

SDA = Self-Development Academy Limited (www.spontaneousdevelopment.com) – RC 492,204

SDAc's Personal/Biz Contacts Manager™

This Custom Automated Excel VB Enterprise Information System (EIS) was developed by [Tayo Solagbade](#) for SDA's Creative Business Solutions arm ([CB solutions](#)) using MS Excel® & Visual Basic for Applications.

CB Solutions help clients harness Technology & The Internet to do what they do with less effort, time and MONEY thereby increasing their profits.

Our Excel Visual Basic applications are FULLY customisable and applicable to a wide variety of uses - this package being just one of many examples.

What do you do with MS Excel that you wish you could do quicker and more accurately? Email/tell us today via cbs@spontaneousdevelopment.com.



User Quick Start
& Troubleshooting Guide.

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This document explains how the various features in this application work AND how to use them. It is imperative that you take out time to study this guide document in detail, and PRACTICE using the various tools/features described. Just like any other application, if you do not spend time to LEARN/UNDERSTAND how to use the application, you are likely to experience frequent difficulties with it. Note also that since this is the first version, we continue working on improving it's functions and features – and hope you'll contribute to this process.

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Before Using The Application

A. Before You Start

0.1 System requirements for using the Automated Excel VB Spreadsheet Application.

NOTE! For this program to run properly you need the following:

- a. The full Excel Visual Basic module installed in your copy of your Excel application. Also, please check and ensure the copy of MS Excel you want to use has the "Analysis ToolPak" and "Analysis ToolPak – VBA" add-ins installed. This is to enable certain spreadsheet functions used in the application perform needed calculations. *On the Excel Main Menu, click "Tools, Add-Ins..." and confirm the check boxes for are checked. If they are not, click on them to do so.* You may need to insert the MS Office installation disk in the CD drive for this to work.
- b. We strongly recommend that the application itself be located in the "**pcm**" folder in which we deliver it to clients - AND that folder, we recommend be located in the root (C:\) of your PC's hard drive. This is the only way to ensure optimal performance at all times. *In particular it will ensure you do not experience any difficulties locating the worksheets you create using the EXPORT command button in the application.*
- c. Your system should have minimum 256 MB RAM/20GB HD - or something close. Note that 512 MB RAM would afford better performance over time, as this application will grow in size/data volume processing requirements as data is progressively added over 12 months.
- d. This program was built using MS Excel 2003® . We advise that you run it using the same or higher version - though we are certain, from tests we've done, that most of the features are unlikely to malfunction in MS Excel 2002, *but not lower.*

0.2 Preparing your copy of MS Excel to run the application

If you fail to read and follow the instructions below you may find that our application will fail to run on the PC you select. Also, note that these instructions MUST be applied EVERY TIME you wish to use the Personal/Business Contacts Manager™ on a PC that you have not used for that purpose previously.

- a. Copy the program's "**pcm**" folder WITH it's entire contents – as delivered to you - to your PC's hard drive root(e.g. "C:\").
- b. Note that if you downloaded the application from our website, then the folder would have come in a zipped format (.zip extension) to you. In such a case, you will need to use WinZip or any other suitable file compression software to unzip the folder BEFORE you copy it to the earlier specified location on your PC hard drive.

0.3 Opening/running the application for the first time in your copy of MS Excel

The Personal/Business Contacts Manager™ application was created using MS Excel Visual Basic, and therefore requires that MS Excel's Macro Security Setting be set to allow macros to run normally on it.

Except you already use other workbooks that require macros to be enabled, the Default Macro security setting in your copy of Excel is likely to be minimum of "High" which will cause applications like ours to be automatically disabled.

You will therefore need to use the following procedure to enable the macro:

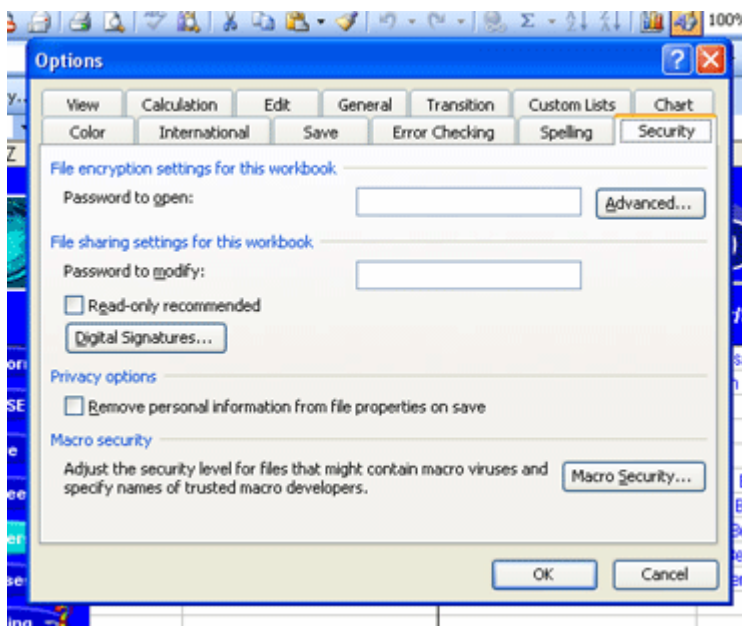
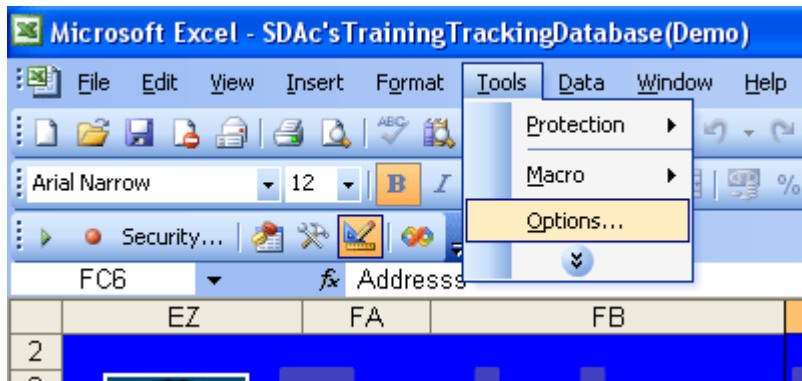
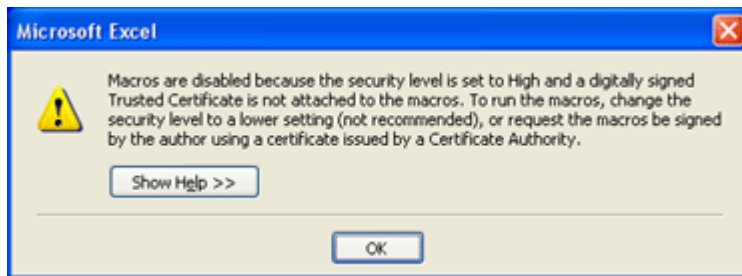
- a. Close the file and any other instances of the application currently running on the computer (this may include closing any applications using portions of the application you are currently running, such as Outlook which can use Word, database applications, and others).
- b. Select the Tools menu option and then select Macro and Security. In the resulting Security dialog, set the security level to Medium by clicking the Medium radio button. Close the file and any other instances of the application currently running on the computer.
- c. Open the Personal/Business Contacts Manager™ application again and click the Enable button when prompted to allow for the unsigned macro to run.

NOTE: In the event that you do purchase any of our applications, you may want to set the security level to "Low" by clicking the "Low" radio button. This will eliminate the need to answer the "Enable/Disable Macros" prompt every time you open the application. Keep in mind however that this should only be done if you are sure adequate anti-virus protection exists on your PC as other macros-driven applications (from other sites you might patronize) could pose virus-attack threats.

c) When you have accepted the macro, return the macro security level to High. See [Troubleshooting tips - Questions and Answers](#) on page 15.

0.4 Disclaimer

This Software Is Provided For Evaluation Only, On An "As Is" Basis. The Author* Disclaims All Warranties Relating To This Software, Whether Expressed Or Implied, Including But Not Limited To Any Implied Warranties Of Merchantability Or Fitness For A Particular Purpose. The Author* Shall Not Be Liable For Any Indirect, Consequential, Or Incidental Damages Arising Out Of The Use Or Inability To Use Such Software, Even If The Author Has Been Advised Of The Possibility Of Such Damages Or Claims. The Person Using The Software Bears All Risk As To The Quality And Performance Of The Software. Although Every Effort Has Been Made To Ensure The Accuracy Of This Program, Users Should Verify The Results For Themselves. *The Author Is Tayo Solagbade (234-803-302-1263 or email: tayo@spontaneousdevelopment.com)



MACROS DISABLED?

If you get the message on the left when you try to open this Excel workbook in your PC's copy of MS Excel, follow the instructions below.

A QUICK SOLUTION:

Default Macro security setting in your copy of Excel is likely to be minimum of "High" which will cause applications like ours to be automatically disabled. You can use the following procedure to enable the macro:

Click the OK button on the message box announcing "Macros are disabled ...etc"

- a) On the main Excel menu, click **Tools** – **Options**. A dialog box will appear (see left)
- b) Click the **Security** tab on that **Options** dialog box and then click **Macro Security...** (A Security Dialog box showing High, Medium & Low radio button options will appear).
- c) In the resulting Security dialog, set the security level to **Medium** by clicking the Medium radio button. (See pic on the left) and click OK.
- d) Next close the file/any other instances of the application running on the computer.
- e) Now, open the file again and click the **Enable Macros** button on the dialog box that appears to allow for the unsigned macro to run.

Getting To Know The User Interface/Using The Program

Screenshot 1: Call-Up/Login interface that appears after the above steps are completed and the workbook program has been opened. Follow the instructions for logging into it.

Clicking the "Quick Start Tutor" button will load THIS tutorial you are currently viewing either as an MS Word or Acrobat PDF document.

A video tutorial will be delivered to persons who purchase the paid version.

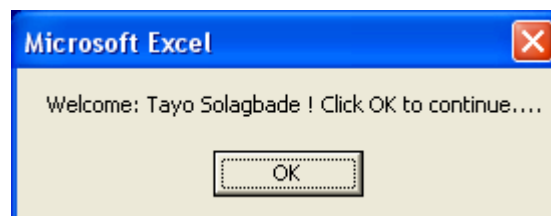
In the FREE version of this program you will use the provided username and password : "guest".

Simply follow the instructions in the login interface message(see left), to login using the "guest" username. Note that the password field is case sensitive so remember to make sure your CAPS LOCK light on your PC's keyboard is OFF when typing in the "guest" as your password.

Paid versions of the program allow users to change their passwords once they are logged in.

(Note that I have built in this login interface because this program holds sensitive contact information which the user would not want to be easily accessed by just about anyone who comes across the workbook on the PC).

Screenshot 2: This **welcome message** prompt appears after you successfully login using your username and password. Click OK to continue.



Screenshot 3: This **Main Menu Interface** appears after you click OK on the message box prompt that appears in Screenshot 2. This menu provides clickable command buttons/active Controls and hyperlinks for the user to gain access to any part of the application.

Manager Users: Click this button bring up the **Manager Users** custom form that can be used to add/remove/modify usernames or passwords etc. Available in Paid Versions.

Logout: Click this button to logout of the application. A prompt will ask you to confirm you have saved your last changes, to which you will respond, after which logout will be completed. Clicking the "Exit Program" button on the Login interface that appears will close the program.

Screenshot 3: Main Menu Interface

The screenshot shows a window titled "Main Menu Interface" with a close button (X) in the top right corner. The interface is divided into two columns of buttons. The left column contains: "Manage Users", "Change Password", a field with "*****", "Backup Program", "Save Program", and "Logout". The right column contains: "Enter/View Records", "Quick Start Tutor", "Fill Error/Request Log", "Toggle XLMenus", and "Schedule Of Prices". Below the buttons, there is a checkbox for "Change Year" with "2006" selected. At the bottom, there is a copyright notice: "© 2006 All Rights Reserved. Built by CB Solutions(Creative Business Solutions) - an Arm of Self-Development Academy Limited. http://www.cbsolutions.spontaneousdevelopment.com."

Click the **Enter/View Records** button to load the data entry/query form which you will use to post new records of your contact s OR retrieve and display existing records. See Screenshot 4 on the next page.

Error Log: Click this button to record ANY error or problem you encounter while using this program. A user-friendly entry form will appear. You will be prompted to export and upload to our website the log sheet you generate, so we can be informed about the problems you are having. Follow the instructions that appear

BACKUP PROGRAM(Available In Paid Versions)

Click on the above "Backup Program" button on the main menu to execute the automated workbook backup procedure as follows:

- 1). A warning/confirmation prompt appears after you click the button. The message is self-explanatory.
- 2). If you click YES to continue backup the program will create 2 backup files and then prompt you that this is done, giving also the location of the files.
- 3). You will then click OK to allow the program complete the return to Normal Save mode.

It is important that you make a habit of transferring your backup files from your PC hard drive on to a removable storage medium so as to be sure you have another set of backup copies should a problem occur with your hard drive – which is a real possibility with all electronic devices.

Getting HELP with THE F1 Key

Pressing the F1 key anywhere in the application will load THIS Quick Start Screenshot Tutorial.

That means if you need to refer to this guide document while working in the application, simply press F1. Note however that if a form is active when you do this, pressing F1 may not produce the desired result. In such a case, you will click the close button (marked X) for the form to close the form BEFORE pressing F1.

USER AUTHORISATION

Only authorized users will be able to successfully click on the "Manage User(s)" button in the Main Menu Interface.

If a user who has not been added to the authorized user list clicks on either of the above mentioned button while logged in, s/he will get a "**You do not have authorization to use this feature**" message.

Only an authorized user will be able to assign/modify user authorisation/login rights from within the "Manage Users" interface.

Screenshot 4: Entering Contact Records. This Records Entry/Retrieval & Display Query form appears when you click “Enter/View Records” on the Main Menu interface.

Drag this Title Bar to move this form to one side and view YOUR applied entries.

To Enter A Record: 1. Start by clicking the check box in front of the *Serial No.* field. Doing this will cause the program to insert the displayed serial no. into the next empty record row in the database table (You will see this happen).

2. Next click the check box in front of the *First Name* field. Doing this will UNLOCK the form fields to allow you to type your contact's information – which will be immediately entered by the program into the newly created record row.

3. Click “Reload” to enter another record.

Note: At any point while using the program you can click on the data entry form's blue-colored title bar (see above) to drag it aside so you can see your changes being reflected in the worksheet as you type them in.

WHAT THE MAIN MENU COMMAND BUTTONS DO(See Yellow Circle Above)

MMenu – Click this button to return to the Main Navigation Menu – See Screenshot 3

COLs – Click this button to activate column auto-fit. **Explanation:** You will need to use this button when you notice that data posted into one or more cells extends beyond the width of the containing cell. Clicking this button causes Excel to automatically adjust the column width for all the cells in the data table so that the full length of each cell entry becomes visible.

Rt – Click this button to make the worksheet cursor move ONE cell to the Right.

Lt – Click this button to make the worksheet cursor move ONE cell to the Left.

Up – Click this button to make the worksheet cursor move ONE cell Upwards.

Dn – Click this button to make the worksheet cursor move ONE cell Downwards.

Screenshot 5: Edit Existing Records. This Records Entry/Retrieval & Display Query form appears when you click “Enter/View Records” on the Main Menu interface.

To Edit A Record: Select the name from the drop menu or type in the first few letters – starting with the surname(the program will auto complete with the closest corresponding record. When the record is displayed, click this check box to enable EDITING. A prompt will appear asking you to confirm that you wish to UNLOCK the form fields(See next page). Click YES and then make your changes. Your changes will be applied immediately.

3. Click “Reload” to edit another record.

IMPORTANT NOTE: To Show Pixs, you MUST type the full path to program's folder location on your PC's drive into the form field provided exactly as: "c:\pcm\\"(i.e. if the drive location is labeled "c:". Modify path as needed.)

Type Full Path To Program's Folder On Your PC: d:\hrms\

As a PAID license owner of this application you are entitled to FREE support.
Call Tayo on 234-803-302-1263. Or Click Here.

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<http://www.cbsolutions.spontaneousdevelopment.com>.

Note: To edit a contact names, you have to select the record, close the form, then type in the correction for Full Name, Surname or First name. The edit facility on the data form cannot be used to make changes to these three fields.

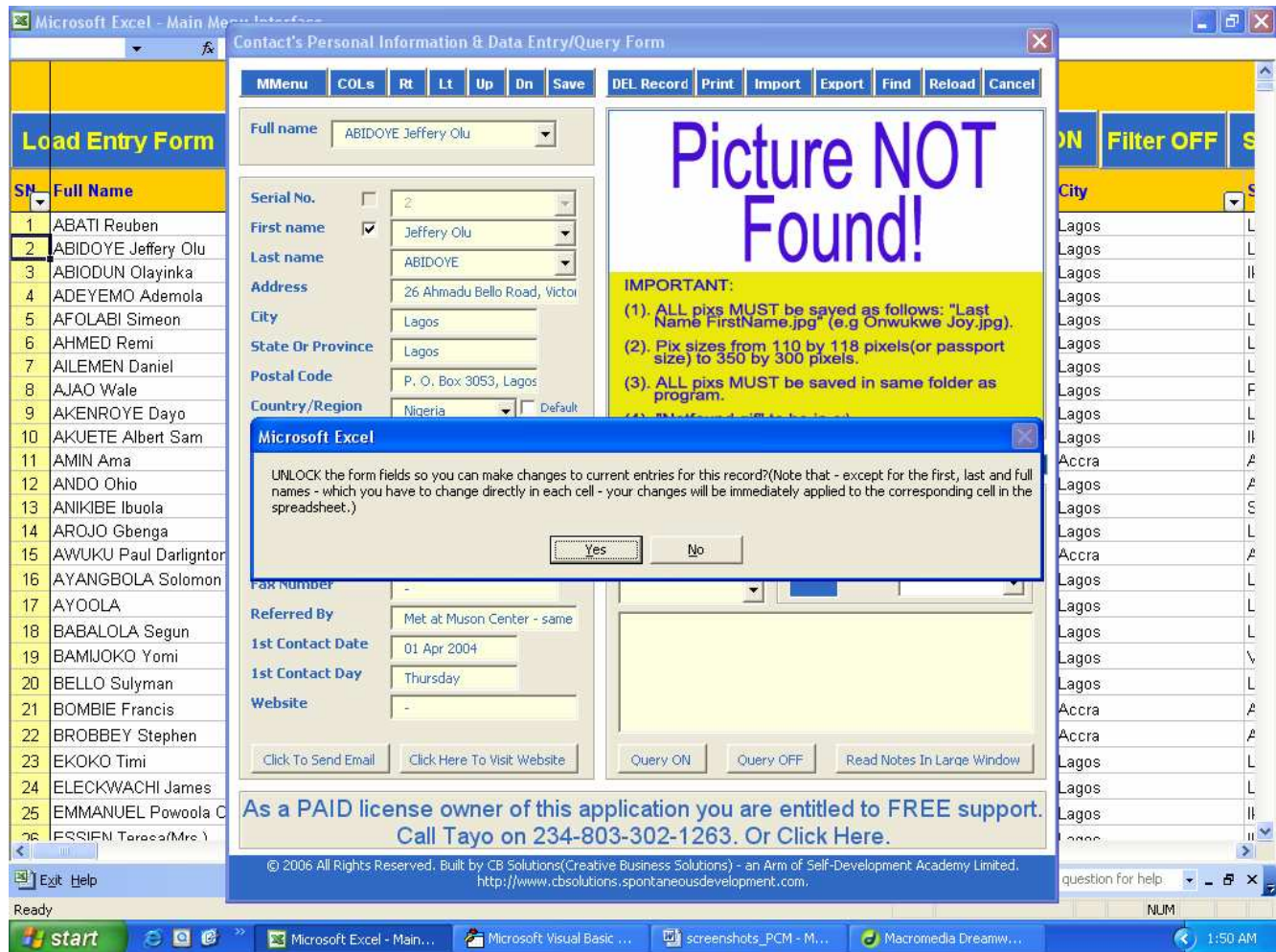
WHAT THE MAIN MENU COMMAND BUTTONS DO(See Yellow Circle Above)

Save – Click this button after posting new data into the table, to make your changes permanent. The **Ctrl+S** keystroke combination is disabled in the FREE version of the program, but is fully functional in the paid versions.

DEL Record – Click this button while a record is displayed in the data form. It will NOT work if the data form has no displayed record. This is to prevent deletion of a wrong record. When you click the button a prompt appears asking you to confirm you want to erase the record. If you click YES, the program erases the record and automatically data sorts(alphabetically, using SURNAME as the sort key) the remaining records. It will also re-assign serial numbers to remaining records. You will see this happen in the background. **See screenshot 6.**

Print - Clicking this button when no record is displayed on the data form will load a print preview of the entire contact records database table – ready to send to printer. With a record displayed on the form, clicking the same print button will load a print preview showing the contacts full records – including, if available his/her picture. **See screenshot 7.**

Screenshot 6: Edit Existing Records (2). This Records Entry/Retrieval & Display form appears when you click “Enter/View Records” on the Main Menu interface.



Note: To edit a contact name, you have to select the record, close the form, then type in the correction for Full Name, Surname or First name. The edit facility on the data form cannot be used to make changes to these three fields.

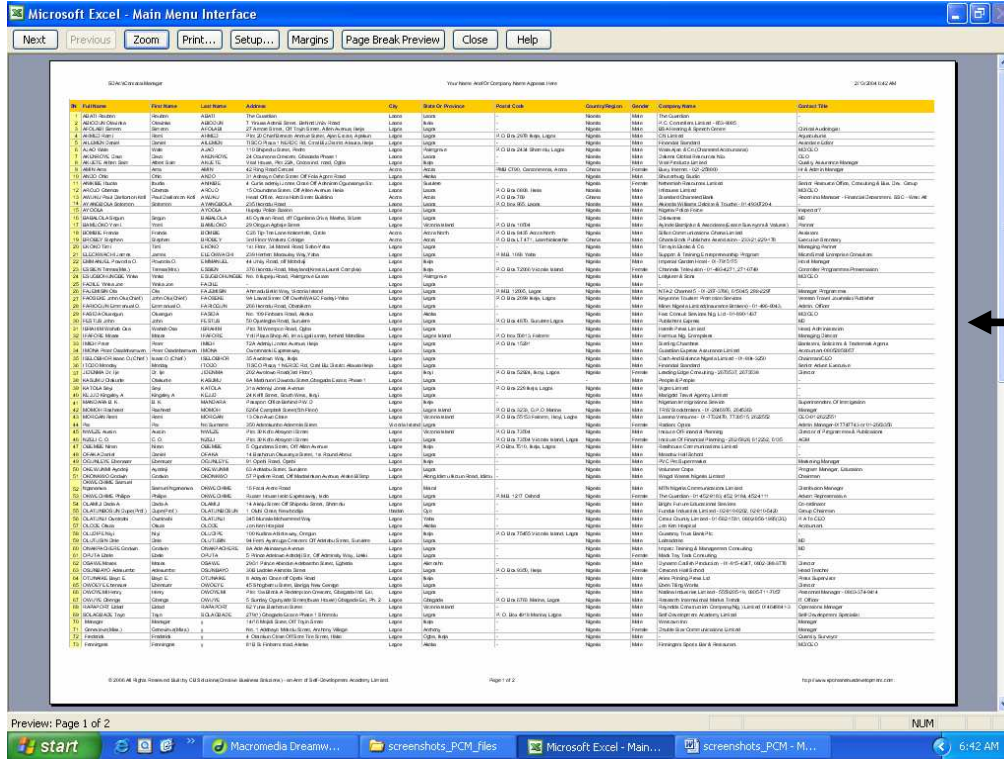
WHAT THE MAIN MENU COMMAND BUTTONS DO(See Yellow Circle Above)

Import – This button is recommended for use when you are upgrading to a new version of the program. It allows you to quickly and easily load all your contact records EXPORTED from an old(or faulty) version of the program into a new (or fully functional) version – within a few seconds. This function/feature is enabled in the paid version.

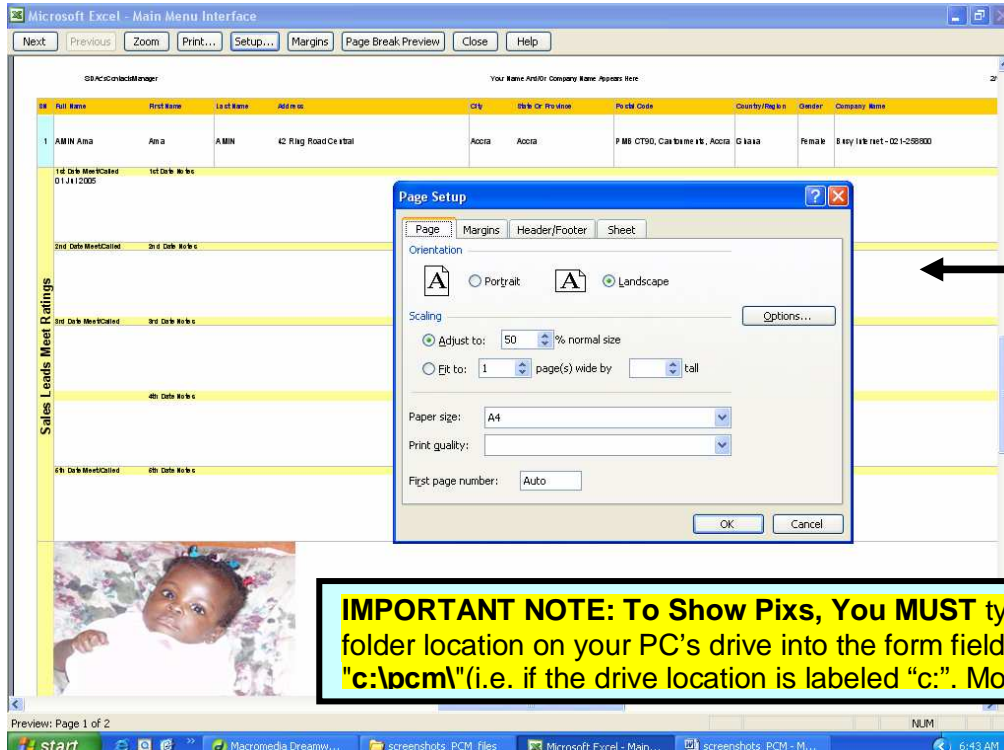
Export – You will click this button to quickly and easily export your current contact records database table as a separate MS Excel spreadsheet which will be saved to a specified location on your PC where you can then retrieve it for use in other environments. It is this exported worksheet that is automatically imported into the program when you click the IMPORT button. This function/feature is enabled in the paid version.

Find - Click this button on the data entry/query form to load the Search Window. Using the search window's radio buttons, you will be able to conduct searches on the database to find records using FULL, First and Last Names of specific contact(s). **See screenshot 10.**

Screenshot 7: Previewing Contact Record(s) For Printing: Screenshots of print preview window that appears when the PRINT button on the data entry/query form is clicked. What you see here is the first page of the database table in a ready to print layout. The program always arranges the contacts data/records alphabetically, using Last names as the key. This makes it easy to find specific entries on the printed copy.



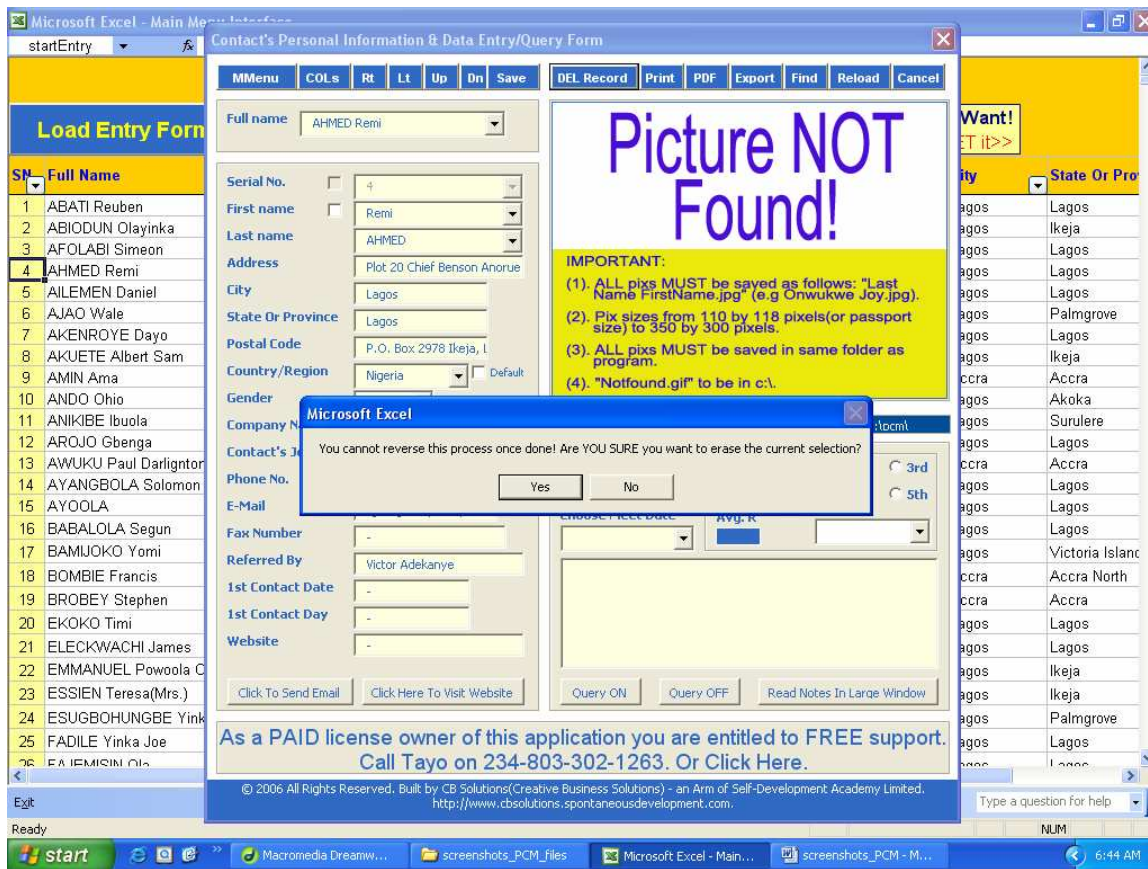
Print Preview window that appears when you click the Print button when the form is BLANK.



Print Preview window that appears when you click the Print button while a contact's record is displayed on the data form.

IMPORTANT NOTE: To Show Pixs, You MUST type the full path to program's folder location on your PC's drive into the form field provided as follows: "c:\pcm\" (i.e. if the drive location is labeled "c:". Modifv path as needed.)

Screenshot 8: Deleting A Record: Screenshot of custom data entry/database query results display form showing message box that appears when the user clicks the DEL Record button for a currently displayed/existing record. In the background, you can see the selected records in database table.



Screenshot 9: Entering Contact Meetings Notes Records. You can use this section of the form(see yellow circle) to record details mainly for business contacts. Meeting/contact dates, notes/comments on outcome, Sales Lead Rating(i.e. potential selling opportunity you perceive) etc. It can be quite interesting to click 1st, 2nd, 3rd labelled radio buttons after a while to read the notes one made as the relationship with a particular prospect evolved.

Drag this Title Bar to move this form to one side and view YOUR applied entries.

Enter Contact Meeting Notes:

1. When entering a new record.

For instance the first time you enter a prospective client's record using his business card, you would:

a. Enter First name, last name etc up till website.

b. Click Contact No. drop menu and select "1st".

c. Then click Rate Lead drop menu and choose from a scale of 1 to 5 to indicate how good you think the sales lead is(5 being Excellent).

d. Click the Choose Meet Date drop menu to select the date you FIRST met the prospect.

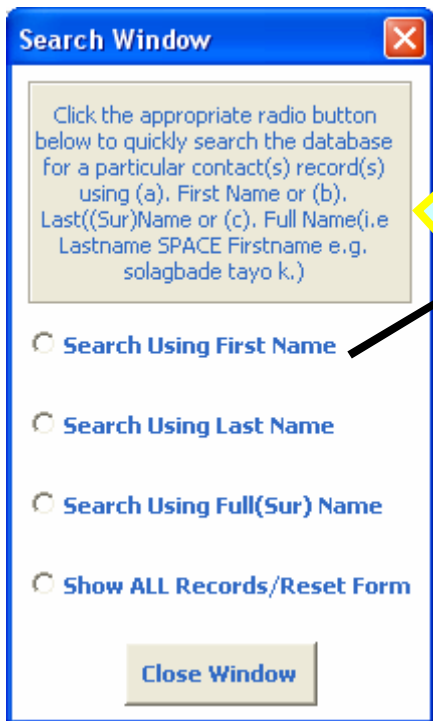
e. Type any notes or comments about your first meeting etc into the large text field provided.

2. When viewing an existing record:

- Select the name of the contact you wish to view notes entries for using the Full Name drop menu on the data form. Then click the radio buttons labeled 1st, 2nd, etc to have the program automatically display any notes you entered or posted for the corresponding date and meeting number.
- If your entry extends beyond the space provided a vertical scroll bar will appear. To view the entire text at once, click the "Read Notes In large Window button".
- To UNLOCK the comments/notes field, so as to make changes/modify the displayed entries you will click the QUERY OFF to switch the program from query mode to data entry mode. If you do not do this, you will find that anything you type does NOT appear in the comments/notes field. When done making changes, click QUERY ON.

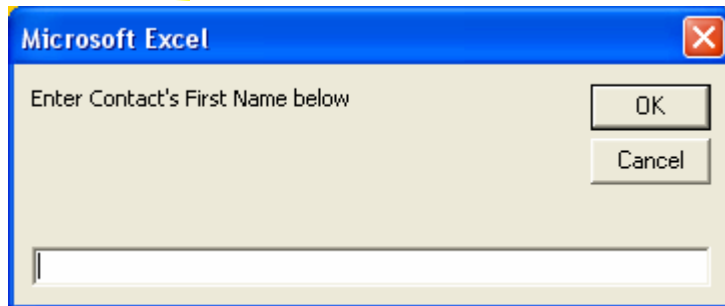
Screenshot 10: Find/Search For A Record: Clicking the Print button on the main menu loads the Search Window displayed below.

Option 1: Using The Search Window/Form



Option 1. Click the radio button you want and the dialog box/prompt shown below will appear. Next, type in the name for the contact you wish to view a record for, and click OK. The program quickly finds it(if it's there) by hiding other records leaving the one you want.

Option 2. Click close button(red "X") to close the data form. Click the Filter ON button at the top right of the records table to enable the data auto-filter menus. Next click the menu for the field you want and select the entry/item by which you wish to search the database.



Option 2: Using Data Auto-Filter Drop Menus

SN	Full Name	Address	City	State Or Province	Postal Code
1	FAOSEKE John Olu(Chief)	The Guardian	Lagos	Lagos	-
2	FARIOGUN Emmanuel O.	7 Yinusa Adeniji Street, Behind Unity Plaza	Lagos	Ikeja	-
3	FASIDA Olusegun	27 Awolowo Road, P.O. Box 1000, Lagos	Lagos	Lagos	-
4	FESTUS John	11500 Plaza 1 NERDC Rd, Ctral Biz District Alausa, Ikeja	Lagos	Lagos	-
5	IBRAHIM Wahab Osa	110 Shipeolu Street, Pedro	Lagos	Palmgrove	P.O. Box 2434 Shom
6	IFAFORÉ Moses	24 Oguntona Crescent, Gbagada Phase 1	Lagos	Lagos	-
7	IMEH Peter	Vital House, Plot 22A, Cocoa ind. road, Ogba	Lagos	Ikeja	-
8	IMONA Peter Osadebanwen	31 Adetayo Osho Street Off Fola Agoro Road	Lagos	Akoka	-
9	ISELOHON Isaac O.(Chief.)	15 Ogundana Street, Off Allen Avenue, Ikeja	Lagos	Lagos	P.O. Box 6808, Ikeja
10	ITODO Monday	Head Office, Accra High Street Building	Accra	Accra	P.O. Box 769
11	KASUMI Olakunle	235 Ikorodu Road	Lagos	Lagos	P.O. box 965, Lagos
12	KATOLA Seyi	Ilupeju Police Station	Lagos	Lagos	-
13	KEJUD Kingsley A	46 Oyekan Road, off Ogunlana Drive, Masha, S/Lere	Lagos	Lagos	-
14	MANDARA B. K.	29 Ologun Agbaje Street	Lagos	Victoria Island	P.O. Box 10504
15	MOMOH Rasheed	C26 Tip-Toe Lane Kokomlele, Circle	Accra	Accra North	P.O. Box B435 Accra
16	MORGAN Remi	3rd Floor Workers College	Accra	Accra	P.O. Box LT 471, Lat
17	NWIZE Austin	1st Floor, 34 Mcneil Road, Sabo-Yaba	Lagos	Lagos	-
18	BOMBIE Francis	239 Herbert Macaulay Way, Yaba	Lagos	Lagos	P.M.B. 1093 Yaba
19	BROBEY Stephen	44 Unity Road, off Mobolaji	Lagos	Ikeja	-
20	EKOKO Timi	No. 8 Ilupeju Road, Palmgrove Estate	Lagos	Palmgrove	-
21	ELECKWACHI James	-	Lagos	Lagos	-
22	EMMANUEL Powoola O.	Ahmadu Bello Way, Victoria Island	Lagos	Lagos	P.M.B. 12005, Lagos
23	ESUGBOHUNGBE Yinka	9A Lawal Street Off Owesh/WAEC Fadeyi-Yaba	Lagos	Lagos	P.O. Box 2099 Ikeja,
24	FADILE Yinka Joe	266 Ikorodu Road, Obanikoro	Lagos	Lagos	-
25	FAJEMISIN Ola	No. 109 Finbarrs Road, Akoka	Lagos	Akoka	-
26	FAOSEKE John Olu(Chief.)	50 Ojuelegba Road, Surulere	Lagos	Lagos	P.O. Box 4870, Surul
27	FARIOGUN Emmanuel O.				
28	FASIDA Olusegun				
29	FESTUS John				

Important Notes

E.1 What NOT to do while using the application

- a. Do not leave ANY cell(s) in the data entry interfaces blank. If you do not wish to make an entry into a field, type a dash i.e. "-" into it.
- b. If at all possible, due to the size of the application and the demands it may place on your computer system's resources, avoid running more than one other application while using this program. This way you can ensure a more satisfactory application performance – and user experience.

E.2 What NOT to do when a command button is executing a procedure

- a. Do not click the mouse or press a key on the keyboard while the program is SAVING.

E.3 What TO DO whenever you use the application

- a. Always ensure every cell has an entry - "dash" where you have no data to input.
- b. Always click the Save NOW button to retain your newly added data permanently.

E.4 Troubleshooting tips - Questions and Answers

If you have never run an Excel Visual Basic driven spreadsheet application on your PC's copy of Microsoft Excel, it is likely to return an error(message) when you open the file. The following instructions will guide you to prepare your copy of Excel to allow problem-free running of our applications.

ONE COMMON PROBLEM: My experience in working with users has shown that most people use MS Excel on their PCs for which the VBA(Visual Basic for Applications) module has NOT been installed - or NOT installed fully/correctly. Based on this I strongly advise that you have your copy of MS Excel re-installed in "FULL or COMPLETE installation" mode.

IF YOU GET A "COMIPLE ERROR" MESSAGE - CHECK YOUR EXCEL VERSION...

Also, depending on the VERSION of Excel on your PC, you might get a "Compile Error" message when you open some of my fully automated workbooks(which were created using MS Excel 2003) on lower versions of Excel . I am currently working on modifying code to allow such apps to run from MS Excel 2000 and above. You can contact me if you get such an error message.

USE THE TROUBLESHOOTING GUIDE BELOW

Do the above BEFORE you try running our applications. If you then encounter any problem, follow the troubleshooting guide provided below

- 1) Default Macro security setting in your copy of Excel is likely to be minimum of "High" which will cause applications like ours to be automatically disabled. You can use the following procedure to enable the macro: **Close** the file and any other instances of the application currently running on the computer. **Select** the Tools menu option and then select Macro and Security. In the resulting Security dialog, set the security level to Medium by clicking the Medium radio button.
- 2) Close the file and any other instances of the application currently running on the computer. Open the Personal/Business Contacts Manager™ application again and click the Enable Macros button when prompted to allow for the unsigned macro to run.

About TAYO SOLAGBADE



**Self-Development/
Performance Enhancement
Specialist – Tayo Solagbade**
- works as a Multipreneur,
helping individuals/
businesses develop and
implement strategies to
achieve their goals, faster and
more profitably.

To do this effectively, he regularly applies proven self-development techniques (and his high aptitude for Multipreneuring) to explore, discover and document best practice ways of successfully venturing into various fields. His message is basically that development of a positive mind set, mental stamina and visualization are the most crucial elements needed to succeed in any areas of human endeavour.

Following completion of one year national youth service assignment, Tayo worked for a few months as Trainee Sales Coordinator in a Wine Manufacturing company, before joining Guinness Nigeria Plc as a Graduate Trainee in October 1994. Between 1996 and 2000, Tayo became recognized for using self-taught skills, in his spare time, to develop spreadsheet applications for automated report generation especially in the Brewing department (Over 95% savings in report generation times were recorded). More than four of his custom applications were formally adopted for brewery level reporting. This was in addition to his constantly challenging the status quo and influencing positive work changes. An example of this was when, in 1998, he developed and formally proposed for adoption a brewing process performance measure he called "%Brewhouse Efficiency" which was considered (and brewery trials done) for 6 months by Senior Management in the Technical Function.

After being seconded – twice - in 1998, to act as Training and Technical Development Manager (the first time for 1 month, the second for over 3 months), Tayo was promoted Training and Technical Development Manager (TTDM) in September 2000. About the same time, he was nominated to attend a 6 week International Brewing Course in the United Kingdom. Four

months after returning from the UK, and resuming as TTDM, he was nominated to act as Production Manager for a five-week period. Despite this sudden and unexpected demand to act as a departmental head (having left that same department only some months earlier as a Shift Brewer), Tayo successfully completed the secondment - getting commendations from senior management.

In August 2001, Tayo successfully developed a Visual Basic for Excel Custom Automated Training Records database application for Benin brewery (which would later be sent to Lagos breweries at the request of the latter's TTDM) – in order to meet requirements of the then impending ISO 9002 certification audits. He also successfully acted in another Senior Management role as Technical Manager all through the duration of the ISO audits. During his stay in Guinness, Tayo was formally trained - and functioned - as a workplace Coaching Conversations Facilitator and Best Practice Process Management Champion.

He holds a B.Sc degree in Agricultural Extension Services from the University of Ibadan having graduated top of his class - with Second Class Upper Division honors - in 1992. He is an Associate Member of the UK Institute & Guild of Brewing, a 1997 National Finalist of the Nigerian Institute of Management's (NIM) Young Managers' competition, a Certified Psychometric Test Administrator for Psytech UK, innovator of Spontaneous Coaching for Self-Development™ (SCfS-D™), and Founder of the Self-Development Academy Limited.

Tayo resigned his appointment in Guinness Nigeria Plc with effect from December 2001. A passionate desire to actualise his longstanding dream of running his own business, as well as the need to be "free" to further develop his ideas on the application of Self-Development principles for successful living made him decide to leave – the promise of a bright future in Guinness notwithstanding.

Through the Self-Development Academy, he now offers a growing range of unique talks, seminars, workshops, e-courses and coaching programs targeted at Parents, Teachers, Employees, Students, and Entrepreneurs.

TAYO SOLAGBADE AS A MULTIPRENEUR

In order to effectively meet the needs of the various groups he works with, Tayo functions as a multipreneur, using himself as a guinea pig of sorts to explore, discover and document best practice ways of successfully venturing into various areas of endeavour. His primary focus in this regard, is however on employee career development and micro/small business(low-capital startup) entrepreuneuring.

For instance, depending on the opportunities that appear in the market place, Tayo earns multiple streams of income in the following ways: 1). Providing professional web design and copy writing services (and coaching). 2). Delivering Pre-programmed Spreadsheet Solutions - and also providing Experiential Coaching in Excel and Excel Visual Basic. 3). Building custom natural self-cleaning aquarium systems as teaching and learning aids for educational institutions, hospitals, offices & homes. 4). Providing customisable Talks, Seminars, Coaching programs on Self-Development, Performance Enhancement, and Best Practice Systems Development. - all of these he does using self-taught skills acquired out of necessity during periods when he struggled to earn steady income from his primary business interest - Self-Development Education.

In the future, Tayo(a graduate of Agricultural Extension Services from the University of Ibadan) intends to establish an Integrated Catfish and Ornamental Fish Farm as a Farm Research/ Extension Advisory Services Center. One key objective of the Integrated Fish Farm (IFF) will be to continuously investigate, and document best practice ways of rearing farm fish cost-effectively for higher yields using locally sourced materials and indigenous knowledge/skills - in conjunction with consistent implementation of Best Practice Process Management Techniques.

The IFF's findings will then be offered to interested startups and existing fish farm business owners via workshops and seminars designed to encourage more people to go into low startup capital ventures like fish farming by followed tested and proven methods(process records documentation/ spreadsheet data analysis for decision making, workplace organization etc) which increase their chances of success at first attempt. Visit <http://www.iff.spontaneousdevelopment.com> to learn more.

Tayo believes that educating individuals about how to empower themselves to achieve ANY goals they desire, will inspire them to stop waiting for an enabling environment to be "created" and instead take personal action to create the future they want.

Below are three(3) of Tayo's Favorite Quotes – and SDAc's tagline.....

“The illiterate of the 21st Century will not be those who cannot read or write. They will be those who cannot learn, un-learn and re-learn” – **Alain Tofle**

"..the biggest challenge facing most African nations is to creatively adapt ideas to their unique environment." - **Mr. Patrick Boateng, Adviser for Africa, US Federal Communications Commission (FCC) at the African Internet Summit and Exhibition(AFRINET) 2002, held in Abuja, Nigeria.**

"I want to be part of a South Africa and Africa sending out a new message to the world, of taking responsibility for our own challenges. The world has got used to a picture of Africa asking for support, with cupped hands. It's time we create a new image of Africa. It's time that we ourselves start giving and assert our sense of dignity. We deserve respect. It is time we stop apologizing for ourselves and acknowledge our achievements". - **Graça Machel -Mandela**

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