Instructions for Setting up your Computer for nVision Drilldown

In order to be able to run the drilldown functionality within PantherSoft, you will
need to setup the Microsoft Excel on your computer. The instructions below will instruct you on how
to perform this simple setup.

Note: You must first run an nVision report and then save the report to your computer. The Drilldown function can only be used with an nVision Report.

1. Open Internet Explorer and navigate to **panthersoft.fiu.edu**. Then click on Faculty/Staff Training.

2. Click on Downloads.

3. Click on Drilldown Add-In Files.

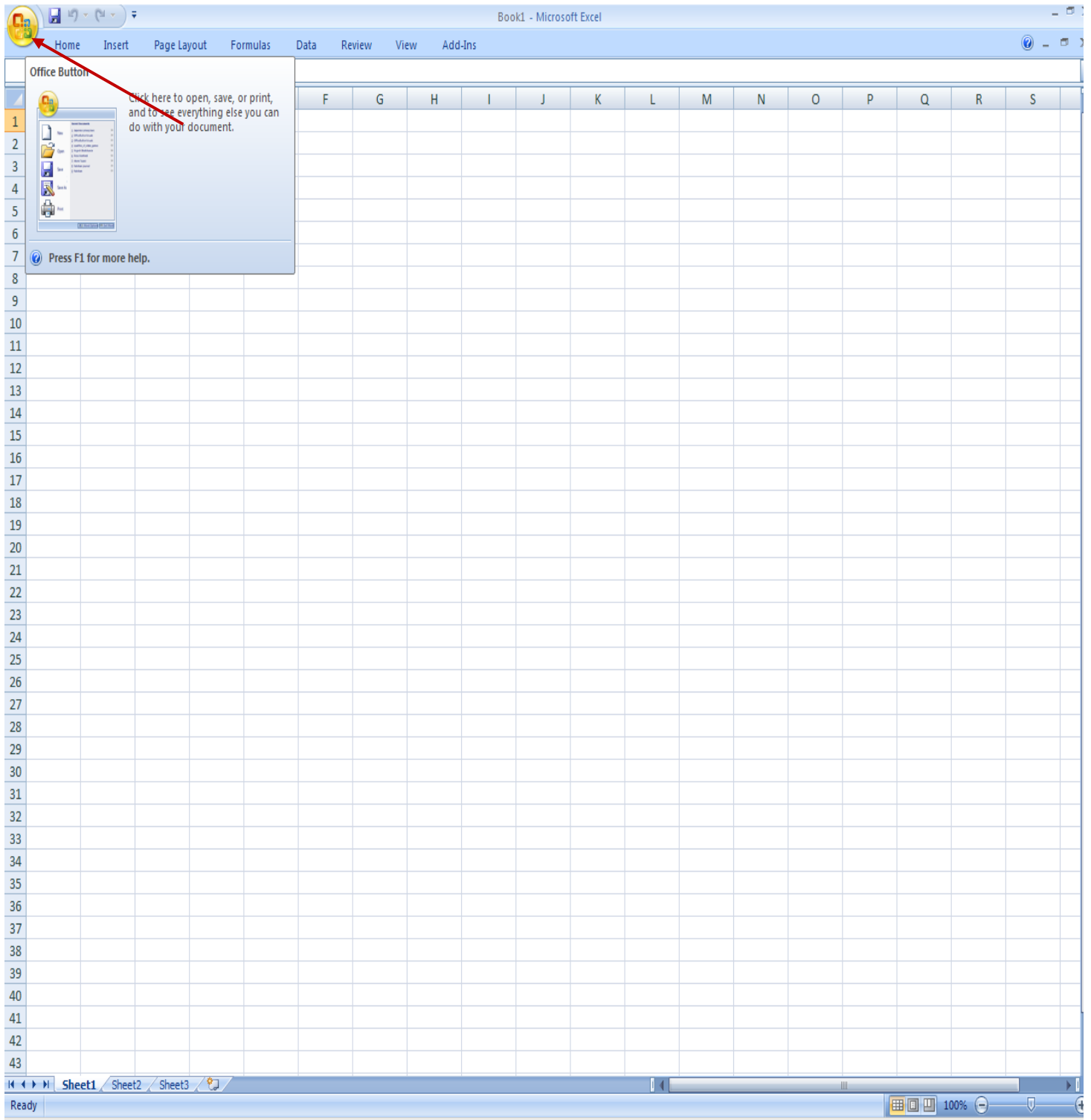4. After clicking on Drilldown a pop-up window will appear asking if you wish to open or save file. Click save file and save it to your desktop.
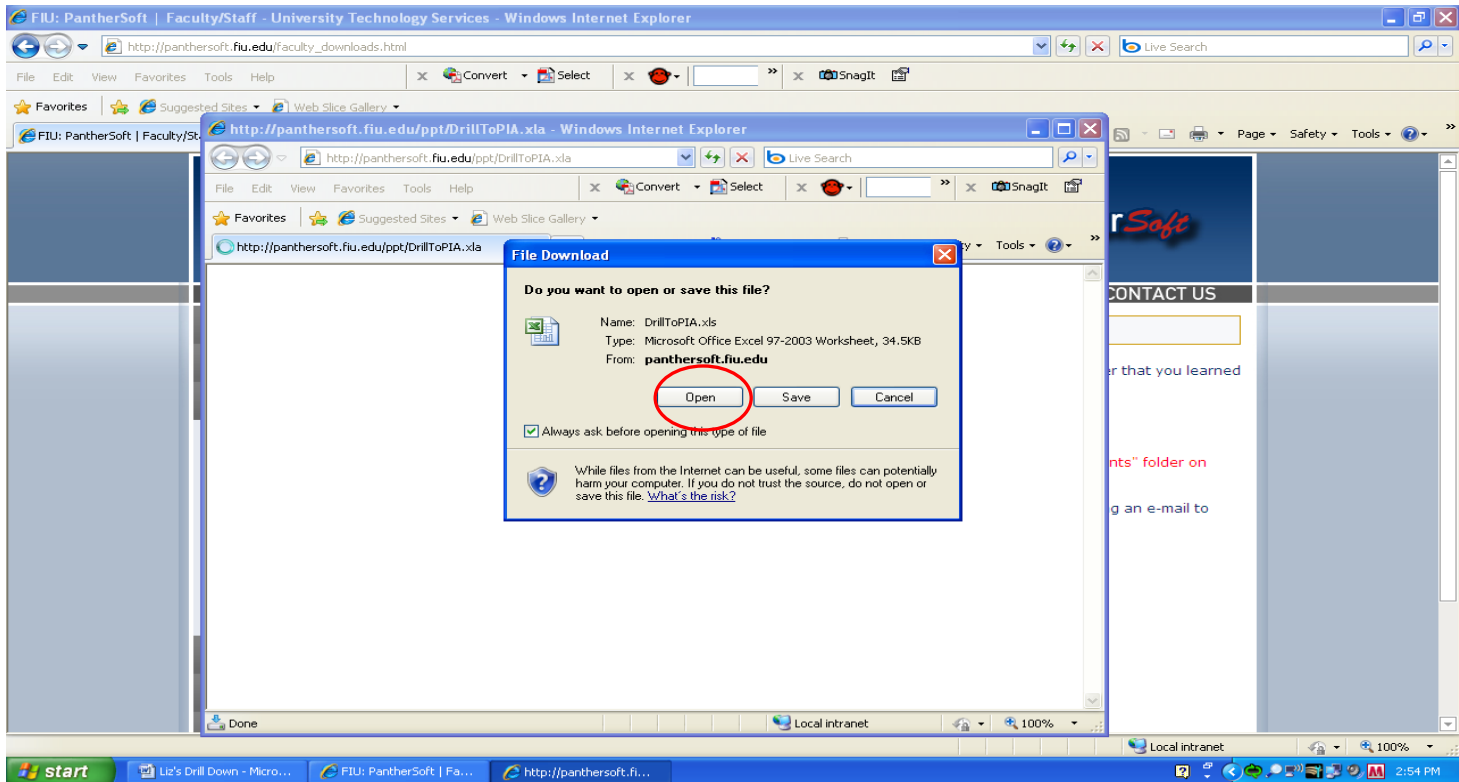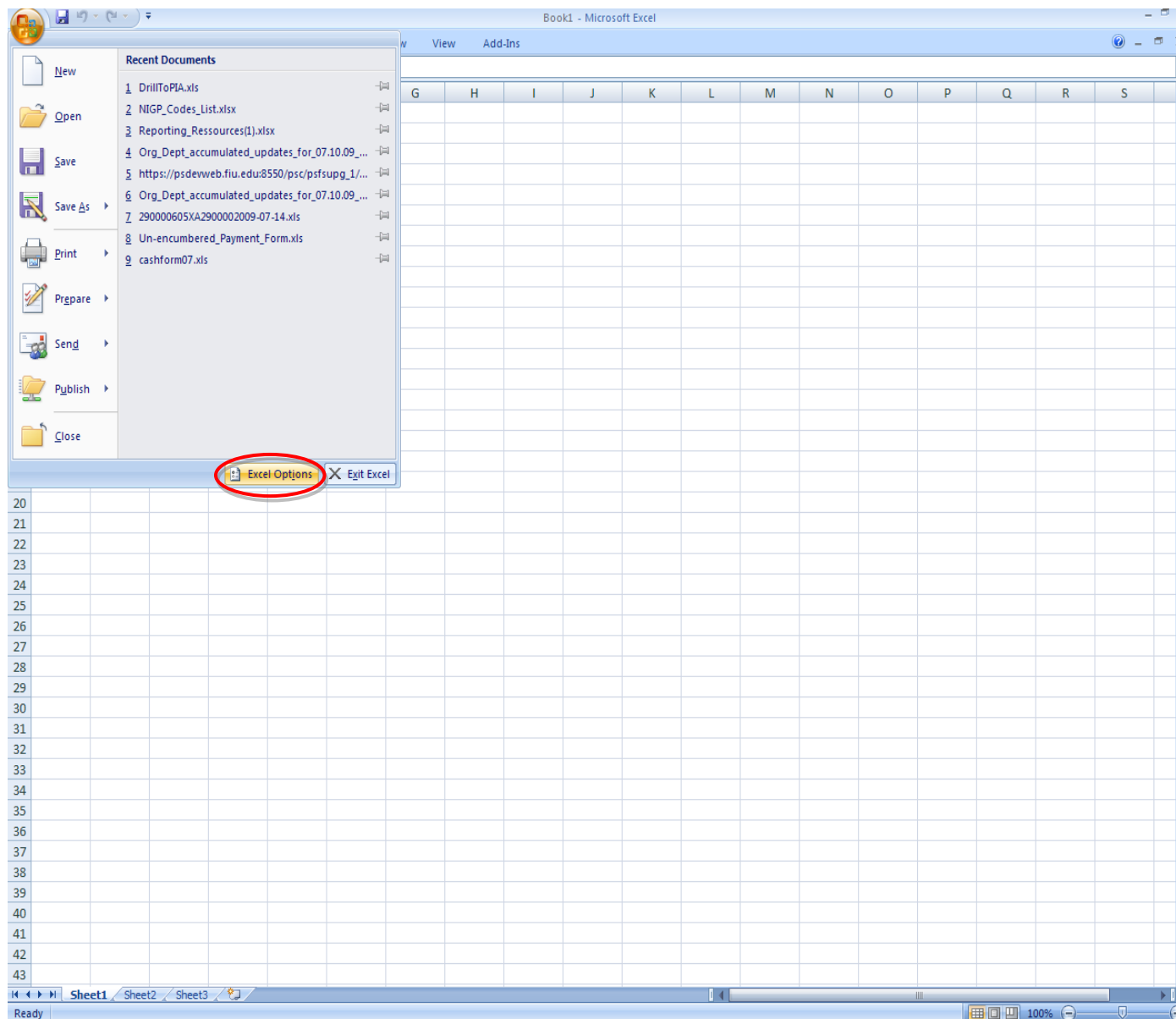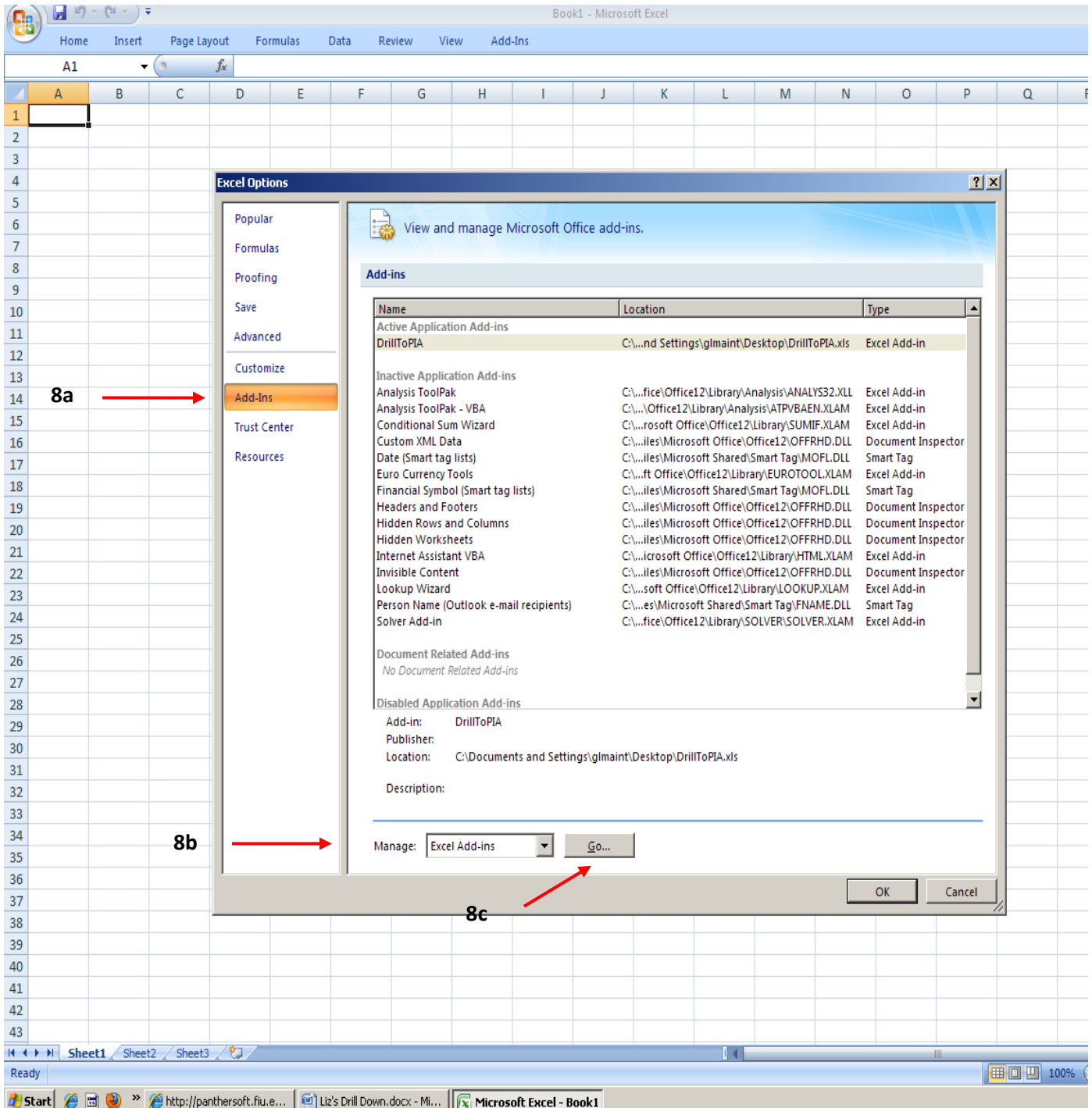

5. Click on Enable Macros.
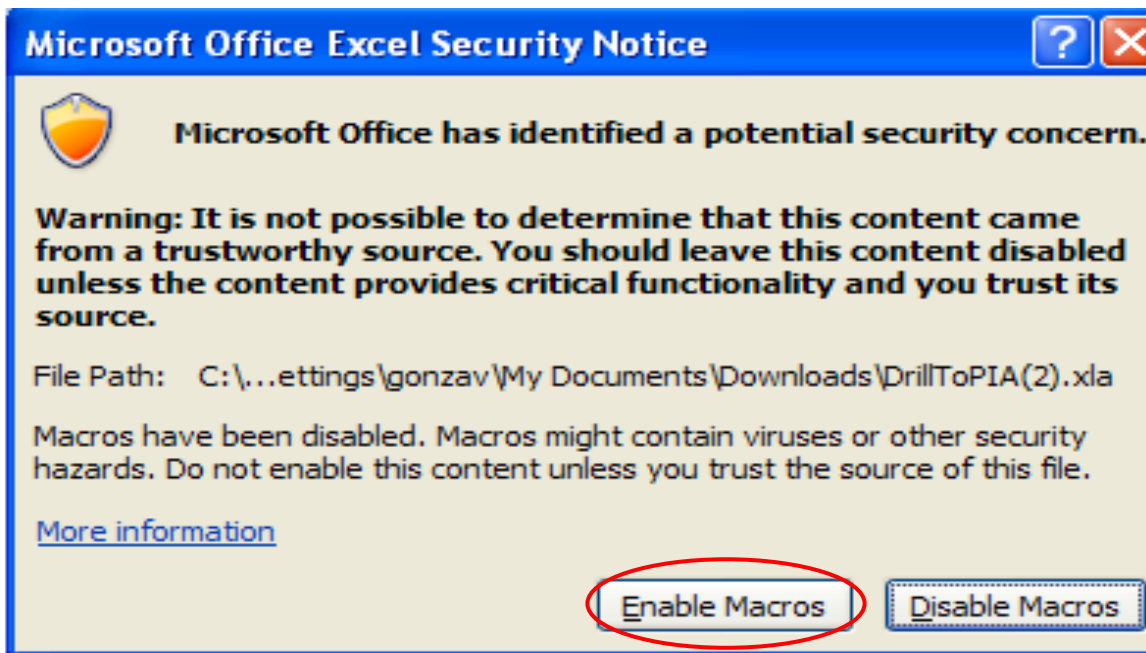
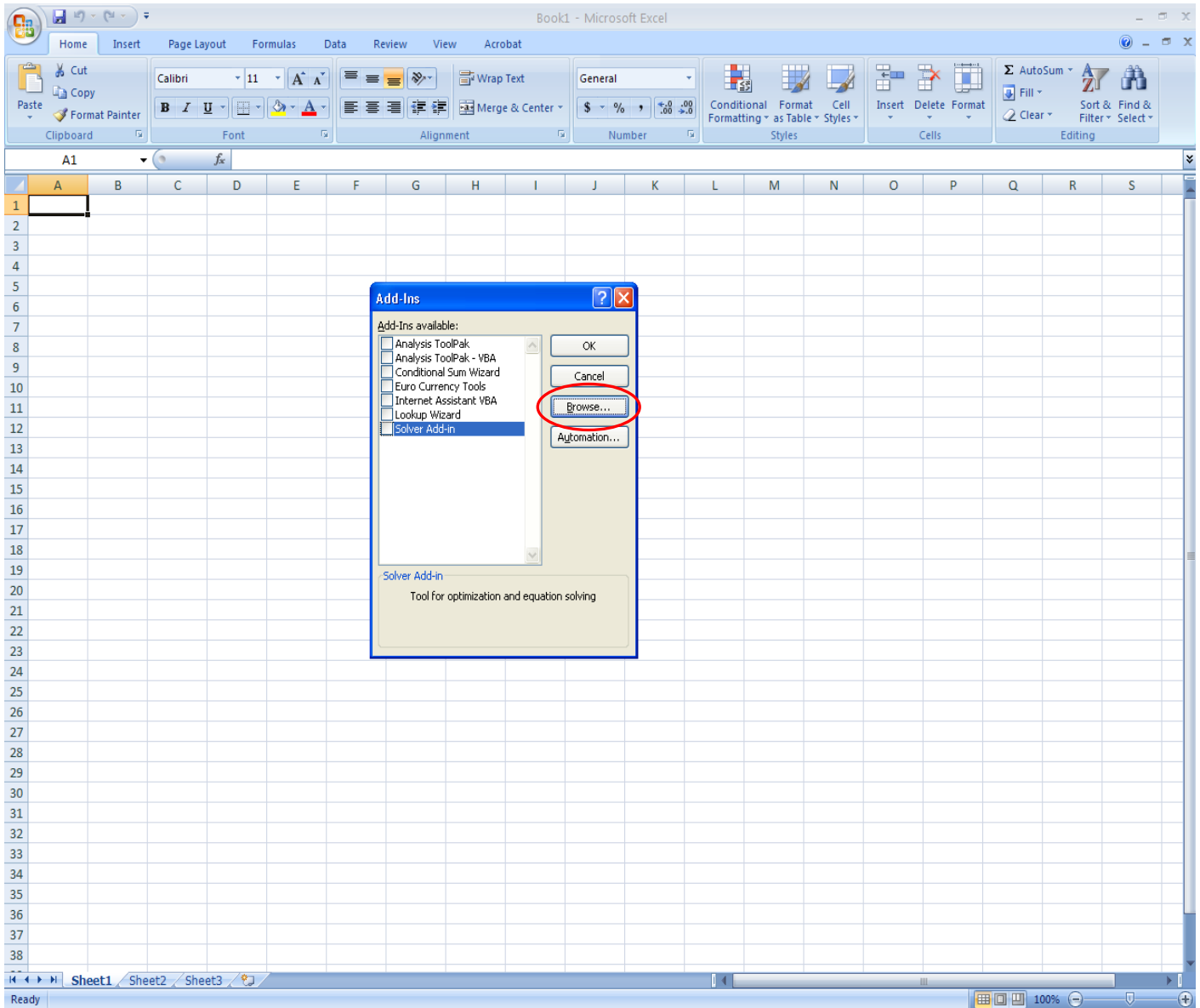6. Open Microsoft Excel 2007. Click on the Excel Office Button top left corner.
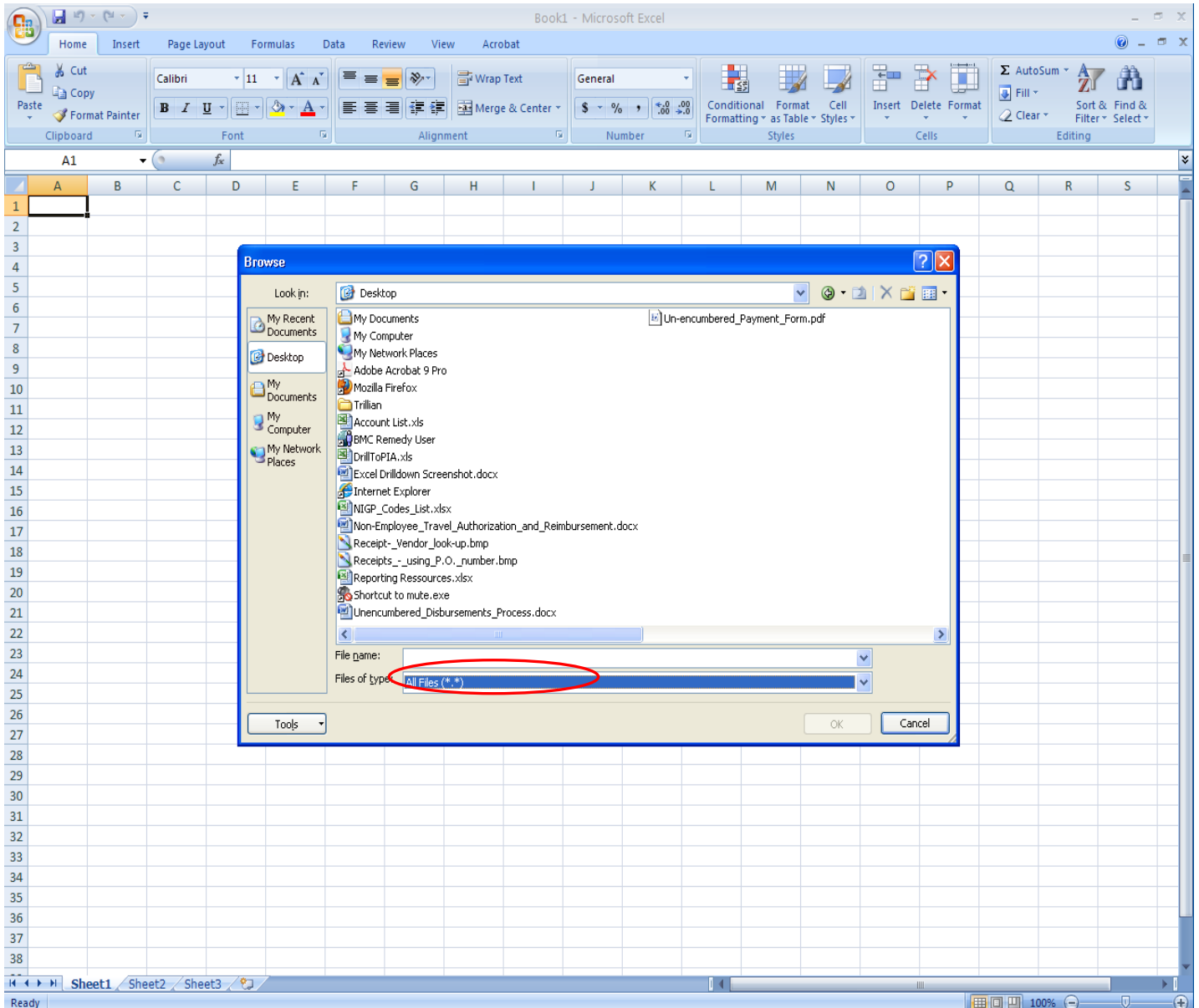
7. Click on Excel options button on the bottom right of menu.

8a. Click on Add-Ins on left side of Excel Options menu.
8b. Make sure that "Manage: Excel Add-Ins" is populated in the bottom of menu box.
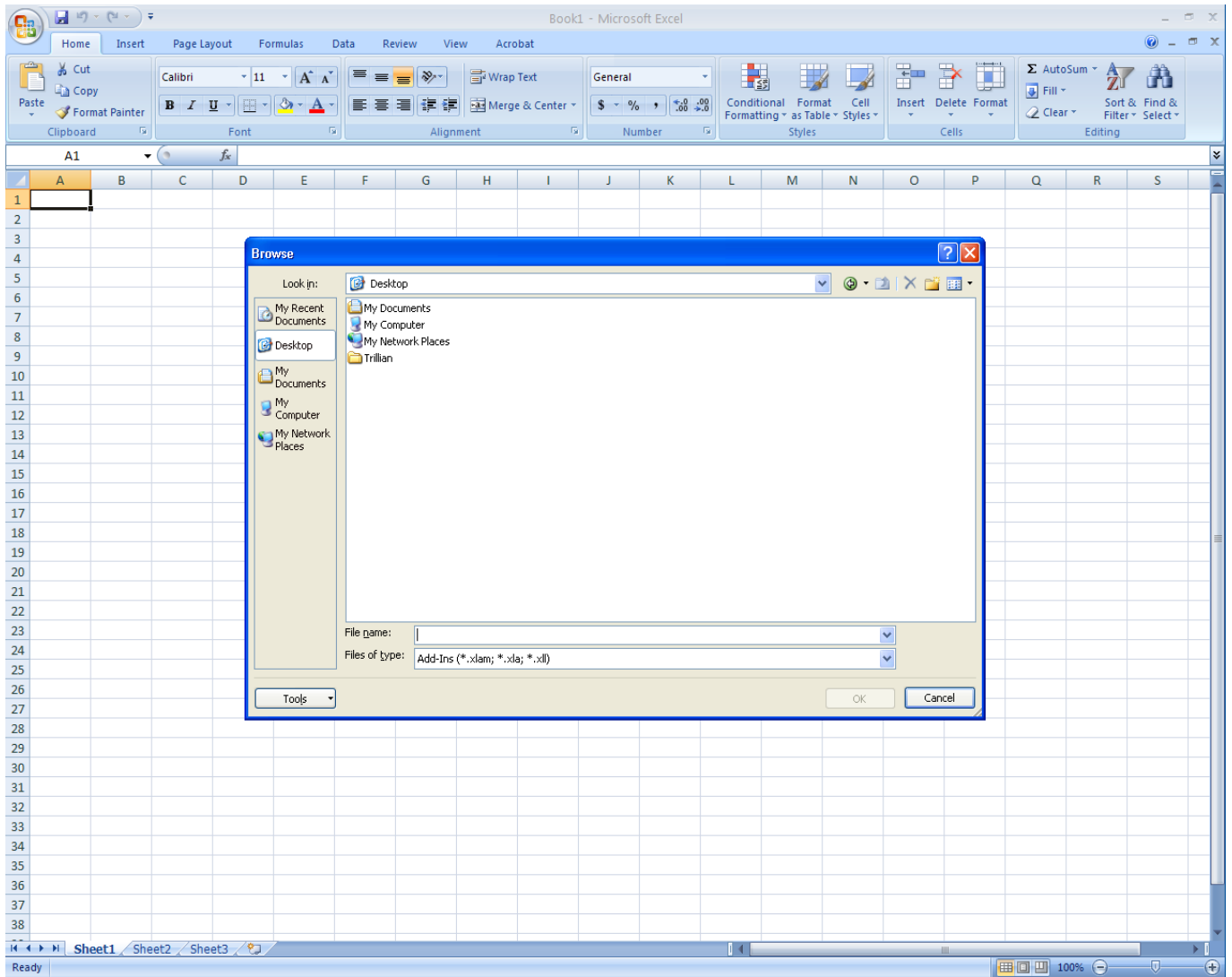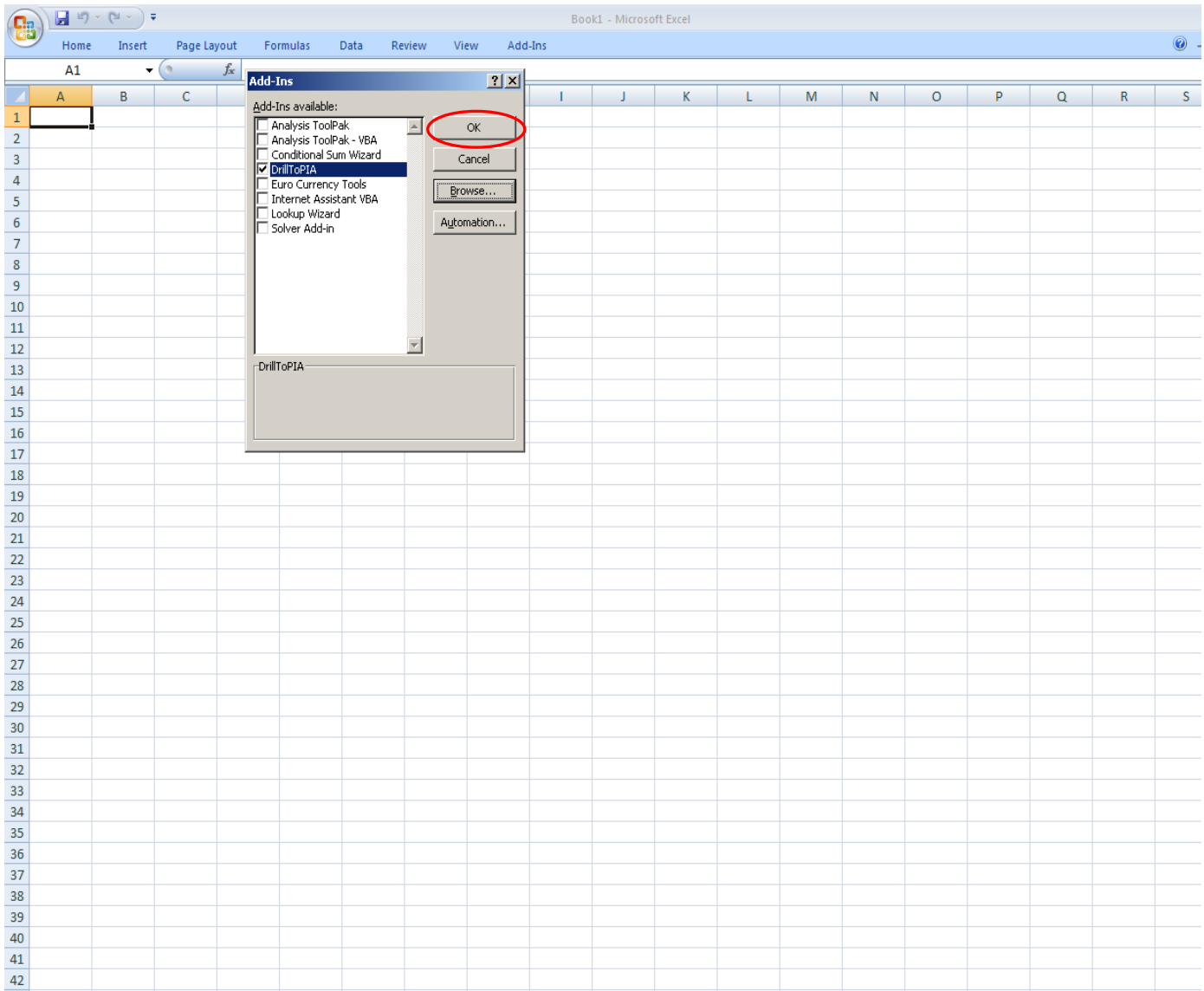8c. Click Go.

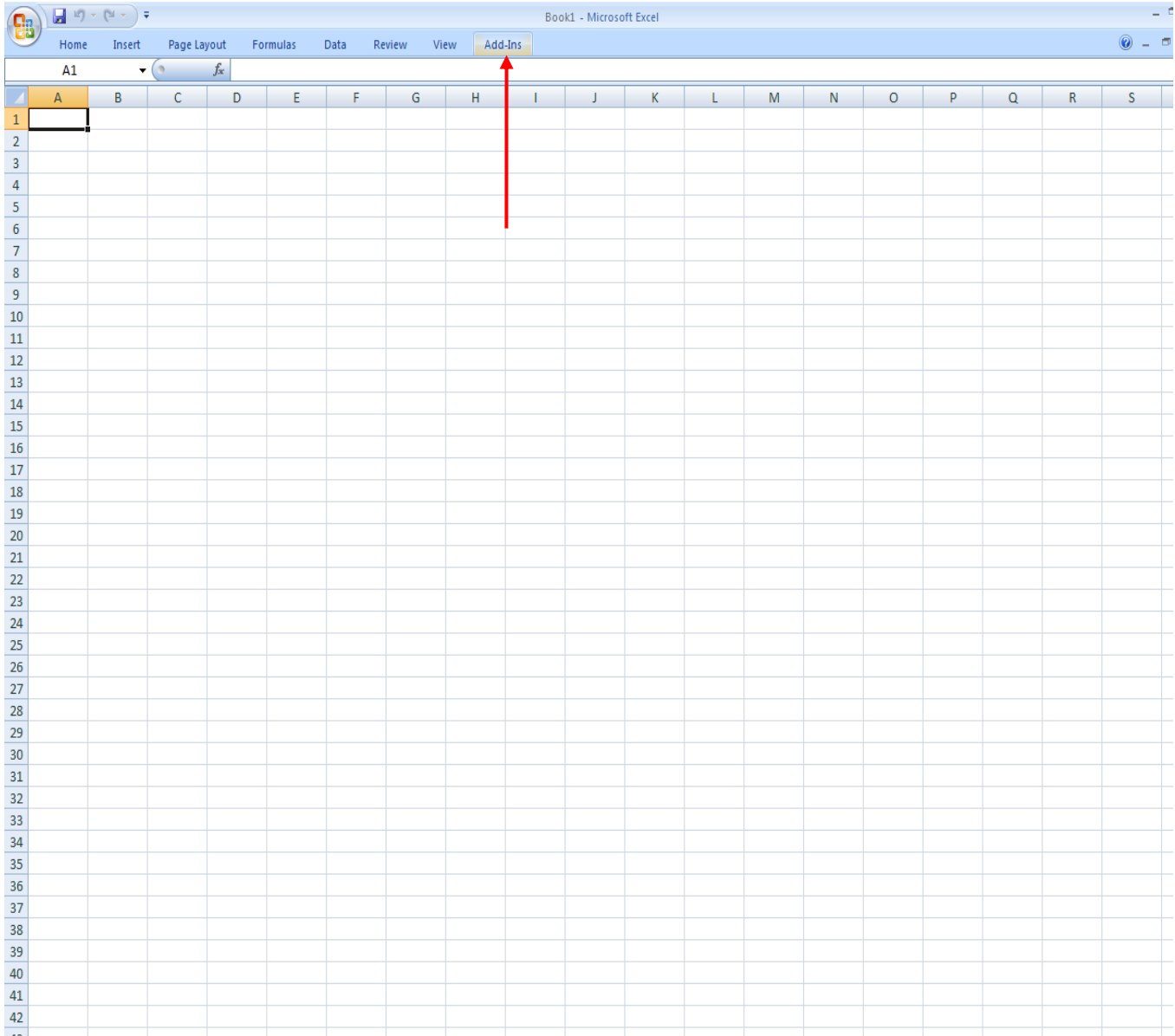9. Click browse.

10. Change Files of type to "All Files (*.*)".

11. Browse to the DrillToPIA.xls saved file.

12. Select DrillToPIA and click OK.

13. The Add-Ins tab will now appear on the Quick Access Toolbar.

14. Click on the Office button and select Open.

15a. Select the saved nVision Report.
15b. Click on the Open button.

15a

15b
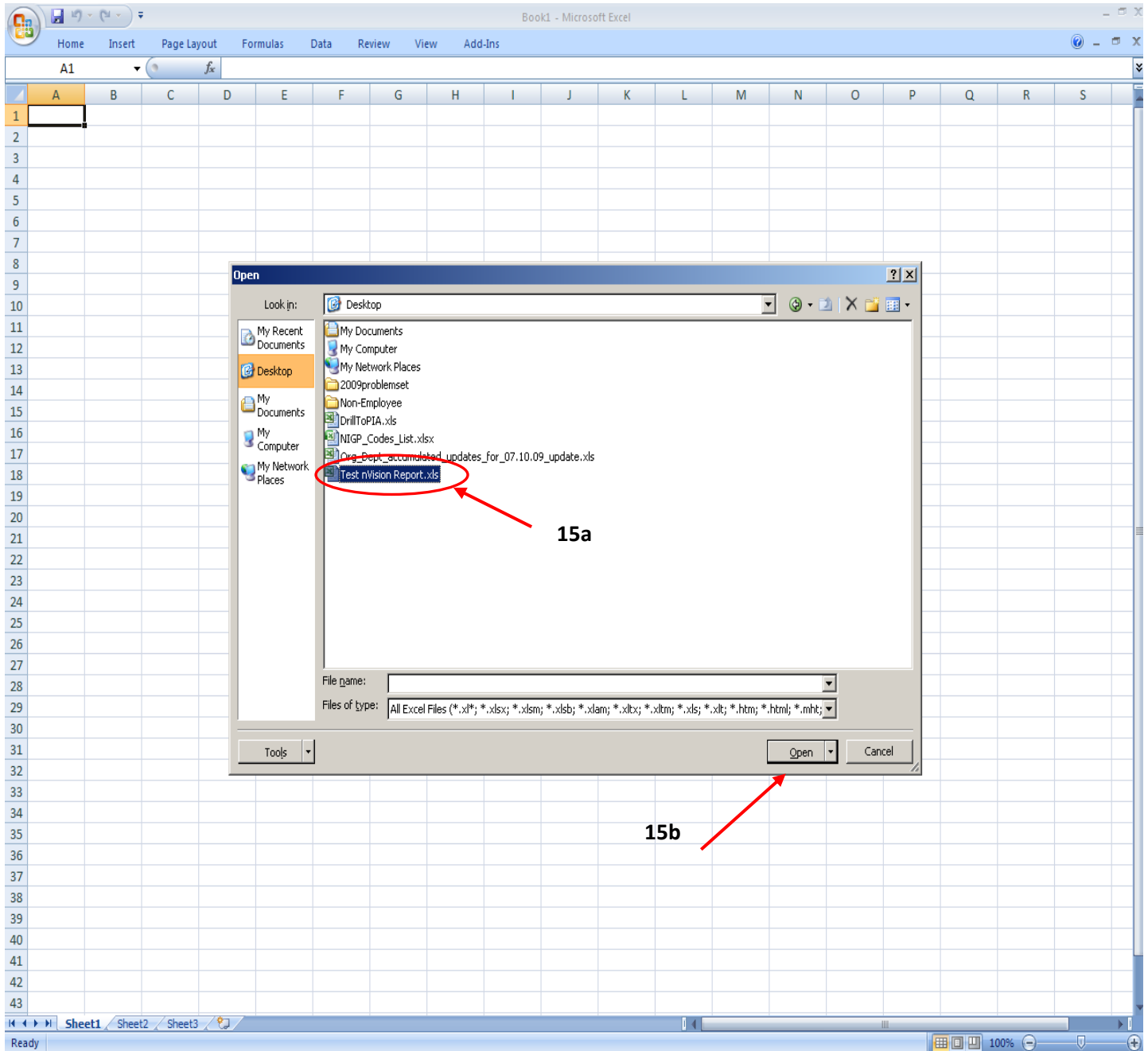
Congratulations, you are ready to use nVision Drilldown!