Cable MLRO Report Template ReadMe

Thank you for downloading our free MLRO Report Template.

These instructions will help you link the charts in the template to the charts in the accompanying excel file.

1. Save the MLRO Report Template folder to a new location on your computer.
2. Open both the word doc and the excel file.
3. If you want to use a chart that is shown in the word doc:
   1. Go into the excel file and locate the correct tab.
   2. Input the correct data. Each tab has instructions about which data you need to input, and which data will automatically update.
   3. Copy the chart from the excel file.
   4. Paste the chart into the correct place in the word doc, and delete the original chart.
4. As long as you keep the word doc and the excel file in the same folder, anytime you update the data in the excel file, the charts should automatically update in the word doc.
5. Please note that if you move the files or send them to somebody else, the link between the charts in excel and word may break.