Web ADI Template - Excel 2007 Set Up Procedures

The Web ADI Template is an Excel spreadsheet, due to Macros written to allow communication with the Oracle General Ledger, security settings must be adjusted in Excel and Internet Explorer.

1. Click the Microsoft Office Button in the upper left hand corner, then click Excel Options.

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2. Click Trust Center.

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3. Click Trust Center Settings

Trust Center	Security & more
Resources	Learn more about protecting your privacy and security from Microsoft Office Online. <u>Microsoft Windows Security Center</u> <u>Microsoft Trustworthy Computing</u>
	Microsoft Office Excel Trust Center The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings. Image: Image

4. Click Macro Settings

Ī	rust Center
	Trusted Publishers
	Trusted Locations
	Add-ins
	ActiveX Settings
	Macro Settings
	Message Bar
1	External Content
4	Privacy Options

5. Select Settings:

- Disable all macros with notification This will allow you to choose "Enable Macros" when using the Web ADI Template.
- Trust access to the VBA project object model

Trusted Publishers	Macro Settings
Trusted Locations	For macros in documents not in a trusted location:
Add-ins	O Disable all macros without notification
ActiveX Settings	 Disable all macros with notification Disable all macros except digitally signed macros
Macro Settings	C Enable all macros (not recommended; potentially dangerous code can rur
Message Bar	Developer Macro Settings
External Content	Trust access to the <u>VBA</u> project object model
Privacy Options	

OK

Cancel

6. Click OK to save the settings

Internet Explorer 7 or 8 (even if this is not the browser you use)

File Edit View Favorites Tools Help Mail and News 1 Back × Pop-up Blocker Address 🙆 http://www.thehun Manage Add-ons... 1 Synchronize... Windows Update ncer Windows Messenger Diagnose Connection Problems... Reset Web Settings... Internet Options... DU Send an E-card

1. Choose Tools > Internet Options

2. Click Security > Custom Level

Internet Options ? ×					
General Security Privacy Content Connections Programs Advanced					
Select a Web content zone to specify its security settings.					
Internet Local intranet Trusted sites Restricted sites					
Internet This zone contains all Web sites you haven't placed in other zones					
Security level for this zone					
Custom Custom settings. • To change the settings, click Custom Level. • To use the recommended settings, click Default Level.					
Custom Level Default Level					
OK Cancel Apply					

3. Scroll Down to Scripting > Enable all items in the Scripting section

Internet Options
Security Settings
Settings:
Scripting
Active scripting
O Disable
O Enable
O Prompt
Allow paste operations via script
Disable Epable
O Prompt
Scripting of Java applets
O Disable
O Prompt
Reset custom settings
Reset to: Medium
OK Cancel

4. Click OK to save the settings