



## Title: EasyReporting Excel 2016 Recommended Trust Settings

*Abstract: How to setup Excel 2016 trust settings for EasyReporting.*

<b>Product</b>	EasyReporting Toolset
<b>Suite</b>	General
<b>Release</b>	Version 4.1+
<b>Document ID</b>	erOffice2016MacroSettings.docx
<b>Date Created</b>	2 December 2007
<b>Date Reviewed</b>	14 March 2017
<b>Date Revised</b>	14 March 2017

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### Abstract

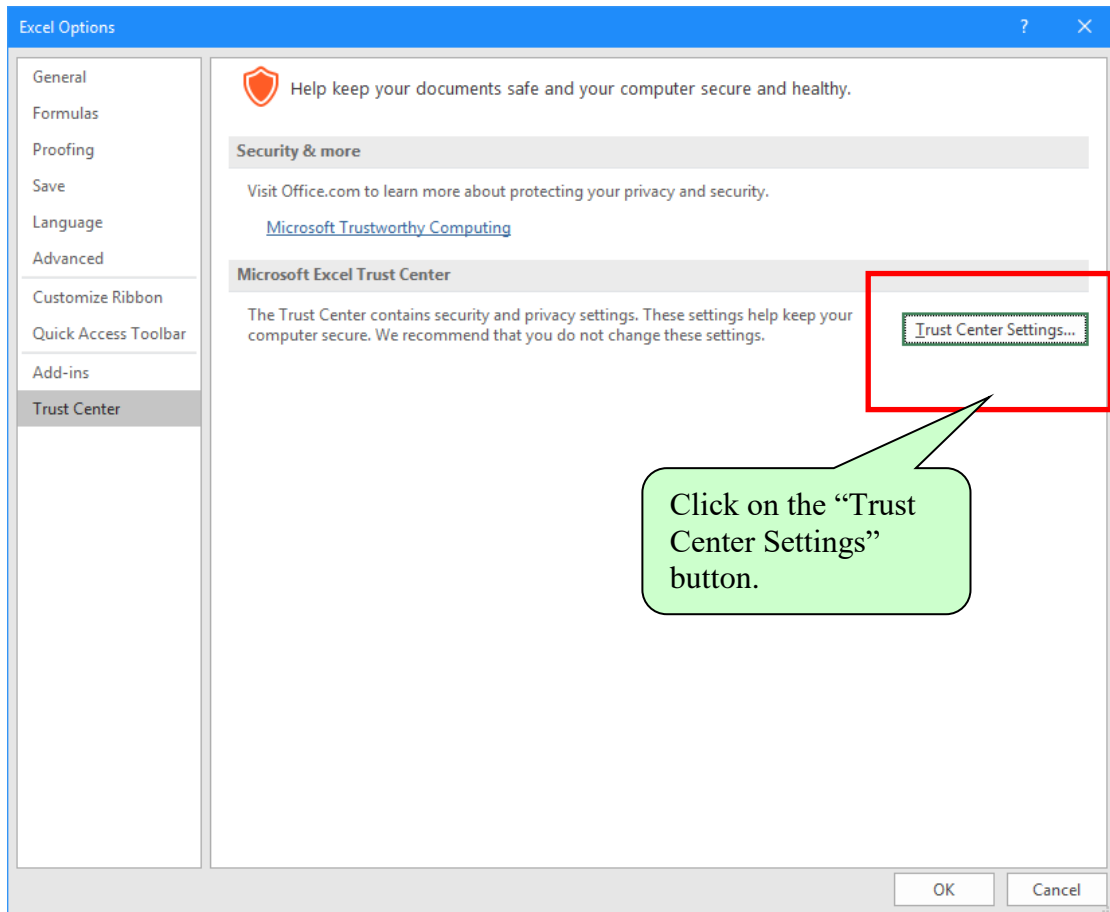
Excel 2016 has a number of features which control macros and add-in are enabled and disabled. The following are some recommended settings which are intended as a guide only and have been tested with EasyReporting.

Steps to Change Settings These settings are accessed via the “Excel Options” – “Microsoft Office Excel Trust Center”. To check or change the settings follow the steps below:

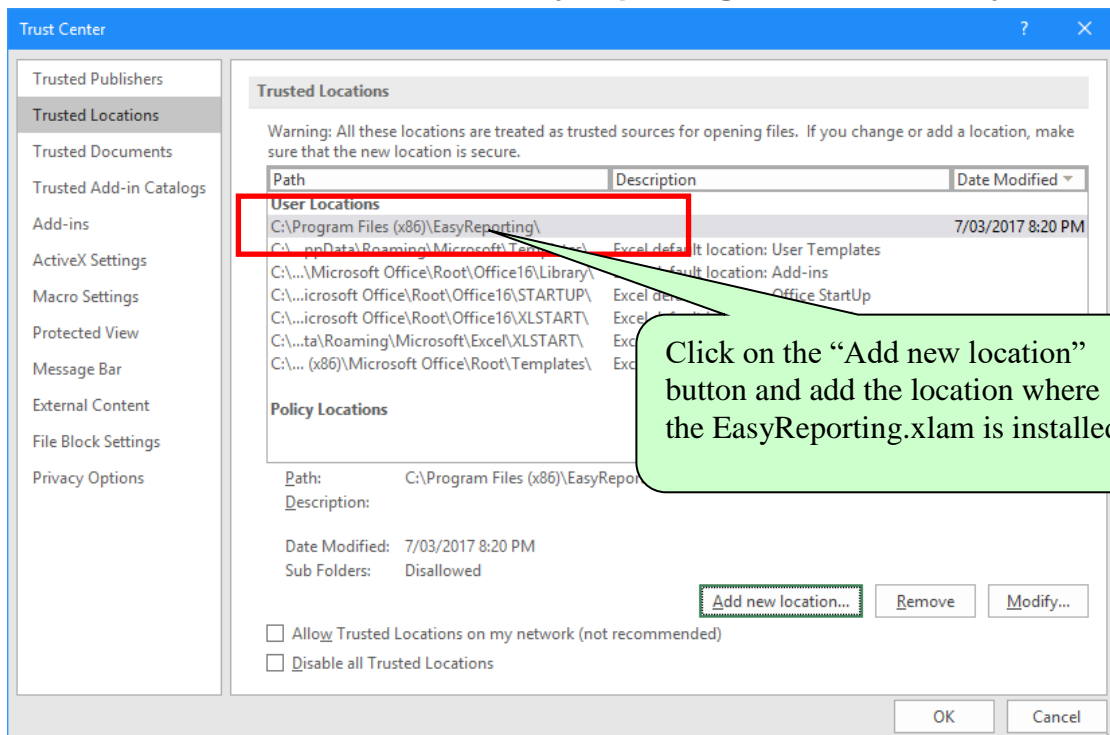
1. Click the **File tab** (in the top left corner of the Excel window) and then click **Excel Options**.
2. Click **Trust Center**, and then in the **Trust Center Settings** button.

The settings below are recommended settings but these can be varied depending on an organizations security requirements.

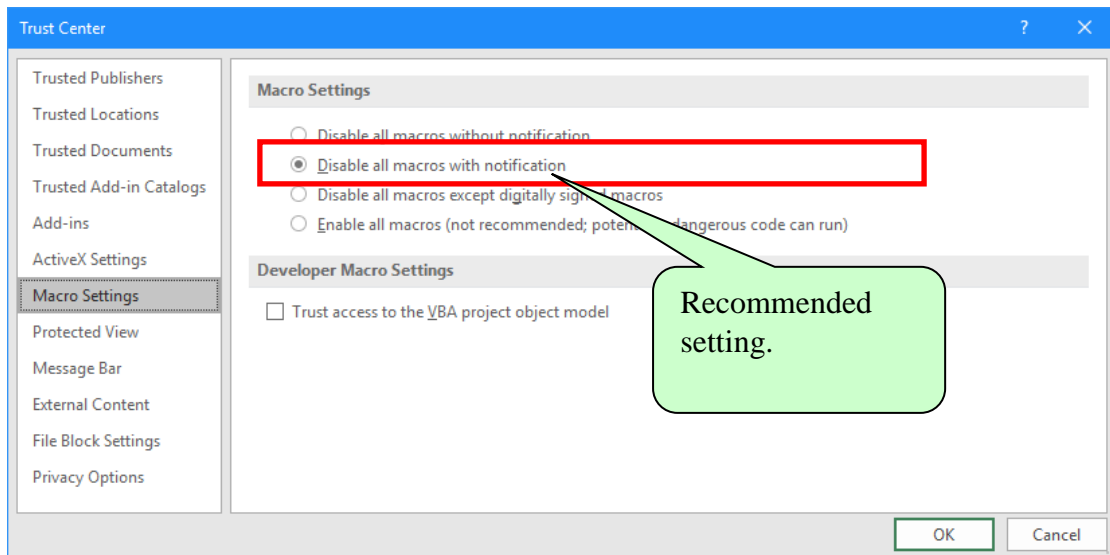
NOTE. If you make any changes to Excel Options or Trust Center Settings you must close Excel and re-open it to make them effective.



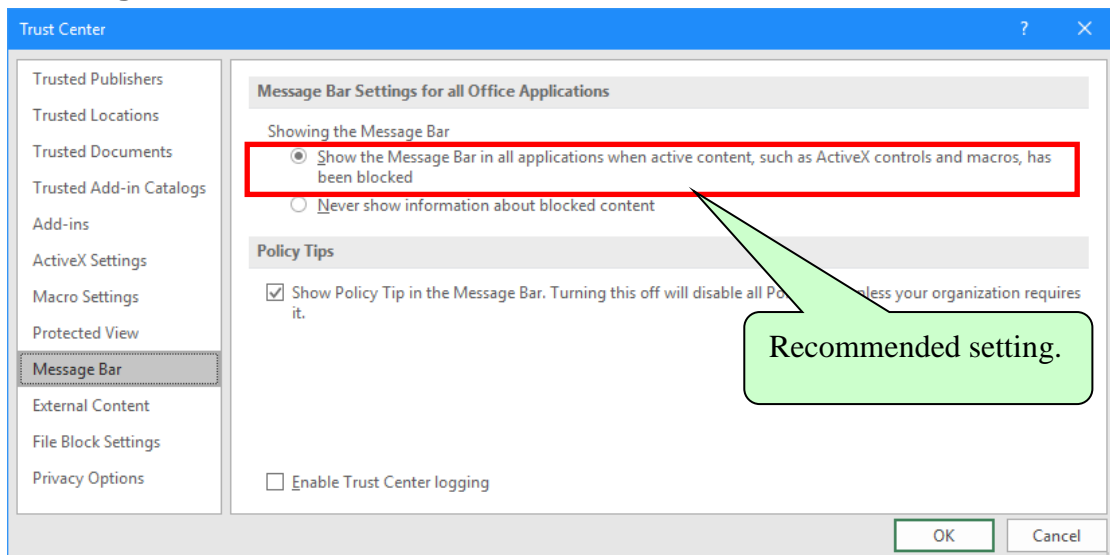
## Add Trusted Location for the EasyReporting add-in directory.



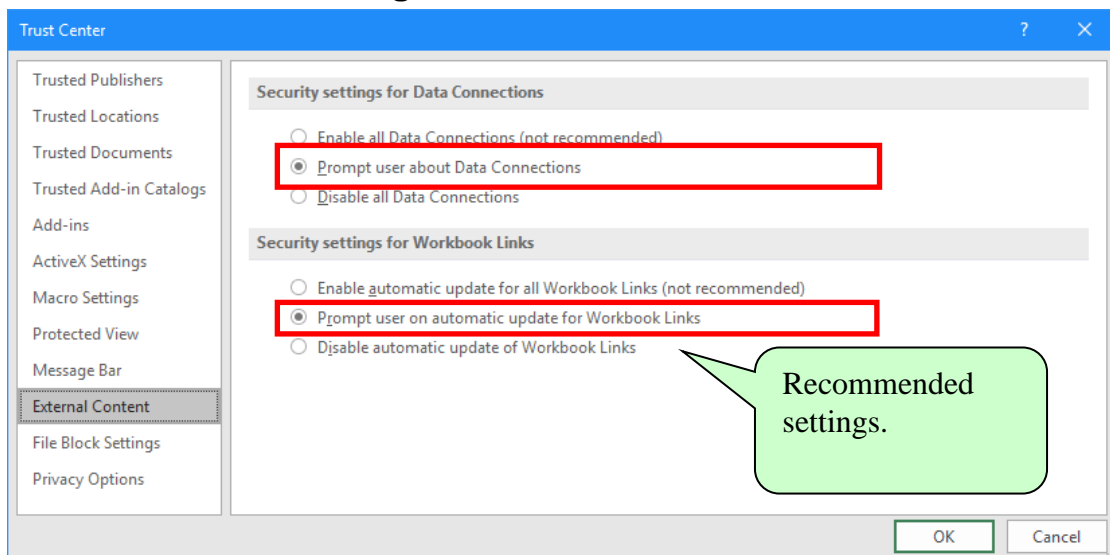
## Macro Settings



## Message Bar

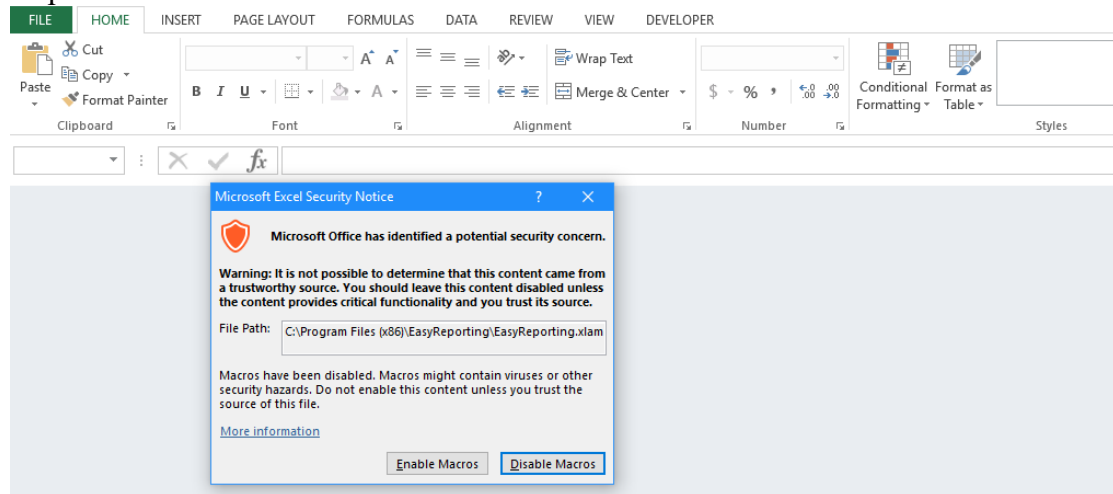


## External Content Settings



## Security Warnings

Depending on how the Trust Security is setup a user may get a warning as shown below when the EasyReporting add-in is opened by Excel. If you click on the “Options” button the add-in can be enabled.



## EasyReporting Ribbon

When EasyReporting is installed correctly the EasyReporting ribbon will be displayed.

