



InsightChef Pro

It answers the questions a Chef doesn't even ask.

CUSTOMER ENABLEMENT GUIDE

Installation & First Launch

Safe setup for a trusted, macro-enabled Excel application.

RELEASE InsightChef Pro V2.0 DIY Chef Release

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Supported environment

Requirement	Supported state
Computer	Windows laptop or desktop
Application	Microsoft Excel desktop with VBA enabled
File type	Macro-enabled .xlsm workbook
Storage	A trusted local or synced desktop folder; avoid opening inside email, browser preview, or a ZIP archive
Concurrency	One user and one open copy at a time

NOT SUPPORTED Excel for the web, mobile Excel, Google Sheets, Apple Numbers, and simultaneous editing are not supported.

Prepare the file

1. Move the downloaded .xlsm file into the folder where you intend to work.
2. Close any other InsightChef Pro workbook copies before opening it.
3. If Windows shows an Unblock option in File Properties, choose it only after confirming the download source.
4. Keep one active working file and one verified backup. Avoid accumulating many dated copies on the laptop.

First launch

1. Open the workbook in Windows desktop Excel.
2. Choose Enable Editing and Enable Content when the file is trusted.
3. Wait for startup to finish; do not click buttons while Excel is still loading.
4. Open Command Center. Confirm that navigation buttons open the intended areas.
5. Open Settings. Enter company name, currency, targets, tax rates, vendors, and storage locations.
6. Save, close, and reopen the workbook. Confirm the settings remain and Command Center still opens normally.

Initial setup checklist

- ☐ Company name and currency are correct.
- ☐ Food-cost target, variance threshold, wage, and labor burden assumptions are reviewed.
- ☐ Local tax rates are entered for Food, Beer, Wine, Liquor, Non-Alcoholic Beverage, and Non-Taxable categories as applicable.
- ☐ Every active vendor appears once in the Settings vendor master.
- ☐ Storage locations reflect your kitchen, including any custom location you add.
- ☐ The workbook saves, closes, and reopens without a compile, protection, or navigation error.

Macro and security guidance

- Do not lower organization-wide security settings. Trust only the specific InsightChef Pro file and location.
- If your organization blocks VBA, ask your Microsoft 365 administrator to approve the file or trusted location.
- Never paste external VBA modules into the release workbook or remove protection to make a workflow run.
- If startup is interrupted, close all Excel windows and reopen once before contacting support.

SUCCESSFUL FIRST LAUNCH The workbook starts without an unexpected message, settings persist after reopen, Command Center navigation works, and intended input cells remain editable while governed areas remain protected.