



Title: Registering Add-Ins for EasyReporting

Abstract: Installing EasyReporting

Product	EasyReporting Toolset
Suite	Technical
Release	Version 5 +
Document ID	EasyReportingRegisterAddins.docx
Date Created	22 April 2021
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Overview

EasyReporting is made up of 2 add-ins which must be loaded when Excel is started.

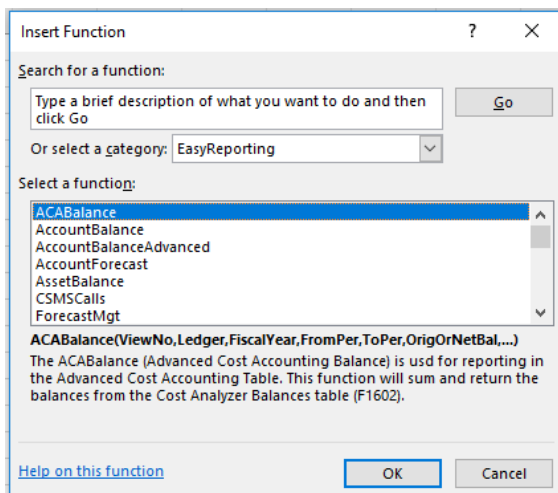
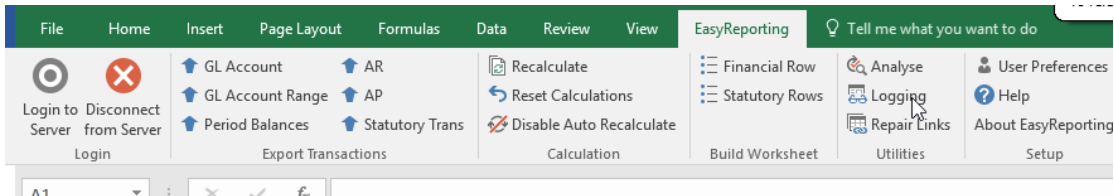
- The COM Add-in enables the EasyReporting ribbon (see below).
- The Excel Add-in makes the various EasyReporting functions available (see below).

Both Add-ins need to be loaded for EasyReporting to work correctly.

In some cases the EasyReporting add-in becomes disabled and they must be re-registered.

There are 2 methods for Registering the EasyReporting add-ins:

1. Using the configuration assistant.
2. Manually register the add-in.



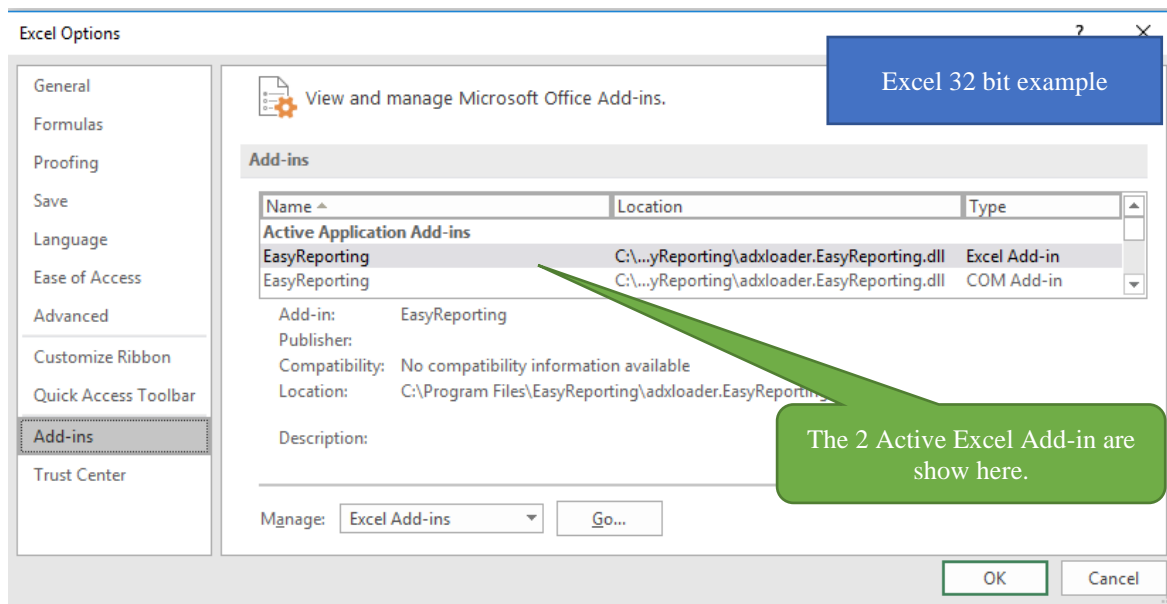
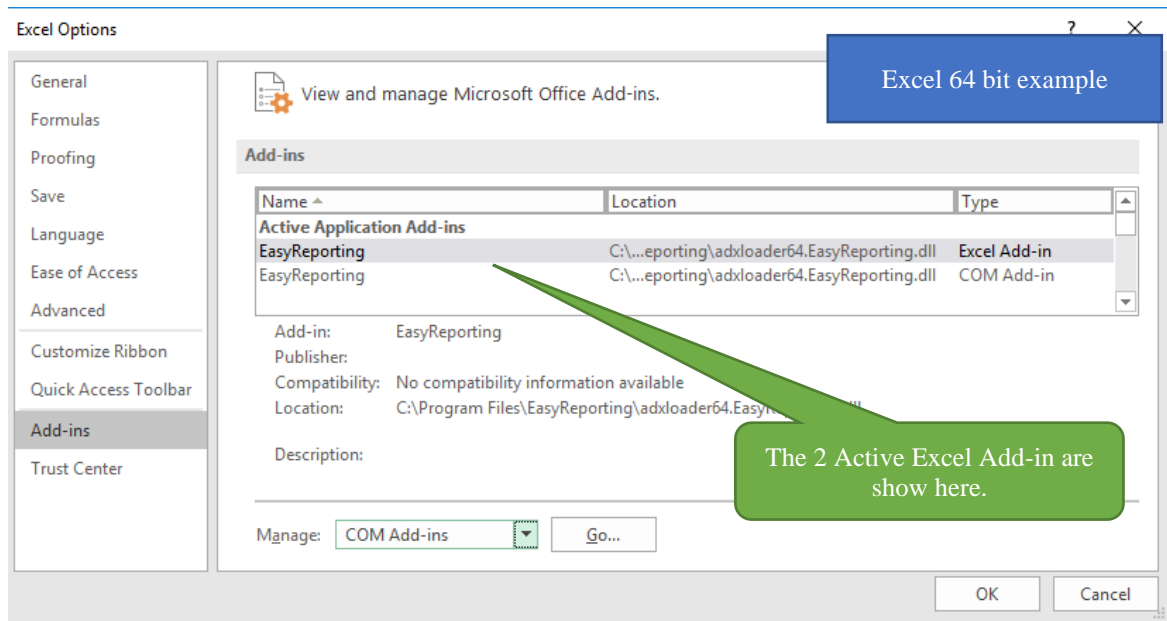
Checking EasyReporting Add-ins are registered

If the EasyReporting ribbon is not visible or the EasyReporting functions are not displaying you need to check the status of the Add-ins.

To check the Add-ins are loaded follow the setups below:

Once EasyReporting is setup Excel Add-Ins it will be automatically available when Excel is started.

Click the **File** tab (in the top left corner of the Excel window) and then click **Options**.

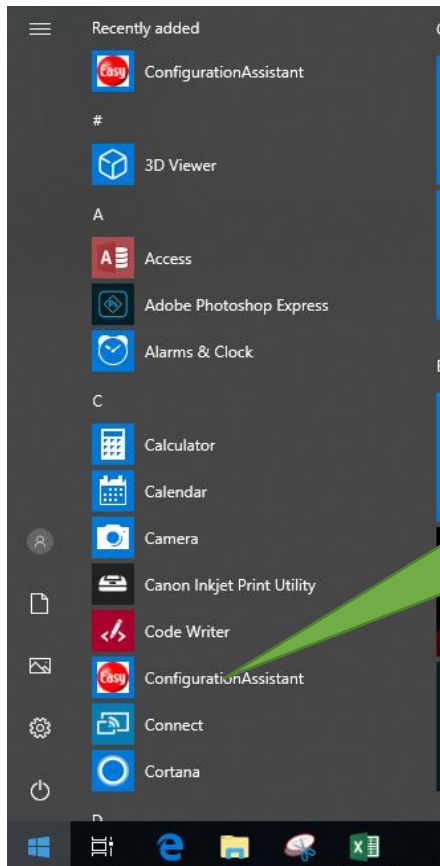


Registering using the ConfigurationAssistant

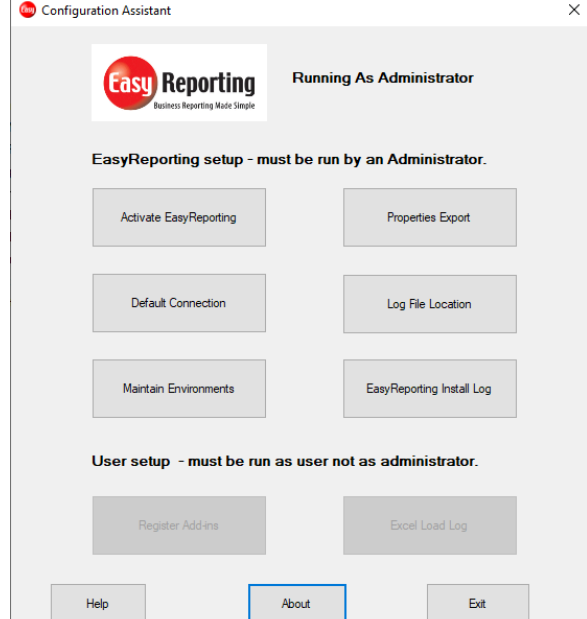
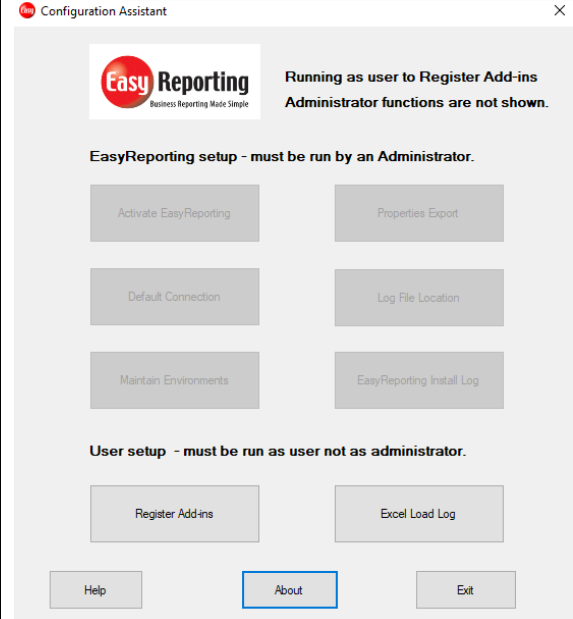
The ConfigurationAssistant must be installed into the C:\Program Files\EasyReporting and is called EasyReportingConfigurationAssistant.exe.

NOTE. There is only a 64 bit version of this program which is used to configure the 32 or 64 bit versions of EasyReporting.

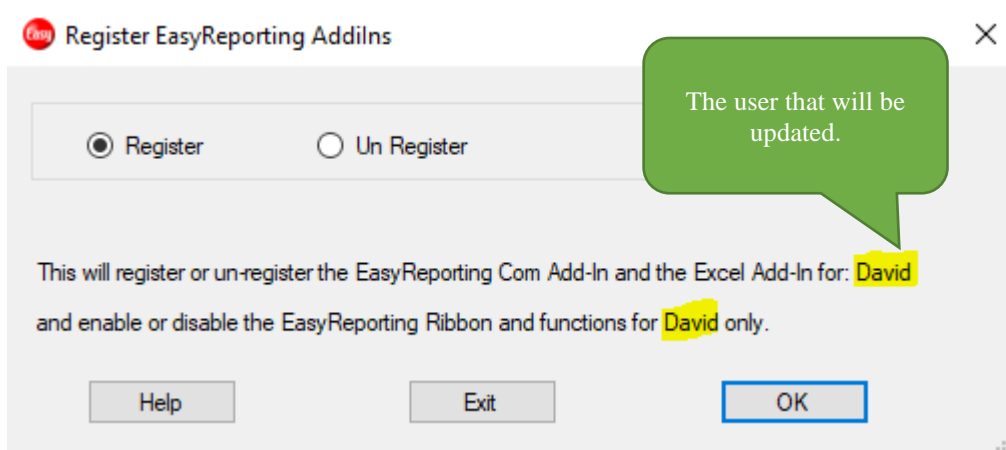
The ConfigurationAssistant **must** be run as a user privilege level from either the install directory or from windows Start Menu as shown below.



Please make sure you right click on the task and run as Administrator to perform EasyReporting Configuration.

Running As Administrator	Running as a user
This mode will be used to activate EasyReporting and configure it for use.	This mode will be used to register the EasyReporting Add-ins so a user can use EasyReporting.
	

Select the Register Add-ins



The EasyReporting “COM Add-in” will add the ribbon.
The Excel Add-in will add the EasyReporting functions.

EasyReporting Registration – Manual Steps

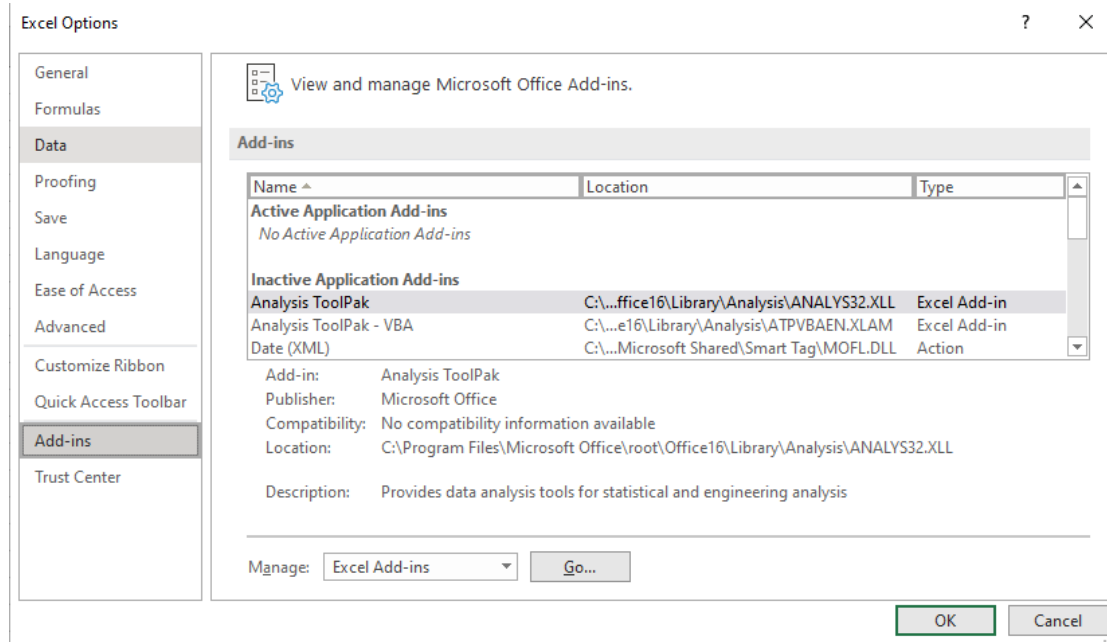
EasyReporting is made up of 2 add-ins which must be loaded when Excel is started. The COM Add-in enables the EasyReporting ribbon and the Excel Add-in makes the various functions available.

Once EasyReporting is setup Excel Add-Ins it will be automatically available when Excel is started.

EasyReporting COM Add-in

The EasyReporting ribbon should be automatically installed when the EasyReporting toolset is installed. If you need to manually install it follow the following steps:

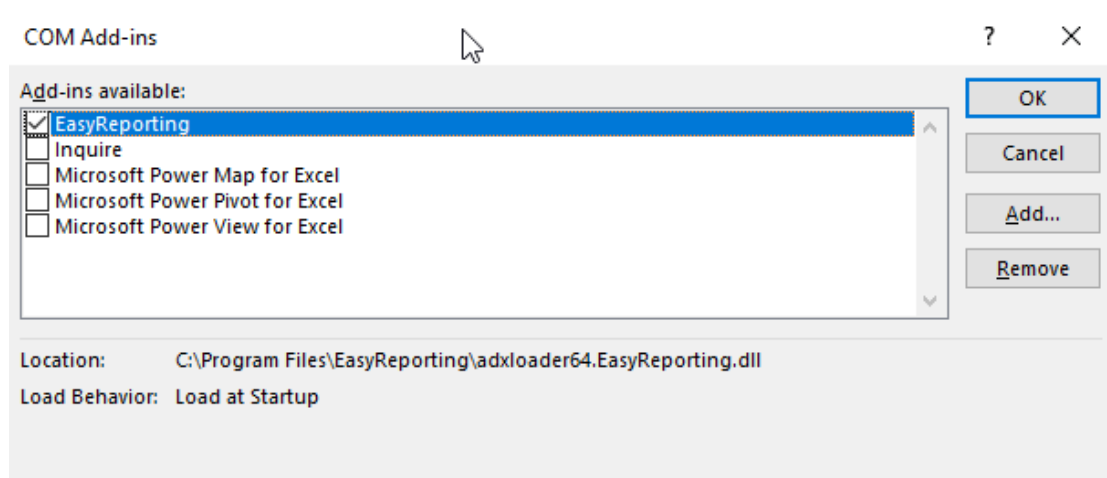
1. Click the **File tab** (in the top left corner of the Excel window) and then click **Options**.



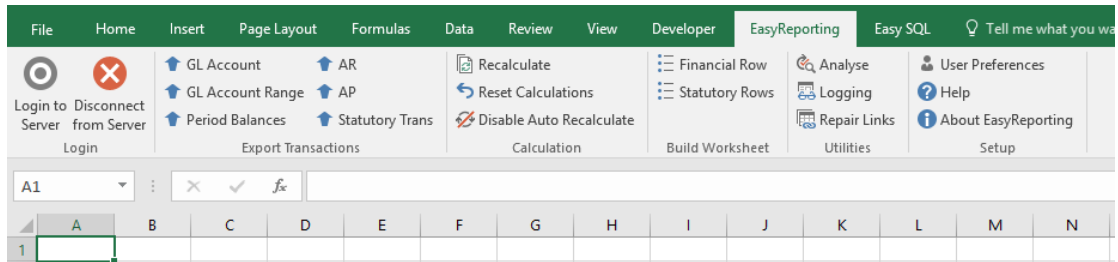
2. Click **Add-Ins**, and then in the **Manage** box, select **COM Add-ins**.
3. Click **Go**.
4. In the **Add-Ins available** box, select the **EasyReporting** check box, and then click **OK**.

Tip If **EasyReporting** is not listed in the **COM Add-Ins available** box then **Browse** to locate as below:

Excel Version	COM Add-in Location
32 bit version of Excel	C:\Program Files\EasyReporting\adxloader.EasyReporting.dll
64 Bit version of Excel	C:\Program Files\EasyReporting\adxloader64.EasyReporting.dll



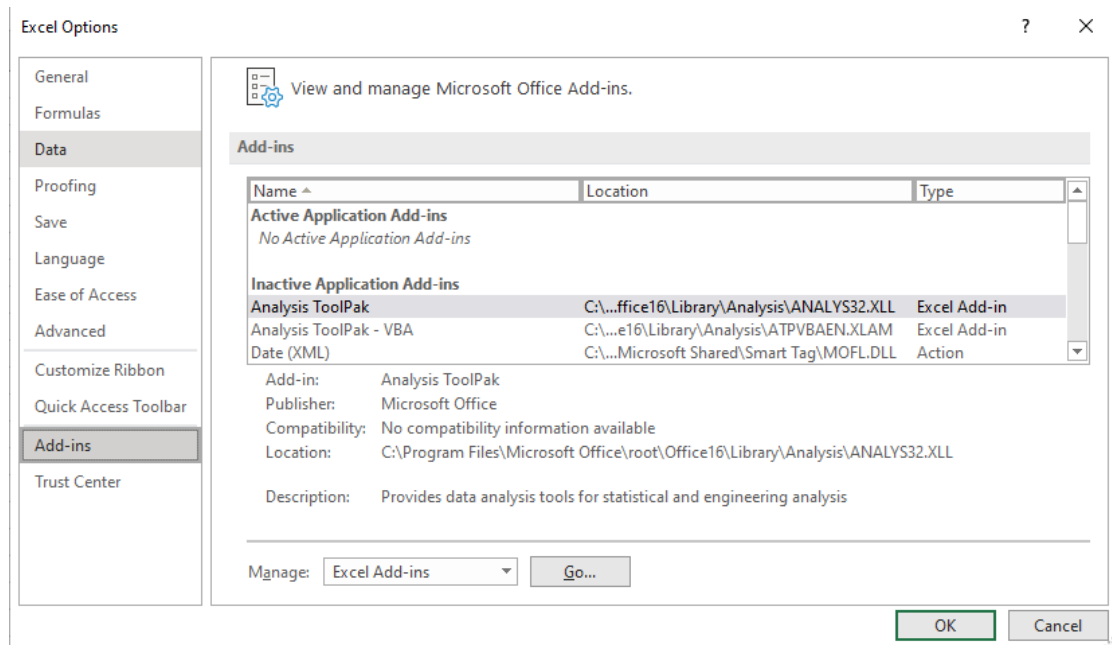
- After EasyReporting is set as an Excel Add-In the EasyReporting Ribbon will become visible as shown below.



EasyReporting Excel Add-in

If the EasyReporting functions should be automatically installed when the EasyReporting toolset is installed. If you need to manually install it follow the following steps:

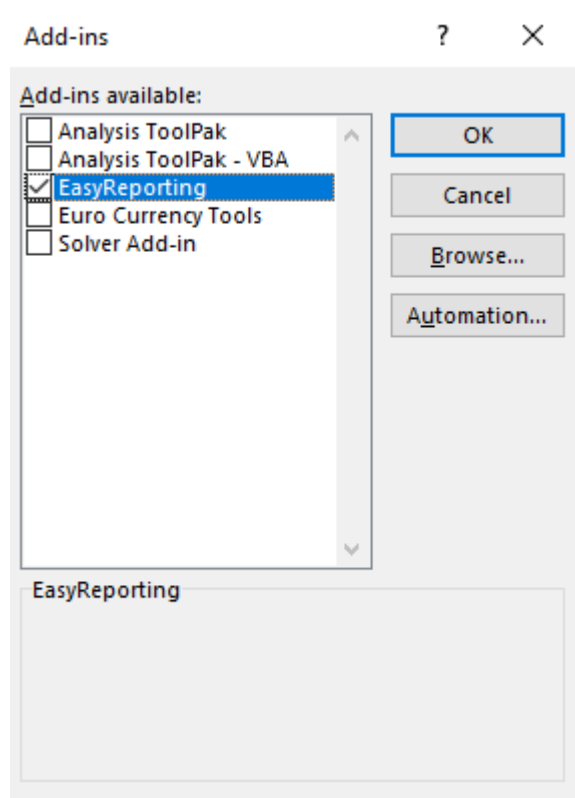
- Click the **File** tab (in the top left corner of the Excel window) and then click **Options**.



- Click **Add-Ins**, and then in the **Manage** box, select **Excel Add-ins**.
- Click **Go**.
- In the **Add-Ins available** box, select the **EasyReporting** check box, and then click **OK**.

Tip If **EasyReporting** is not listed in the **Excel Add-Ins available** box then **Browse** to locate as below:

Excel Version	COM Add-in Location
32 bit version of Excel	C:\Program Files\EasyReporting\adxloader.EasyReporting.dll
64 Bit version of Excel	C:\Program Files\EasyReporting\adxloader64.EasyReporting.dll



6. After EasyReporting is set as an Excel Add-In the EasyReporting Functions will become visible as shown below.

