

Administrator Test Instructions

There are three documents to enable you to do the application test:

1. Administrator Test [Instructions](#), this document
2. [Outstanding Accounts List](#), a spreadsheet that is to be amended
3. [Amendments](#) and Additions to the Outstanding Accounts List, a PDF with updates for the outstanding accounts list

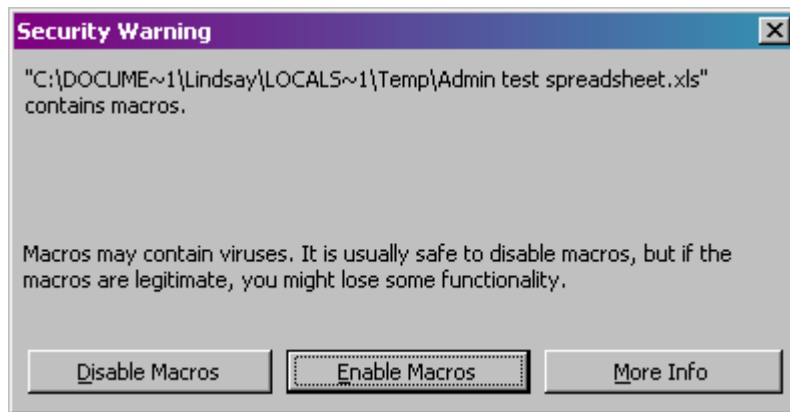
Please read through these instructions carefully and:

- apply the amendments and additions to the supplied spreadsheet
- if you spot any errors, correct them
- if you are unsure of what to do, use your initiative and note any queries/problems
- if you feel you can improve the spreadsheet, please do so and note why you are making the change and/or list some recommendations

BEFORE doing the test,

- open Excel and select **Tools, Macro, Security** from the toolbar
- if your security setting is not on low or medium, change it to medium for the duration of the test. If you wish, you can change it back to its original setting after the test.

When you open the spreadsheet, please ensure that if you get the following, or a similar, message that you click on the second box 'Enable Macros'



Please be aware that 'undo' option will be disabled during the test.

DO NOT insert any columns BEFORE column D

At the end of the test, please rename the spreadsheet to include your name and return the spreadsheet, by e-mail, to info@anyware.co.nz with a subject of Admin Test Results. Include in this e-mail the total amount of the outstanding invoices (the amount owing) after all the amendments and additions have been made.