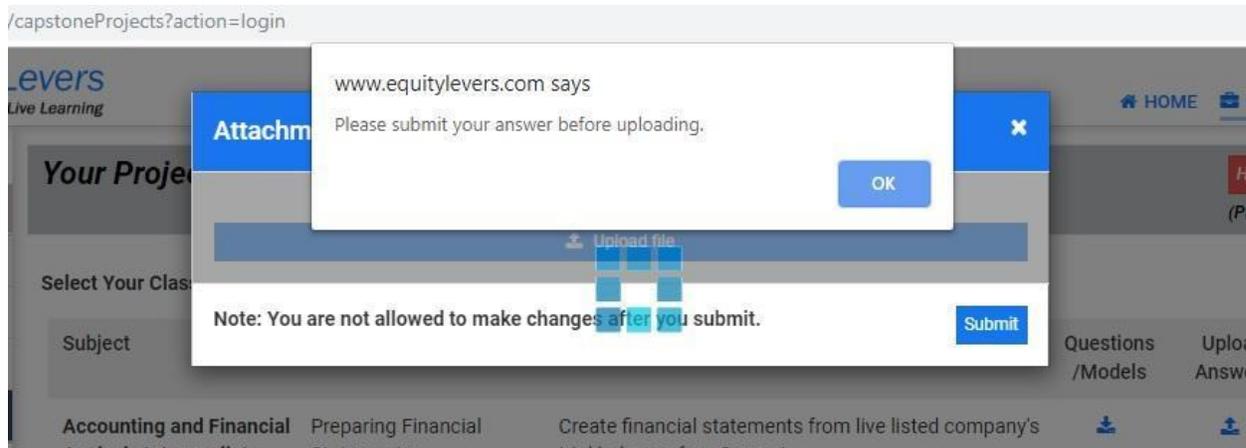
- If you get the message as shown above, you have uploaded a file where you have not submitted your answers and seen your final scores. Repeat the steps mentioned above and re-upload.

- Please wait for the file to get uploaded. **DO NOT CLICK ON SUBMIT** until you get a screen as shown below with your score**.** Otherwise your scores will not get uploaded onto our systems correctly.
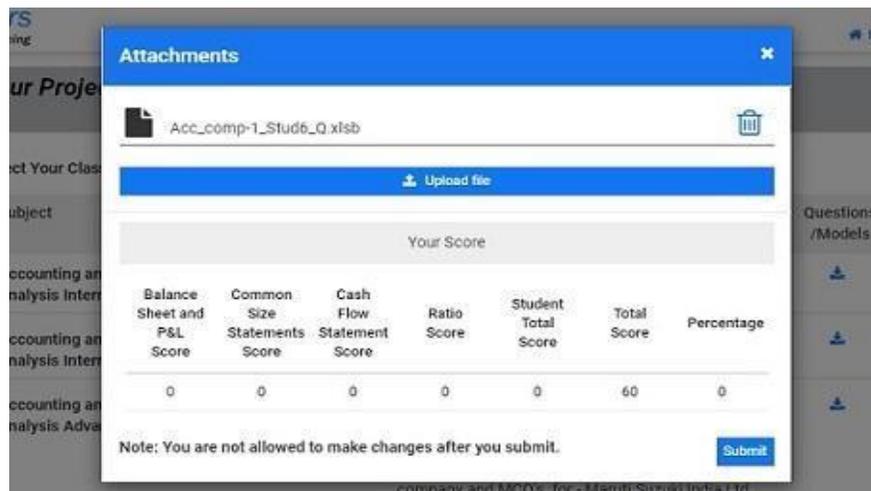
- If you are unable to view your scores, please come back to the page later. Due to technical reasons, there may be a delay in your scores getting reflected. If you still have issues, please write to us at **support@equitylevers.com** and we will revert within 24 hours.

- **NOTE** – Check your scores and verify if they are the same as in your Project file. Also verify if the file name is the same.

- If the filename/scores are different from your scores then using the delete option as visible on the image above, remove the uploaded file. Check your scores in your file and ensure that you upload the correct file.

- Until you click the Submit button as shown on the image above, your status will not reflect as submitted. Hence, you have the option to delete the uploaded file, download a fresh file, work on it to get fresh scores and then upload it.

- Once you submit the file, you will not be able to make any changes to the same and your scores will get recorded on the portal.

If you have followed the above instructions for upload, you shall be able to successfully view your scores and so shall your professor.

➤ **I have uploaded the file on the website. What now?**

- On uploading your file, a password will be displayed under **'Ans Password'** tab using which you can view your answers in the excel sheet.

- Unless you upload your file, the status will be shown as **'Pending'** and you won't receive your password to view the correct answers.

- Even after submitting, if you are unable to view the password, refresh your browser to display the same. Still you are unable to view the password, get in touch with your professor/us.

- On clicking the **'View Answer Key!'** in your excel sheet, you will be prompted to insert a password. Insert the **'Ans Password'** displayed on the website after uploading the sheet. On clicking **'OK'** you will be able to see the correct answers.

- You have **three attempts** to insert the correct password. Ensure you are careful during the same.

➤**I have checked my answers and wish to resolve. Can I?**

- After uploading your answer sheet on the website, you will not get an option of resolving the same simulation. However, before submitting on the website you are allowed 3 downloads per simulation to score as high as possible. Thus, you can improve your scores by downloading and resolving before submission on the website.

➤ **I tried to upload the completed excel file, but nothing happened. I just got the screen as shown below. What to do?**
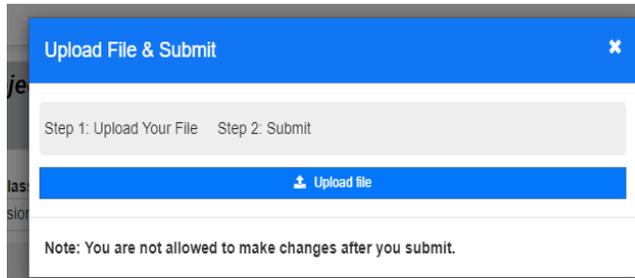

You seem to have been logged out. Please login again. Go to **'Your assigned projects'** tab and upload your file against the same assigned project.

➤ **I have completed all my assigned simulations. How to get my certificate?**
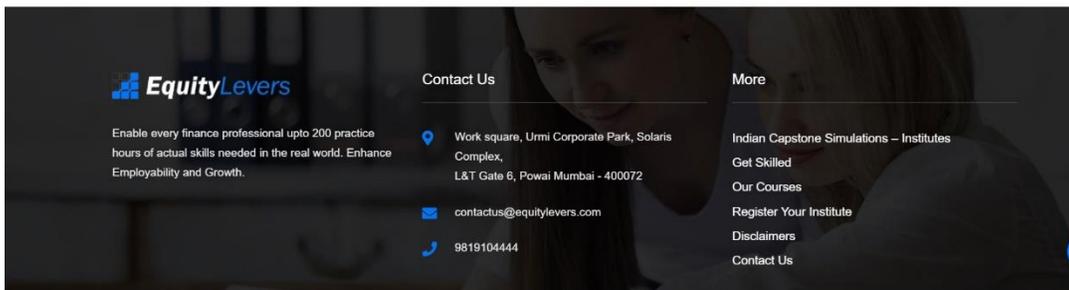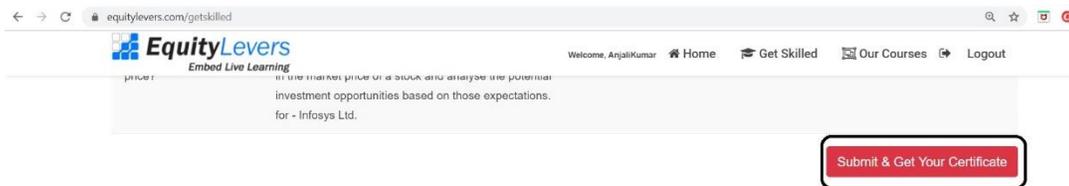
- On completion of all your assigned simulations click on the **'Submit and Get Your Certificate'** button to initiate your certificate for the assigned course.

- Please note you can generate a certificate only if you have **completed all your assigned simulations** in a particular course and score **50% and above in at least 3/4th of the total simulations.** i.e. if there are 8 simulations, you need to solve all 8 of them and score at least 50% in 6 simulations.
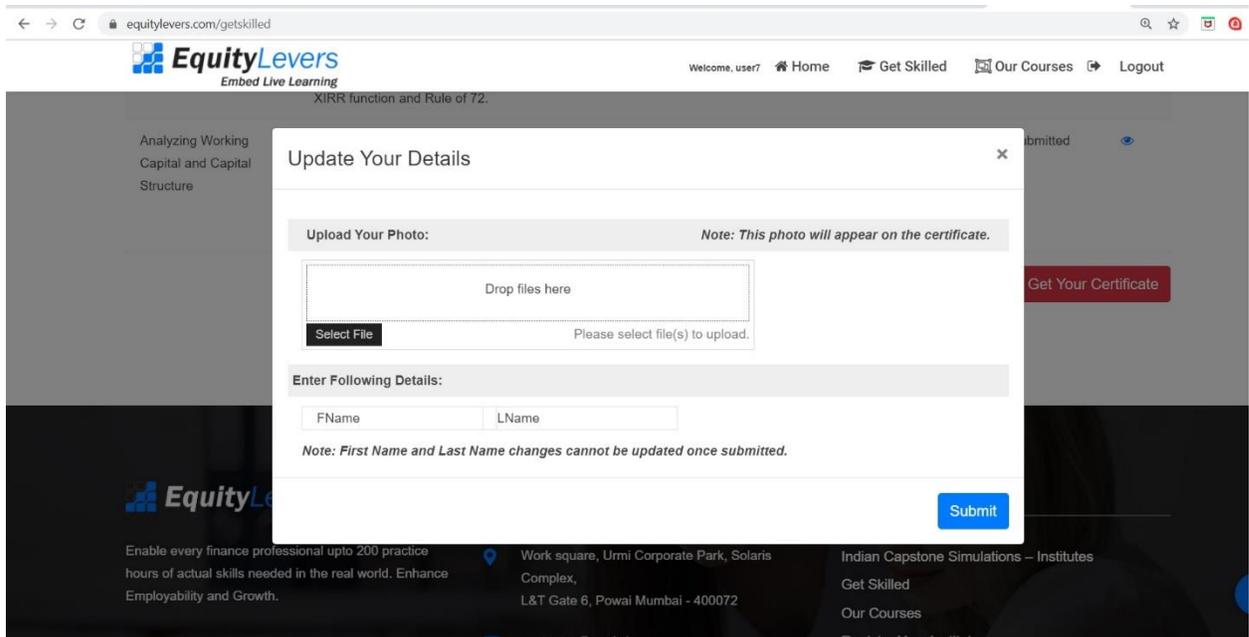
- You will be prompted to upload your photo and name as you want it to appear on the certificate. Please note, for the photo the maximum file size is **50 kb.**

- After entering/uploading the details click on the **'Submit'** button to view your certificate.
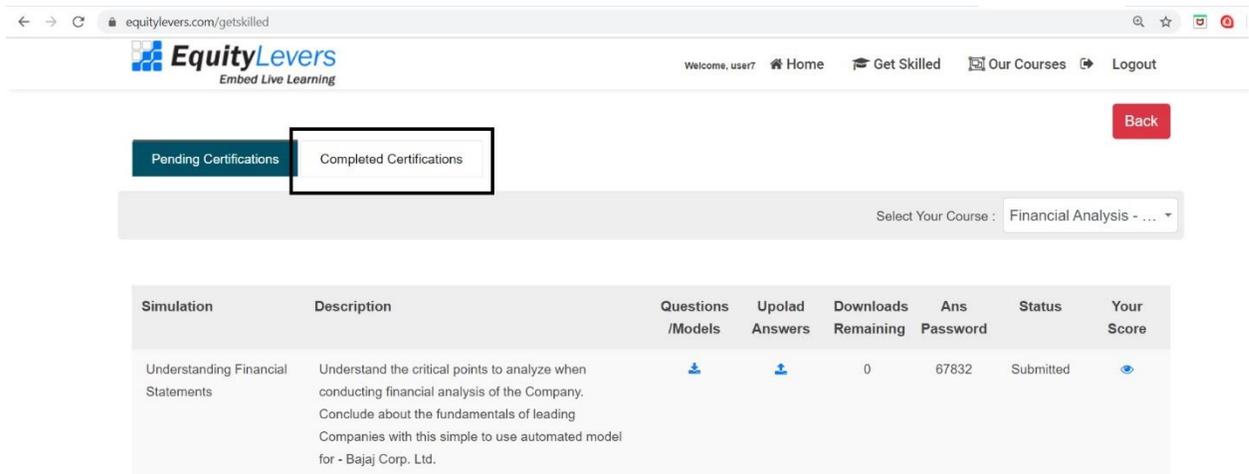
- After creation of your certificate, you can view the list of your certifications under the **'Completed Certifications'** tab.

1. To get the password for the excel simulation, kindly enable pop up blocker on your web browser. Please use **Google Chrome browser ONLY**.

2. Each simulation is a macro enabled excel spreadsheet. Kindly keep open only the simulation that you are working on. If you open 2 macro enabled files, then errors are likely.

3. Keep only required applications/ programs open in your PC laptop. Your system may hang if many programs are open. You will need a good internet connection at the time of download and upload of simulations.

4. Each excel simulation works only for 24 hours and within this duration, for the timer duration set in the excel simulation. Hence please download only when you will have time to work on the simulation.

5. Our simulations cannot be moved from one machine to another. Once downloaded the excel will work only in that machine.

6. Kindly use windows machine and licensed, active excel 2013 or later. For MAC use www.parallels.com (details as part of FAQ)

7. Do not upload the file without pressing the **'Submit Answers'**. Without pressing this button and closing your sheet completely, your score will not get uploaded.

8. Follow all instructions given in the downloaded excel simulations for the individual simulation.

9. When uploading your solved simulation, please be aware that the upload process may take time based on internet and processing parameters. Hence, kindly be patient and let your computer and our server do their job. Do not close the page while the process is in progress.

10. In case of other technical errors or issues, kindly write at support@equitylevers.com. We will revert asap. In case of holiday, we will revert within 24 hours.