



## **Targeted Risk Assessment**

Frequently-asked questions on  
the download and installation of the tool

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## 1 HOW TO DOWNLOAD THE TOOL

Version 3 of the TRA is available in two forms: as an integrated exposure/risk assessment tool covering worker, consumer and environmental exposures; and as a standalone consumer exposure estimation tool.

The TRA Tool and supporting documentation are available from <http://www.ecetoc.org/tra>

Click on the download button for the required tool and complete the download request form.

An email will be sent to you containing a download link. This should arrive within a few minutes; if it does not appear in your inbox then please check your spam mail settings and spam/junk mail boxes.

Download the file with the link provided in the email. The integrated tool is compressed in a zip file, the standalone consumer tool is downloaded as an Excel file.

## 2 HOW TO INSTALL THE TOOL

### **Integrated Tool**

Unzip the file to the folder where you will use the tool.

Keep the original zip so that you can create a fresh installation if needed in a new folder.

Only install one copy of the tool in any folder and do not move the tool from that folder as this will break the links between the various Excel files in the tool. To use in another folder, unzip the original zip file there.

### **Standalone Consumer Tool**

Copy the Excel file to the folder where it will be used and keep a back-up of the original.

### **MS Excel security settings**

The TRA Tool opens in Microsoft Excel and requires macros to be enabled for it to function; the procedure to enable macros varies according to the version of MS Excel used; if unsure, please go to the help section of MS Excel and search for macro security (In Office 2010, these settings can be found in File>Options>Trust Centre>Trust Centre Settings>Macro Settings).

Ensure that your security settings are not making the tool “read-only” or opening it in “Protected View” (In Office 2010, these settings can be found in File>Options>Trust Centre>Trust Centre Settings>Protected View).

Some companies may have disabled changes in EXCEL 2010 Trust Centre (Protected View) to avoid getting harmful files from Internet/Outlook etc., and to make sure that the user does not change this default permanently. If this is the case you can still work with TRA V3 if you enable all Workbooks in EXCEL 2010 by opening them for the first time, enable edit mode in all the

workbooks, save and exit them afterwards. If it was done once you never see the 'Protected view' again and you can work without runtime errors.

### 3 USER QUESTIONS

**Q:** I misspelled my email address when filling in the request form for the TRA so I did not receive the email; when I try again I do not get the form so cannot change the address.

**A:** Your details are remembered in a "cookie" read by your browser. Please clear your cookies, or try again using a different browser, or try again from a different computer.

**Q:** I do not receive the email with the link and have checked in my junk mail and security settings.

**A:** Contact ECETOC by email: [info@ecetoc.org](mailto:info@ecetoc.org) mentioning TRA Tool in the title.

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