# Basic Security Settings
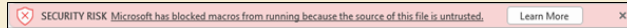
## Tip A: Remove Security Risk notification

Do you have a Security Risk alert like the following image?

SECURITY RISK Microsoft has blocked macros from running because the source of this file is untrusted. | Learn More | ✕

If so, follow these steps to unblock the security settings:

- In Windows File Explorer loated the downloaded zipped folder for the PRIMIS tool. Right-click on it and select **Properties.**
- In the General tab, ensure the **Unblock** option (next to Security) is ticked/checked.
- Click **Apply**, then **OK**.
- Unzip/extract the tool and overwrite any previous version.

Additional note for IT Admins:

- this is also referred to as the 'mark of the web' setting.

## TIP B: Check current macro settings

PRIMIS digital tools utilise macros to automate some functions. You may need to enable macro functionality:

- Open a blank Microsoft Excel workbook.
- Select **File**, then **Options**.
- In the Options menu, select **Trust Centre**.
- Click **Trust Centre Settings** and select **Macro Setting** from the menu.

Ensure that the following are both ticked/selected:

- disable VBA with notification,
- trust access to the VBA project object model.
- Click **OK**, then close all open windows.
- Reopen the PRIMIS tool.

# Trusted Publisher Settings

## TIP C: Make the University of Nottingham a trusted publisher

Open the PRIMIS digital tool.

Ignore any Security Risk alert at the top of your screen. Performing the following instructions will resolve (and remove) this alert.

- Click **File**, then select **Info**.
- There will be a Security Warning box visible. Click **Enable Content**, then **Advanced Options**.
- In the Macros & ActiveX pop-up, it will confirm the signature has been signed by the University of Nottingham.
- In this same pop-up, ensure **Trust all documents from this publisher** is ticked/checked.
- Click **OK**.
- The tool will close and restart automatically.

# Trusted Location Settings

## TIP D: Trusted location settings and making a folder into a trusted location

Sometimes local GP IT Admin Teams restrict functionality to trusted locations or folders for security.

These steps enable you to check if location settings have been applied, and how to ensure any folder or new folder is set as trusted:

- Open a blank Microsoft Excel workbook.
- Select **File**, then **Options**.
- In the Options menu, select **Trust Centre**.
- Click on **Trust Centre Settings** to open additional options.
- Select **Trusted Locations** from the menu.
- If the digital tool's top level folder is **not** listed you will need to set it as a new trusted location:
  - click **Add new location** to open additional options,
  - click **Browse** and navigate to the digital tool's main folder (not the appllication itself),
  - **select the folder** and then click **OK,**
  - ensure **Sub folders of this location are also trusted** is checked/selected,
  - click **OK**
- Reopen the PRIMIS tool.