Title: Repair EasyReporting links on EasyReporting upgrade for version5.0+

Abstract: Repair EasyReporting links.

Product	EasyReporting Toolset
Suite	Technical
Release	Version 1 +
Document ID	RepairLinksVersion5+.docx
Date Created	24 May 2018
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Overview

EasyReporting version 4 and previous versions used an Excel Add-in with the type xlam. With this type of Add-in Excel would imbed a link back the location of the EasyReporting.xlam in the workbook.

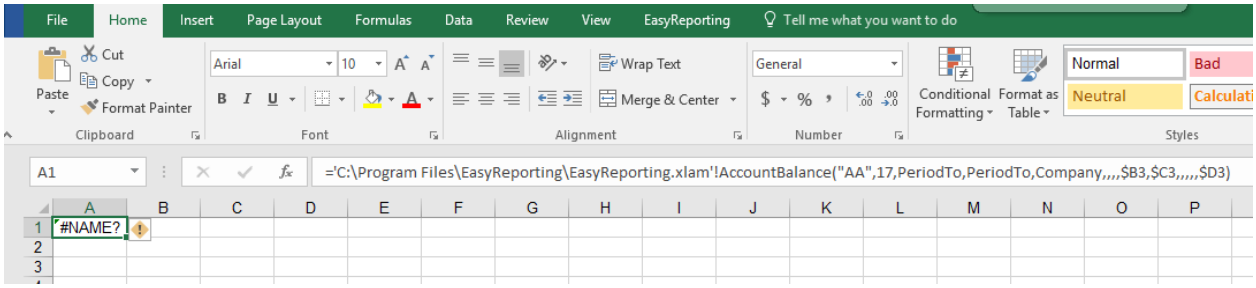
EasyReporting version 5 and later versions use a dll based add-in which does not embed a link back to the add-in. Therefore, there is a conversion process which is required to remove the link back to the old EasyReporting.xlam.

The steps to convert a workbook with version 3 o 4 functions is as follows:

1. Open Excel.
2. Do not Login to the Server, if you are logged in then Disconnect from the server (as this will speed up the conversion).
3. Open the workbook to convert (it is recommended you make a copy of the original workbook).
4. When you open the workbook a dialog box will appear prompting you to update the links press the button **“Don’t Update”.**
5. Select the EasyReporting Ribbon and select **“Repair Links”.**
6. An “Update EasyReporting Links” form will be displayed. It will display the location where it is trying to find the EasyReporting.xlam.
7. Press the button “Fix Links”, this will remove the link to the old EasyReporting.xlam

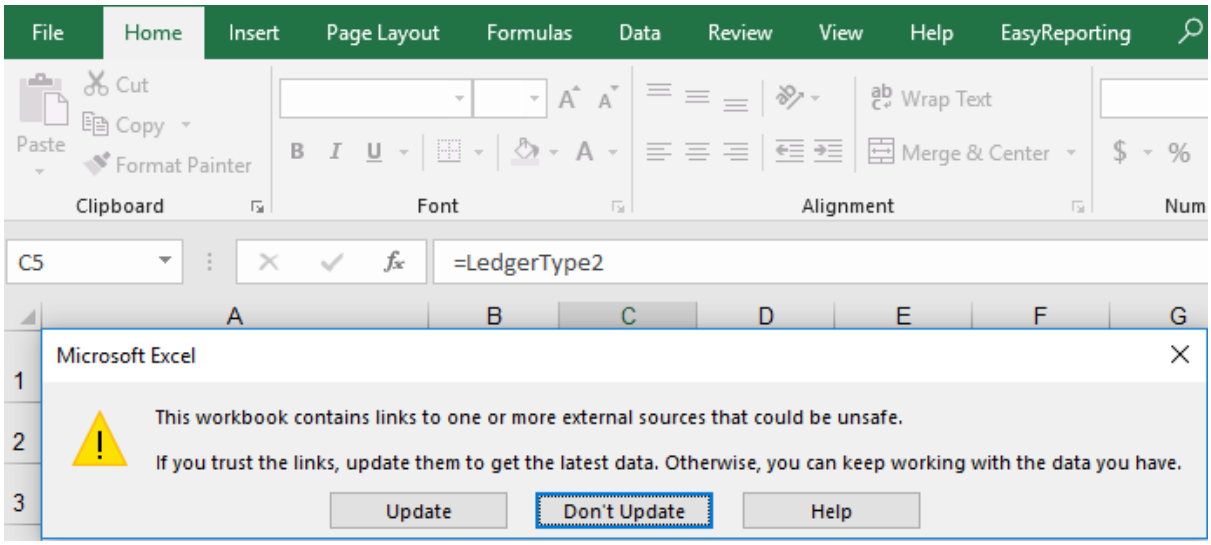
8. Login to the Server.
9. Recalculate and check your workbook.
10. Save the workbook this repair process will not need to be run again for this workbook.

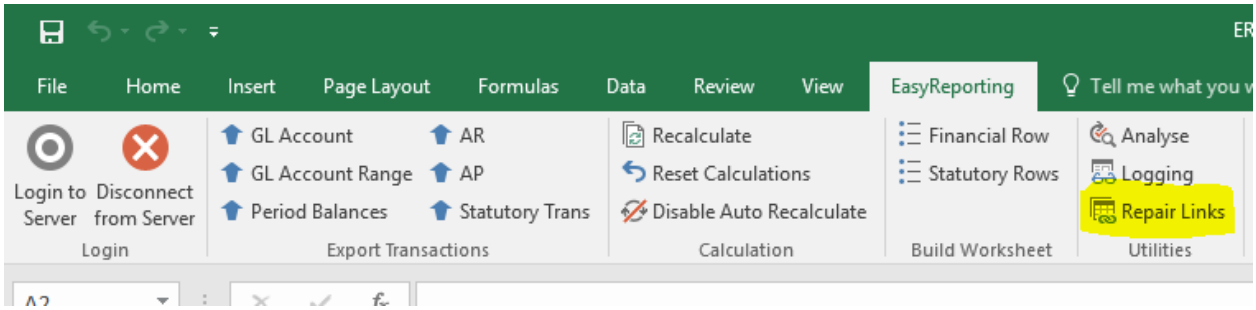
Below is an example of a link back to an old EasyReporting.xlam

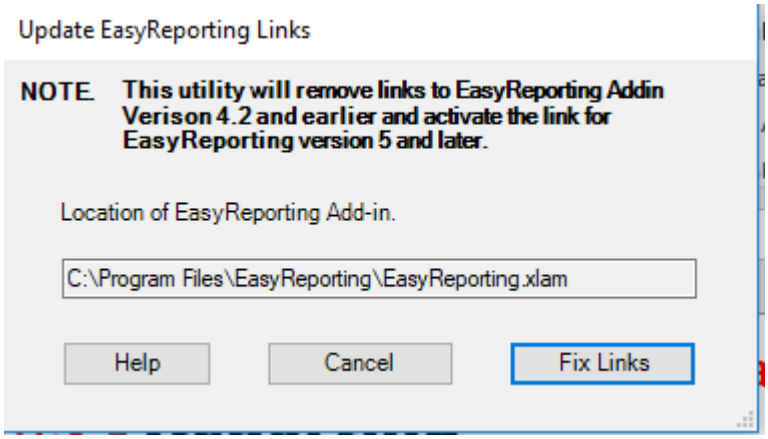


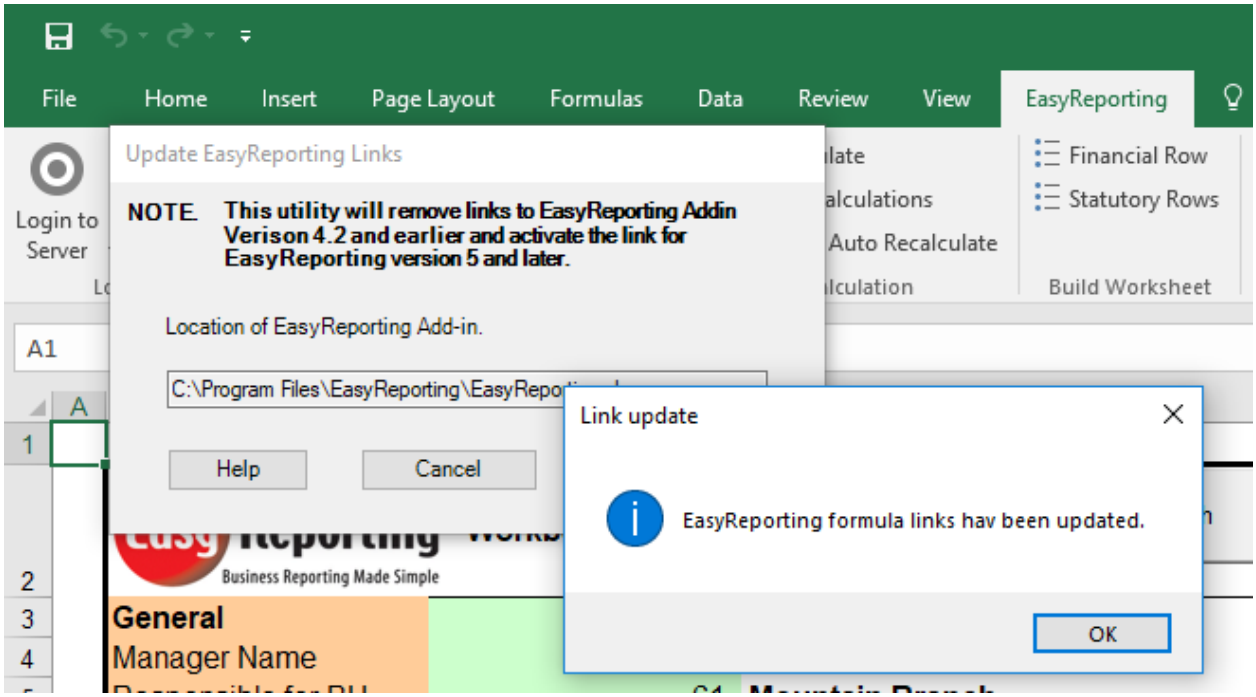
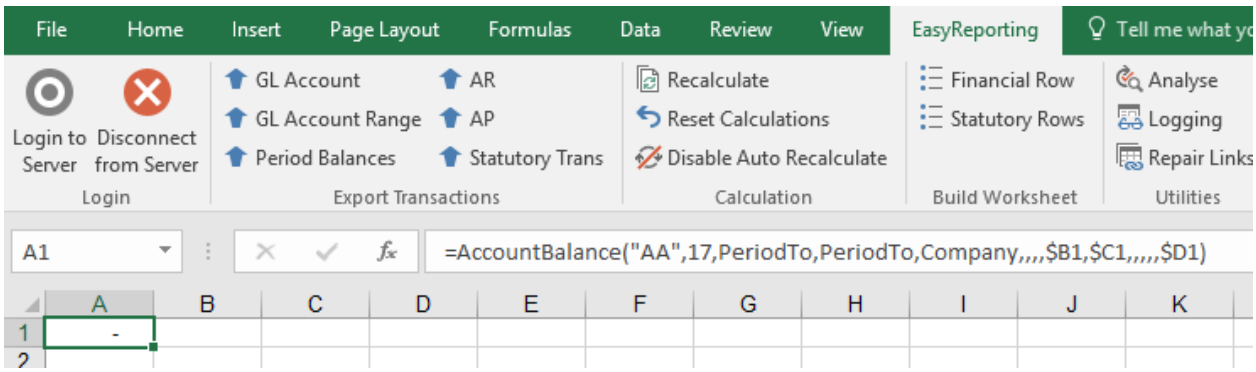
Steps to fix

You could one of the two messages shown below.









After the links have been fixed they should appear as below: