Review Messages: (Information, Warning, and Error)

**Note:** Different types of messages may display briefly as a pop-up window in the lower left corner or may be accessed through a **Messages** button. Information messages (indicated with green) do not require action. Warning messages (indicated with yellow) MAY require that action be taken. Error messages (indicated with red) REQUIRE that action be taken.

1. When a message occurs, review the text that briefly displays in the lower left corner of the workbook and note the following:
   - In this example an Error message indicated with a red symbol provides action needed.
   - To view the complete message in this pop-up window if needed, click directly on the message.
2. Use the Messages button on the top Analysis toolbar to display the message after it disappears from the lower left corner, especially if you missed the content, click.

   Note: If the Messages button is active as indicated by a red symbol, then messages are available to be viewed.

3. Review the message and click Close to continue and address any messages as needed.