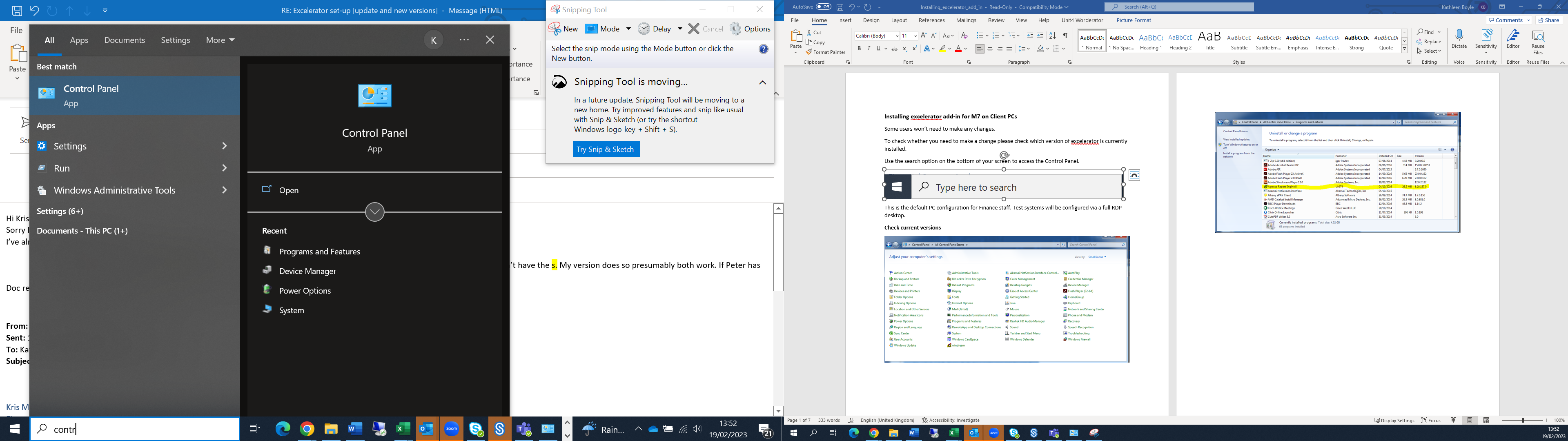
**Installing excelerator add-in for M7 on Client PCs**

You will need UNIT4 Report Engine 9 for M7. Some users will already have this and therefore won’t need to make any changes.

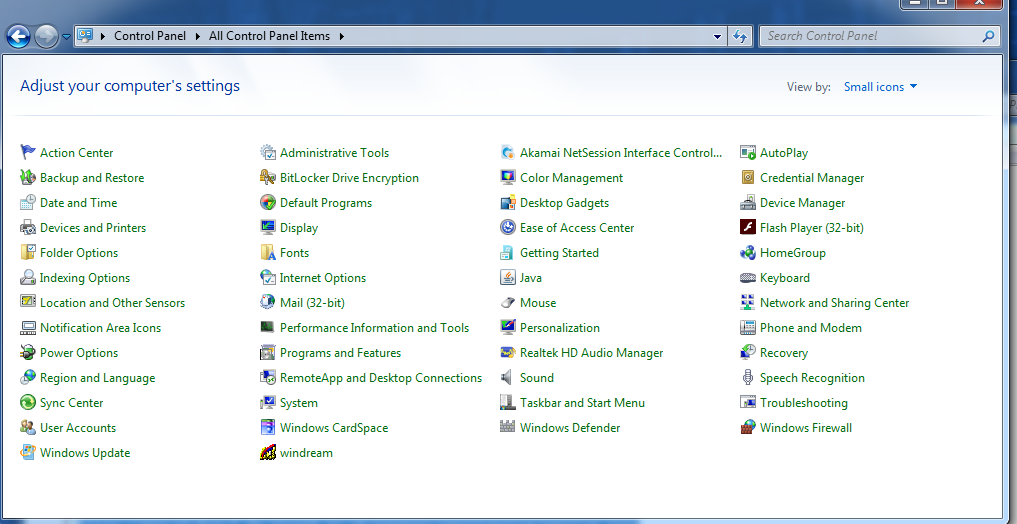
To check whether you need to make a change please check which version of excelerator is currently installed.

Use the search option on the bottom of your screen to access the **Control Panel.**



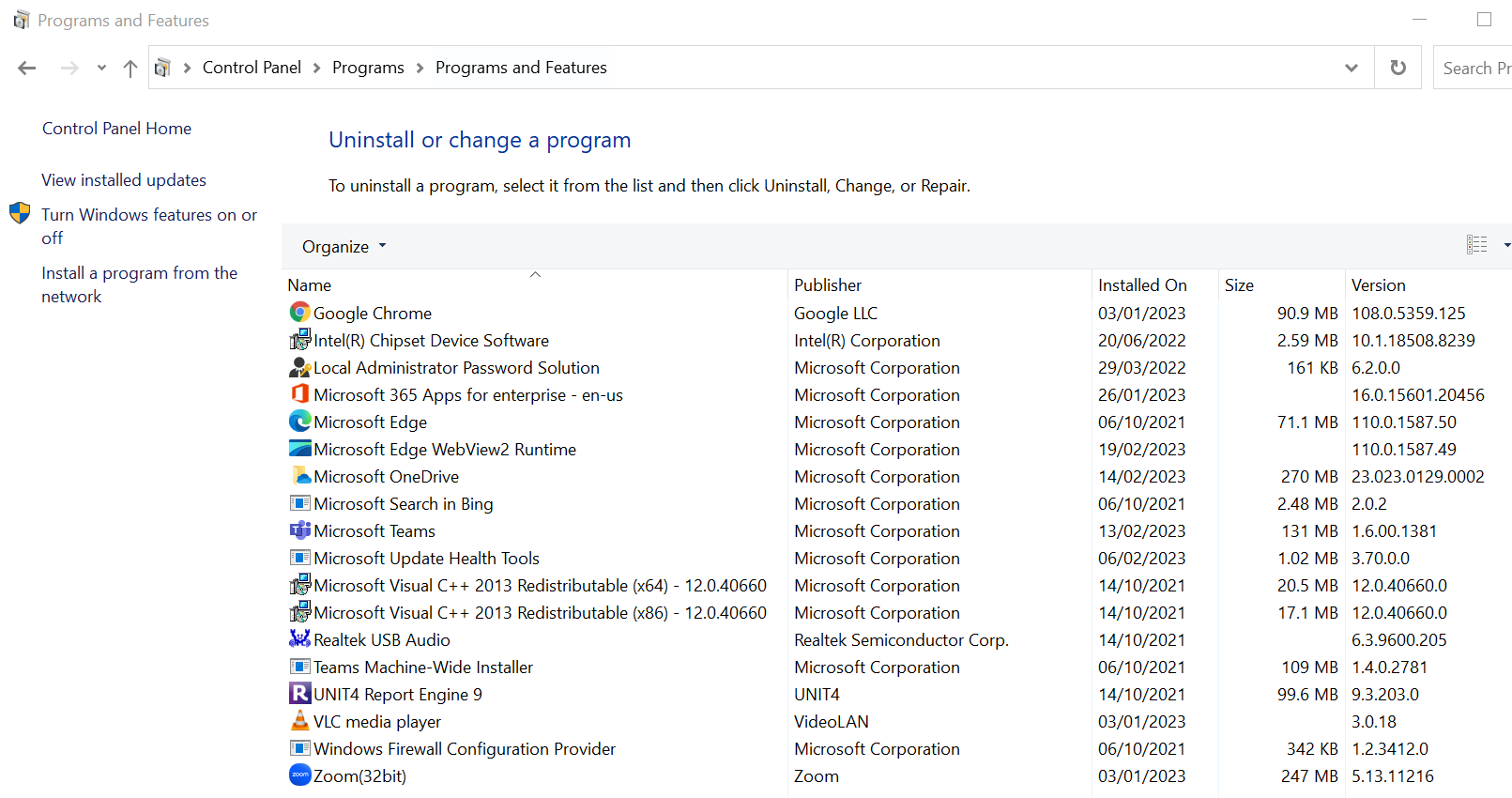
Then select **Programs** and **Programs and Features** (or just **Programs and Features** depending on your configuration).

The screen below is the default PC configuration for Finance staff. Test systems will be configured via a full RDP desktop.



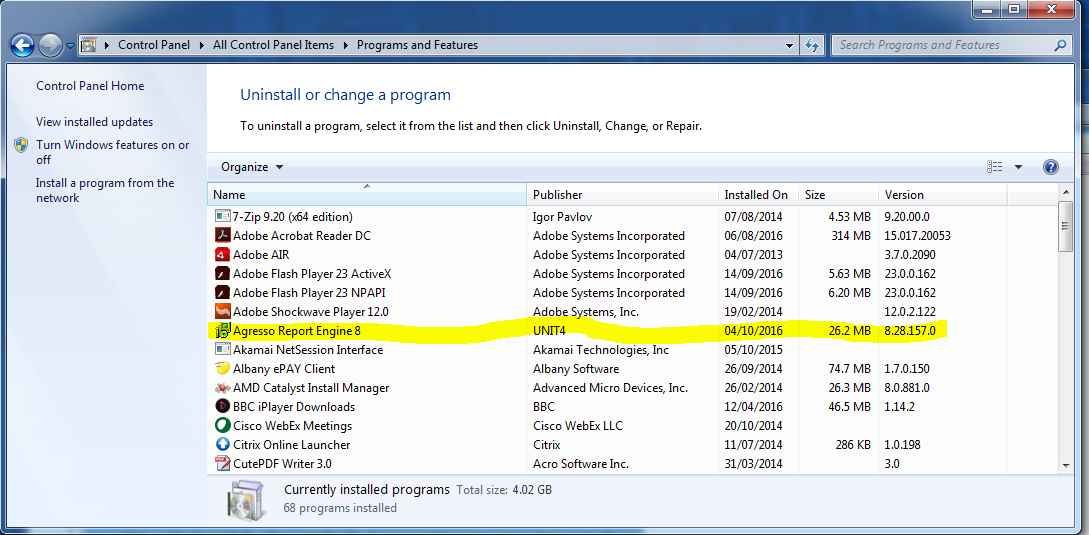
**Check current versions**

Example below shows **UNIT4 Report Engine 9**



If you have UNIT4 Report Engine 9 you don’t need to do anything further

Example below shows **Agresso Report Engine 8**



If you have Agresso Report Engine 8 or any other version you will need to follow the rest of this guidance.

**Check Office version**

This will work with both 64 & 32 bit Excel

**Installing software**

If you have Agresso Report Engine 8 or any other version de-install it.

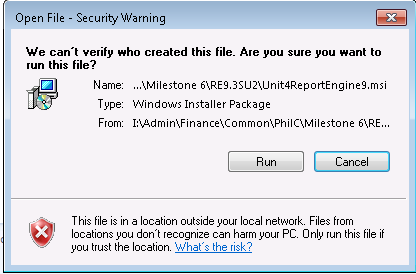
Note you will need administrative rights to install software.

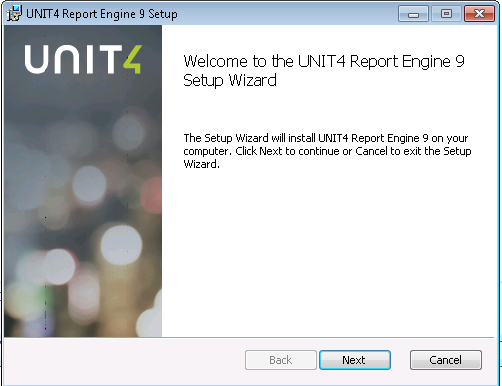
Currently the software is located in the folder

idrive\Admin\Finance\Common\IT\_systems\Milestone 7\RE9.3SU2Close Excel

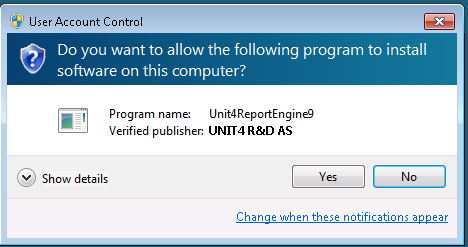
Launch Unit4ReportEngine9.msi.

Note that there will be the normal security Warnings e.g.





Accept the license Agreement and use don’t change any settings



On 64-bit Windows operating systems.

The software will be installed in C:\Program Files (x86)\UNIT4 Report Engine 9\

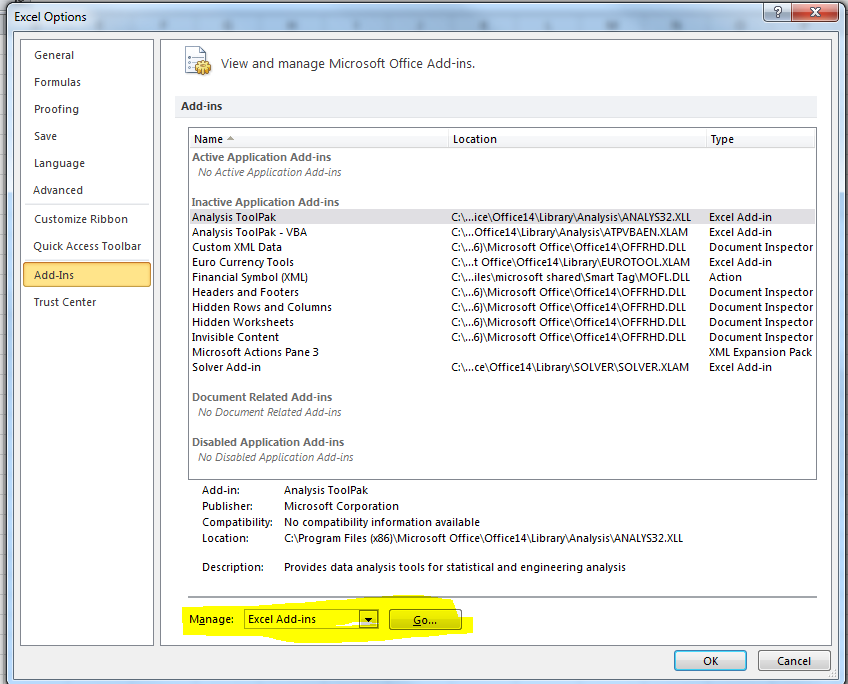
On 32-bit Windows operating systems.

The software will be installed in C:\Program Files\UNIT4 Report Engine 9\

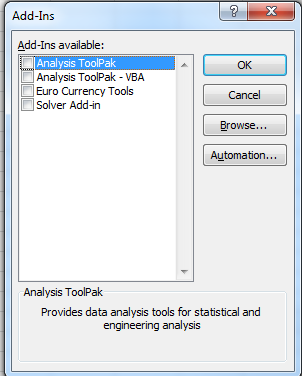
**Installing Add-in**

Open Excel with blank workbook, there may or may not be an ADD-INS tab, if other add ins have been installed.

Select File tab, Options, Add-ins



Press manage GO

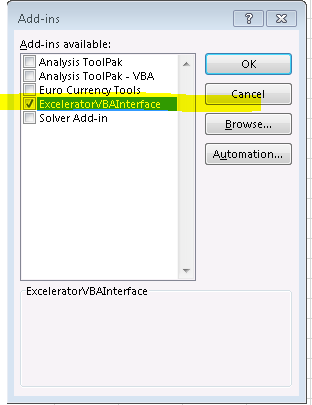


The add-in may already exist but not be selected. If the add-in does not exist, press browse and select ExceleratorVBAInterface

On 64-bit windows C:\Program Files (x86)\UNIT4 Report Engine 9

On 32-bit windows C:\Program Files\UNIT4 Report Engine 9

Select add-in if not already selected

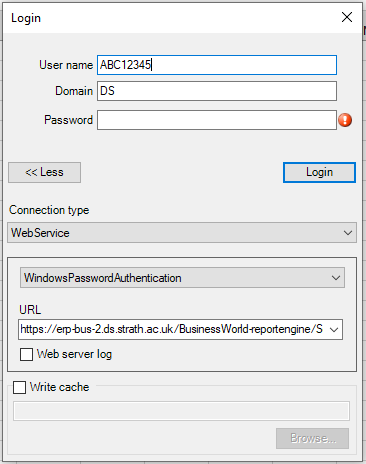


The add-in is now available for use.

**Configuring the ADD-IN by completing the following:**

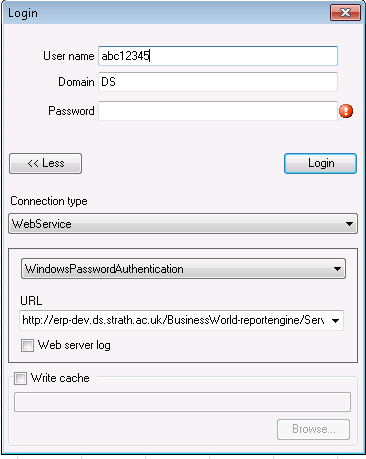
In Excel go to the UNIT4 EXCELERATOR tab.

Select Login



Hit the More option

And fill in the details as per below screenshot:



**Username:** your PC username

**Domain:** DS

**Password:** (get the user to enter their password)

**Connection type:** WebService

**WindowsPasswordAuthentication**

**URL:** <https://erp7-bus1.ds.strath.ac.uk/BusinessWorld-reportengine/Service.asmx>

Note that this is the Live URL.

If the authentication fails you may need to re-enter the details.

The login screen remembers the details from the last successful login.