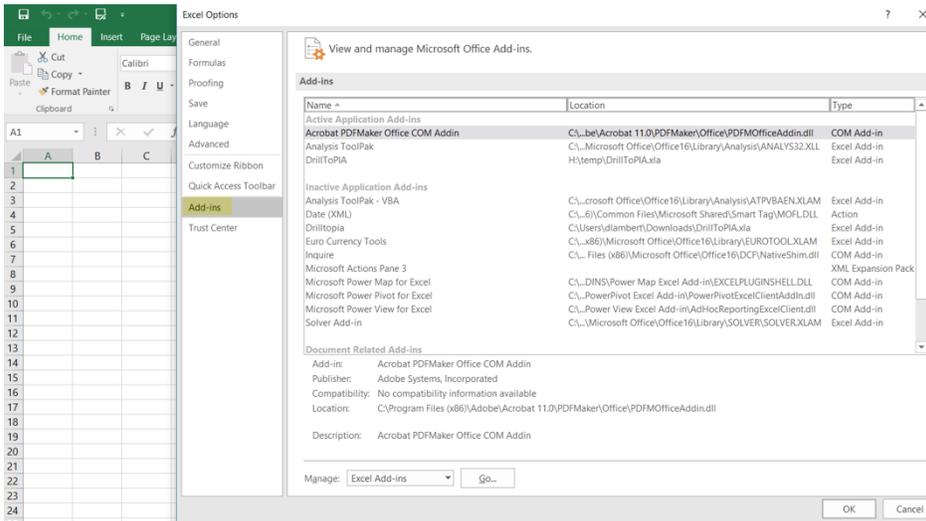# Excel Add-in Update - nVision Drilldown

Introduction:

As part of the PeopleSoft 9.2 upgrade, an update to the Excel Add-in for drilldown functionality is required in order to successfully drilldown on the web. There is an updated DrillToPIA.xla file needed and the following steps will explain how to apply the Add-in.

Steps

1. Copy the latest DrillToPIA.xla provided add-in file to c:\users\username
2. Remove the current add-in from Excel
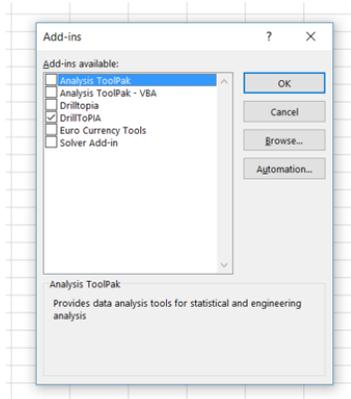   a. Open Excel
   b. Go to File > Options > Add-ins

   c. Select the Excel Add-ins option from the Manage dropdown menu at the bottom of the page.
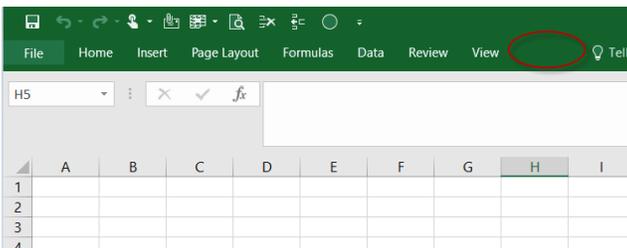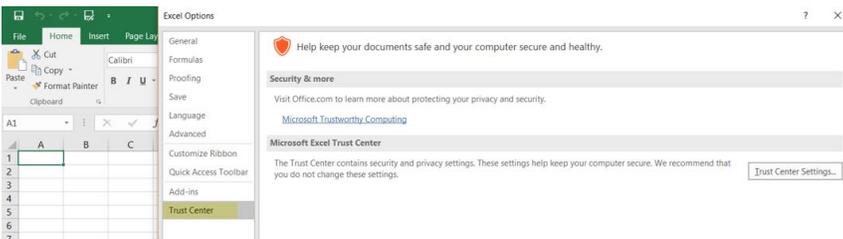   d. Select Go
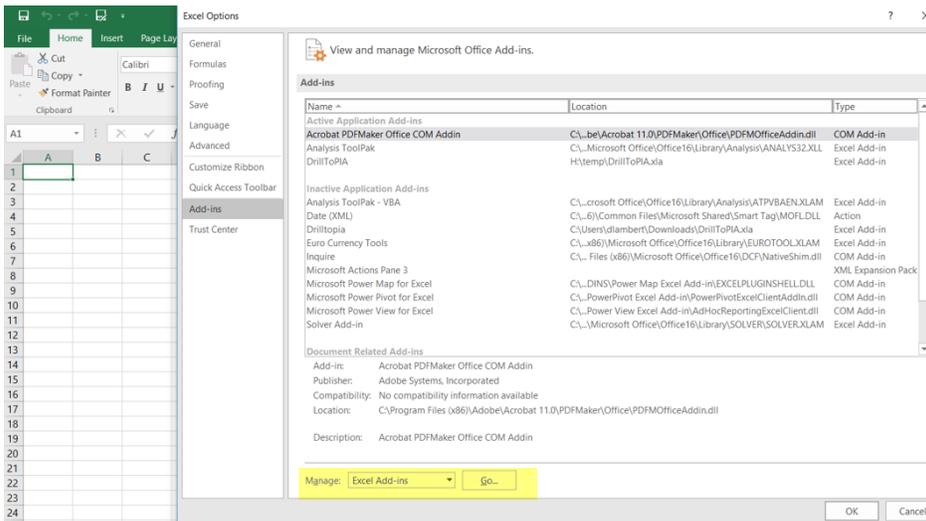
Excel Add-in Update - nVision Drilldown
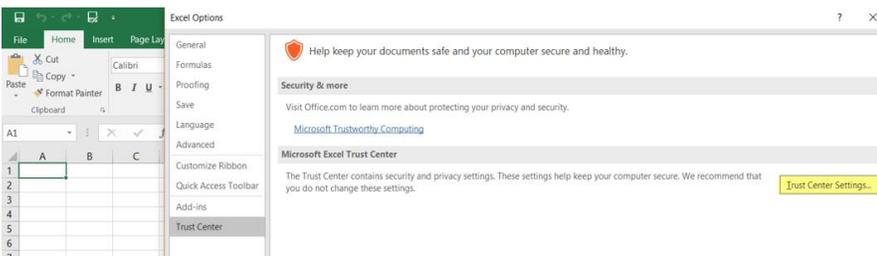
You will see the following:

e. Uncheck DrillToPIA
f. Select OK
g. X out of Excel
h. Re-open Excel
i. The Add-in menu option should be gone

3. Add back the Add-in using the DrillToPIA copied to c:\users\username
   a. Due to a MicroSoft security change, you will need to put the location of the DrillToPIA into the Trust Center in Excel. Go to File > Options > Trust Center
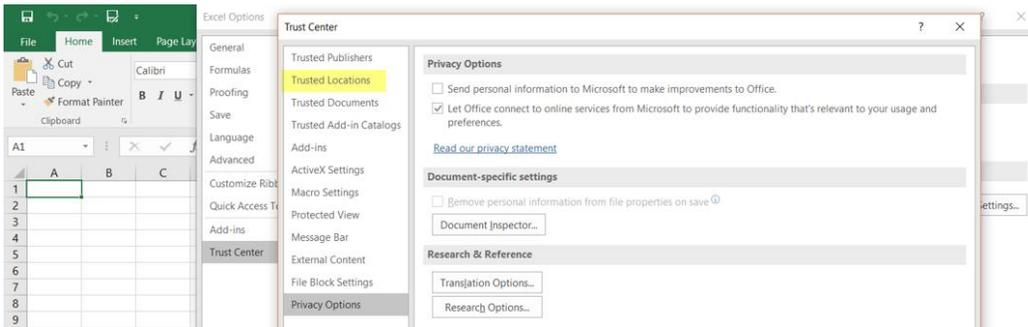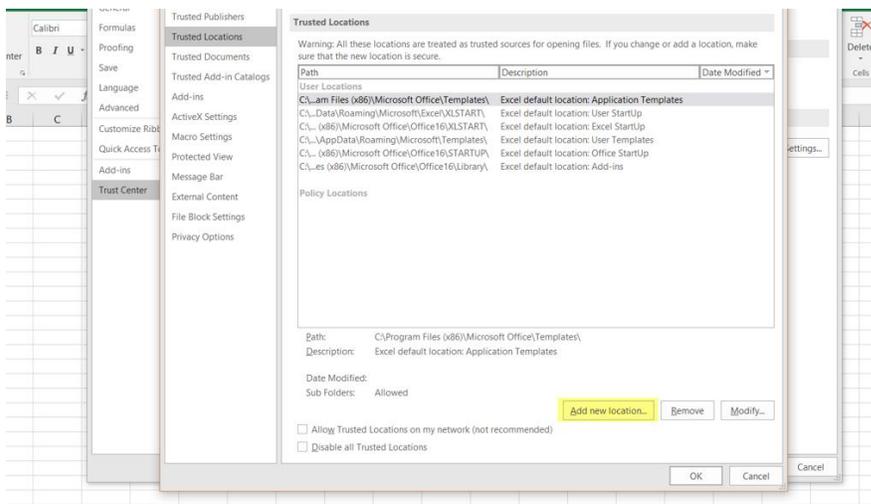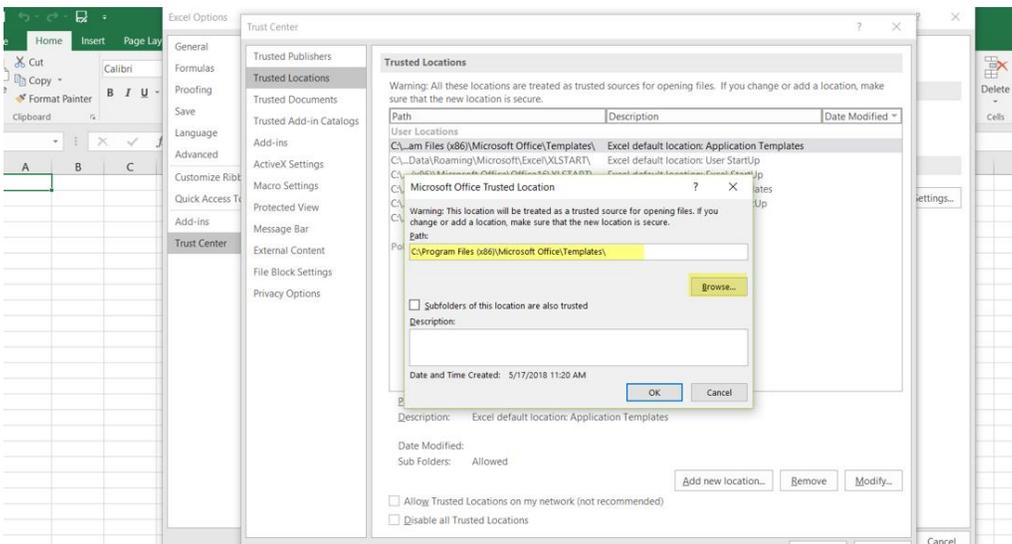

   b. Select Trust Center Settings

c. Select Trusted Locations

d. Select Add new location…

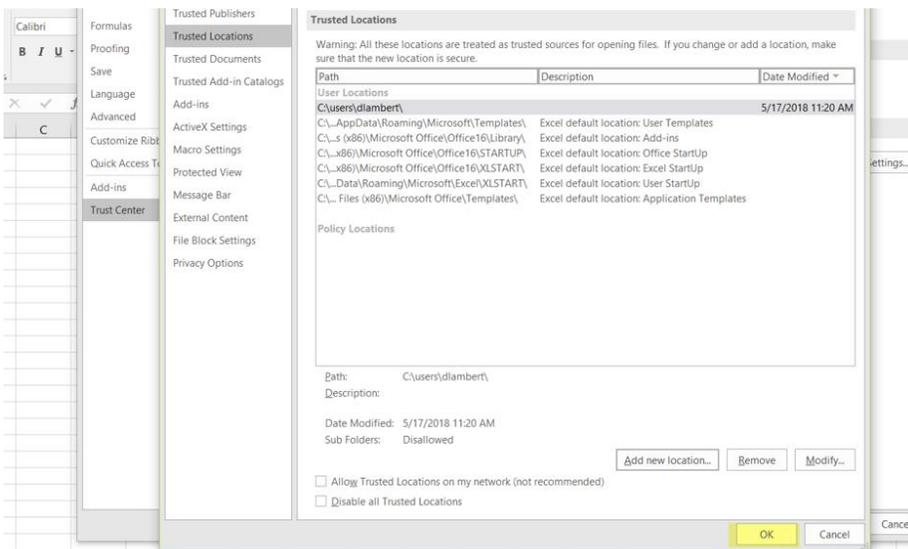e. Browse to find location c:\users\username or just type in c:\users\username
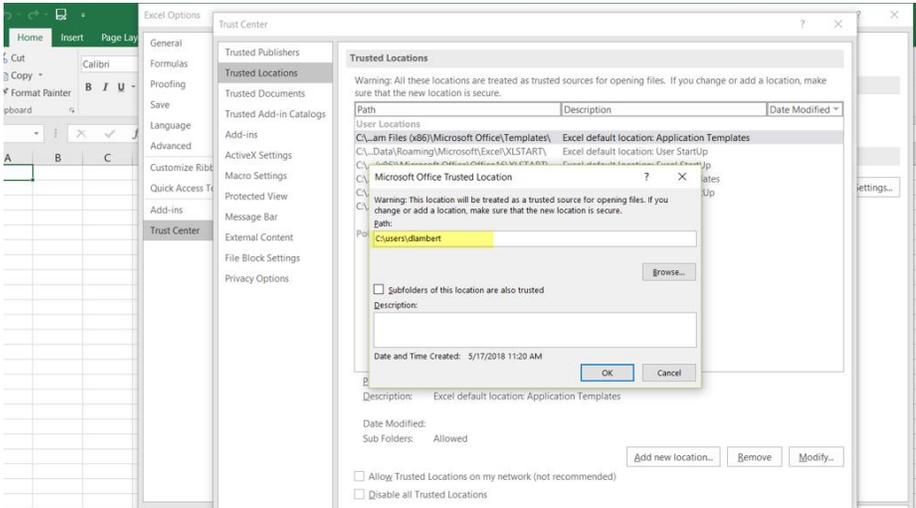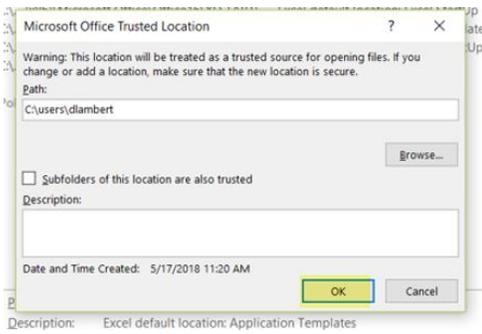
f. Select OK

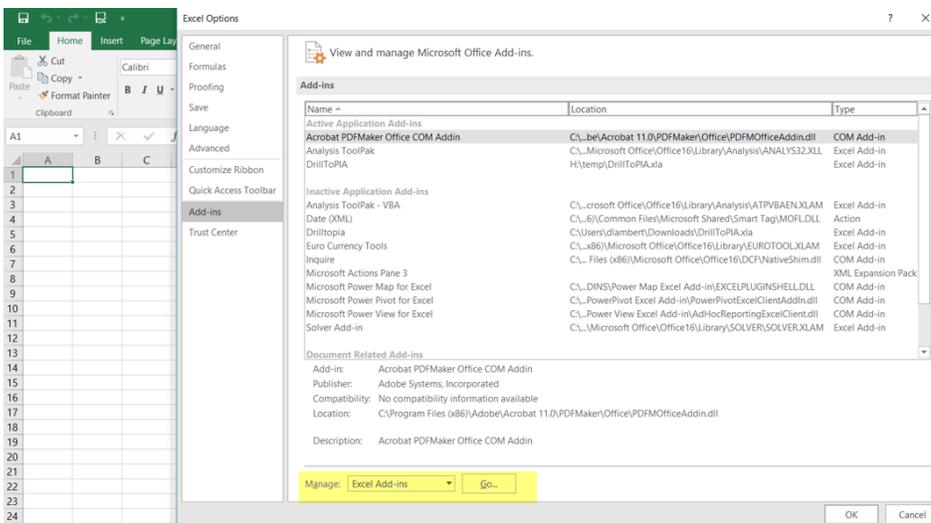g. Select OK again
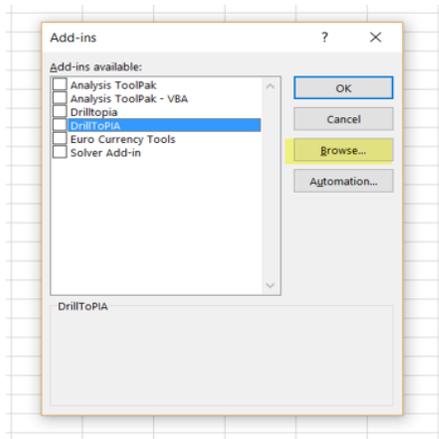
h. Select Add-ins from the menu on the left
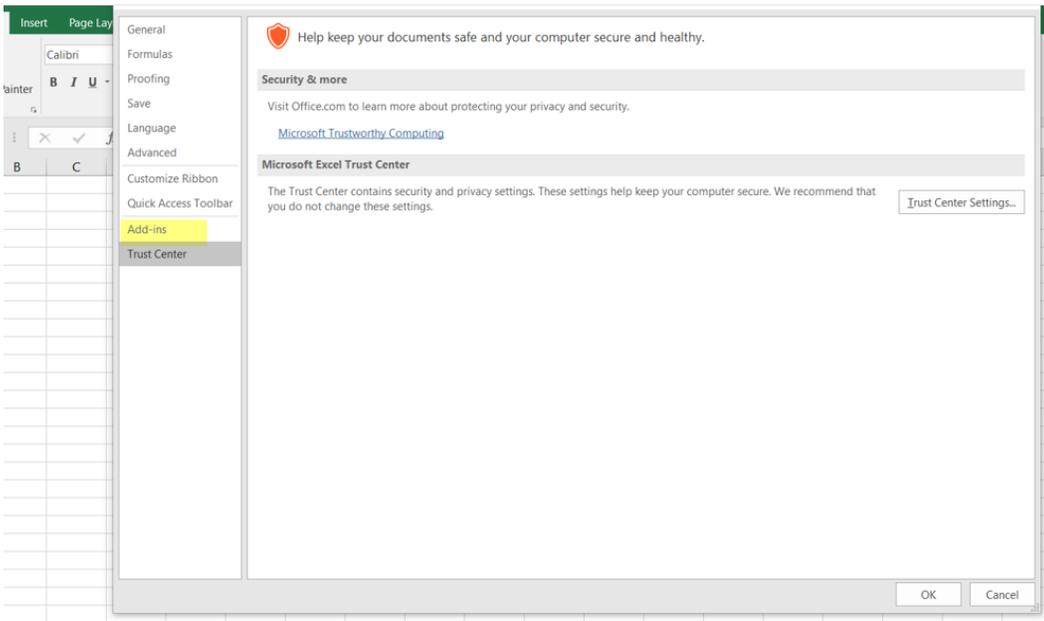
i. Select GO at the bottom of the page

j. Select Browse

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k. Locate DrillToPIA.xla under c:\users\username
l. You may be prompted to replace the current DrillToPIA – If so, select Yes
m. Check DrillToPIA
n. Select OK, which brings you back to the Excel spread sheet
o. Select File and Close to log out of Excel
p. Re-open Excel – the correct Add-ins menu option will be available