Mobilehome Park (MHP) - Protected View Job Aide

Due to continuous Microsoft security enhancements, your computer settings may need to be updated in order to continue utilizing the MHP tool. Please follow the steps below to disable the "Protected View" feature should you encounter this notification (as shown below in red).

IMPORTANT: These steps should only be followed when downloading/receiving files from a trusted source.

File Home Insert Draw Page Layout Formulas Data Review View Developer Help	모 Comments 🖻 Share
C PROTECTED VIEW Be careful-fries from the Internet can contain visuos. Unless you need to edd, if's affer to stay in Protected View, Enable Edding	×
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The "Fnable Content" button on the "Security Warning" har as illustrated	
IL HOME RESET FAGE LAYOUT FORMULAS DATA REVIEW VEH Formula this step being completed, the application will not function. 7 10 - 9' / %	
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- 1. Upon seeing the "Protected View" notification, close the file.
- 2. Select the file and right mouse click on the file name to see the available options that can be executed (seen below).

1			-		
	Name	Date modified	уре	Size	
	Mobilehome Park - Tenant Bill Calculation Factor 041522-082522 v1 for Billing Period DATE to DATI	6/30/2022 4:37 PM	Microsoft Excel M	2,365 KB	
					New
					Open
					Print
I					Norton 360
I					Open with
					Give access to
					Restore previous versions
					Send to
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					Create shortcut
I					Delete
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3. Select the "Properties" option.



4. Under the "General" tab in the "Security:" section, click inside the box to the left of the word "Unblock" which places a check mark.

eneral Secu	urity Details Previous Versions					
×	141522-082522 v1 for Billing Period DATE to DATE					
Type of file:	Microsoft Excel Macro-Enabled Template (xltm)					
Opens with:	Excel Change					
Location:	C:\Users\Robert\Documents\Protected View					
Size:	2.30 MB (2,421,299 bytes)					
Size on disk:	2.31 MB (2,424,832 bytes)					
Created:	Friday, March 25, 2022, 1:56:29 PM					
Modified:	Thursday, June 30, 2022, 4:37:40 PM					
Accessed:	Today, August 4, 2022, 2 minutes ago					
Attributes:	Read-only Hidden Advanced					
Security:	This file came from another computer and might be blocked to help protect this computer.					
	OK Canad Apply					

5. Next click the "Apply" button and then "OK" button.

Sect	any Berans Frevious versions					
×	141522-082522 v1 for Billing Period DATE t	o DATE				
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6. Re-launch the MHP tool once again. Continue steps as noted in the "MHP Tenant Bill Calculation Tool – How to Guide".



Enable Content Message