

Yarra QBL Tool – Maintenance Guide

Steps to 'unlock' the QBL Tool for maintenance

1. Show tabs (for easier navigation):
 - a. File > Options > Advanced > tick 'Show sheet tabs' (under 'Display options for this workbook')
2. Unprotect worksheets:
 - a. Review > Unprotect Sheet
 - b. Repeat for each worksheet
3. Unhide worksheets:
 - a. Right-click on any worksheet tab > Unhide
 - b. Repeat for each hidden worksheet
4. Show gridlines and headings:
 - a. View > tick 'Gridlines' and 'Headings' (under 'Show' grouping)
 - b. Repeat for each worksheet
5. Select 'Capital' and 'Buildings' on Cover page (so that building options appear in Environment tab).
6. Make white (hidden) text visible (by changing font colour back to black).
 - a. For Social / Economic / Environment / Adaptation worksheets:
 - i. Select column L (by clicking on L at the top of the column) and change the font colour to black / automatic.
 - ii. Repeat for column O.
 - iii. Repeat for each worksheet listed above.
 - b. For Results worksheet:
 - i. Select column L (by clicking on L at the top of the column) and change the font colour to black / automatic.
 - ii. Repeat for columns N, P, R, T and V.
 - iii. Repeat for rows 2, 12, 22, 41, 50 and 51.

Notes:

- There is a large amount of conditional formatting applied (e.g. used to hide particular sections when they are not applicable).

- Buttons are hyperlinks to cells in other worksheets and the cells are formatted to look like buttons (i.e. they are not macros).