

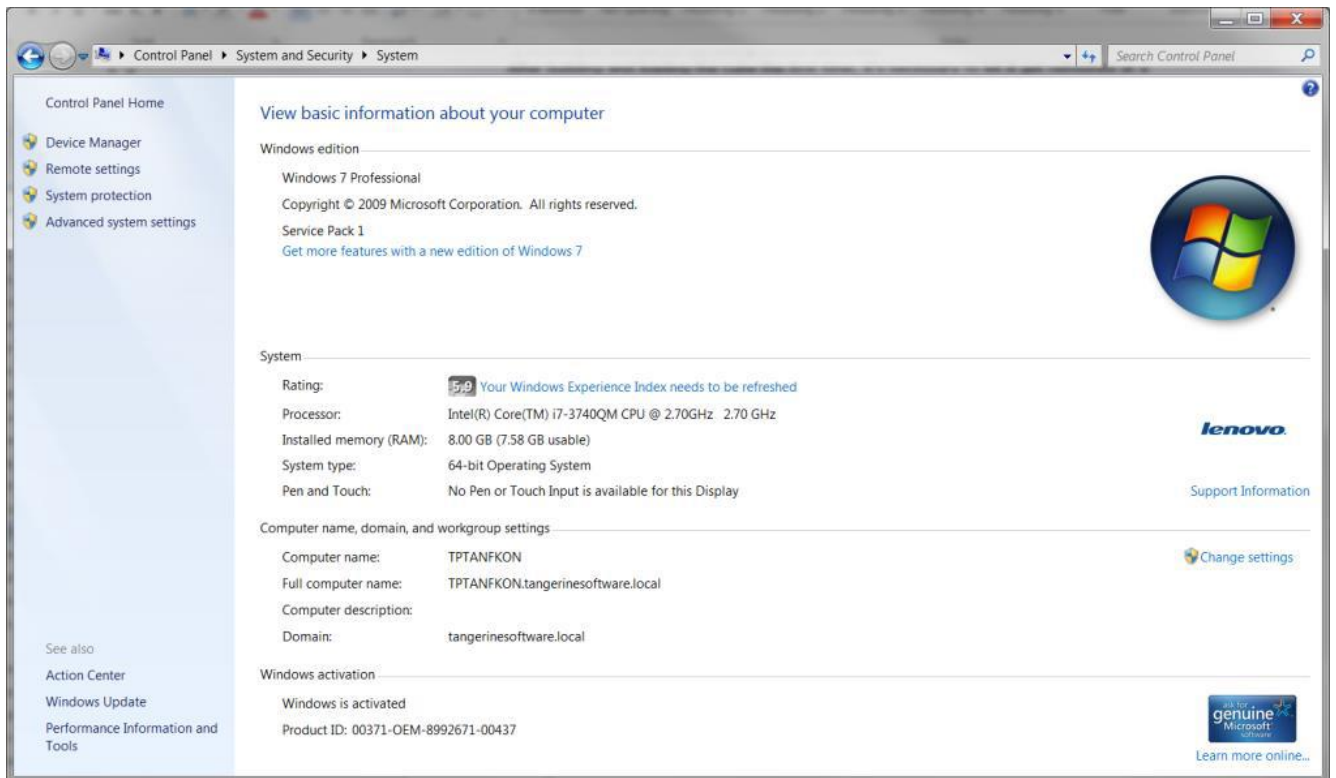
► **Installing the SEI Excel  
Add-in**

Sage X3 Help Sheet



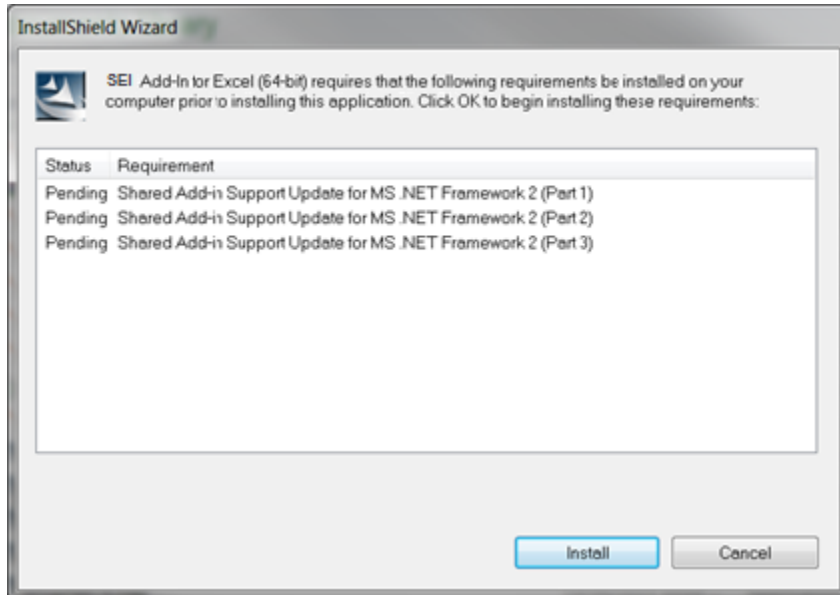
The SEI add-in for Excel should be installed on each workstation where it needs to be used. To install the Excel add-in, follow the steps below.

- ▶ Check your system environment. You need to know:
  - ▶ If your Microsoft Windows operating system is 32-bit or 64-bit. You can see this on the **System** screen through **Control Panel**



- ▶ Choose the proper installation setup file, based on your Windows operating system (32-bit or 64-bit), and launch the installation.

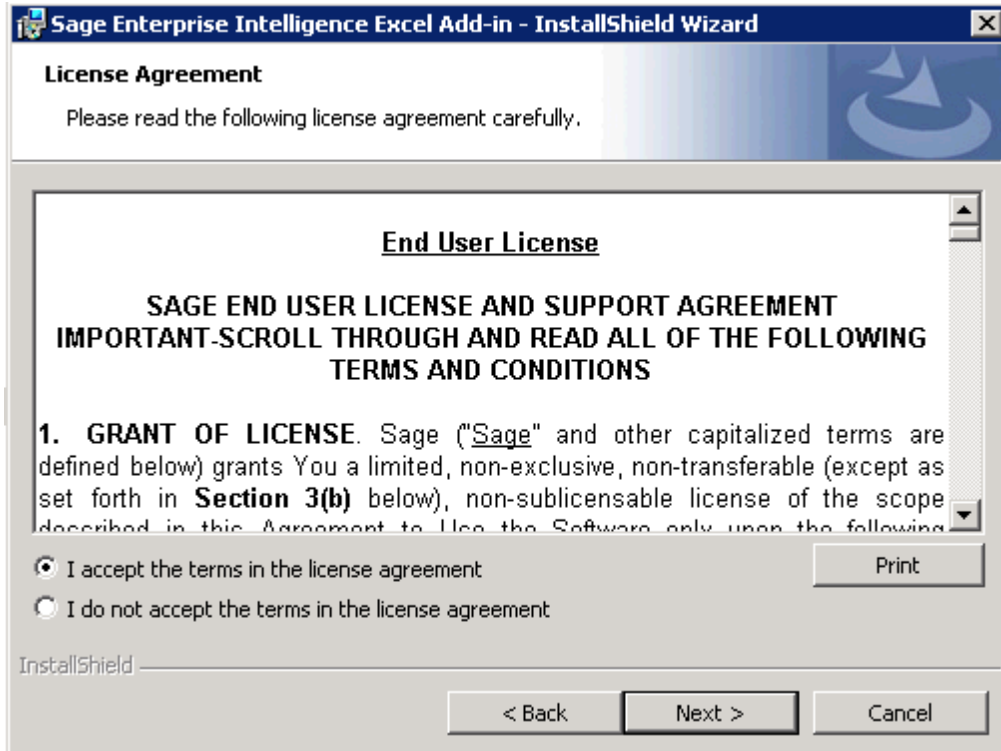
- ▶ Click **Install** to install all the prerequisites and continue.



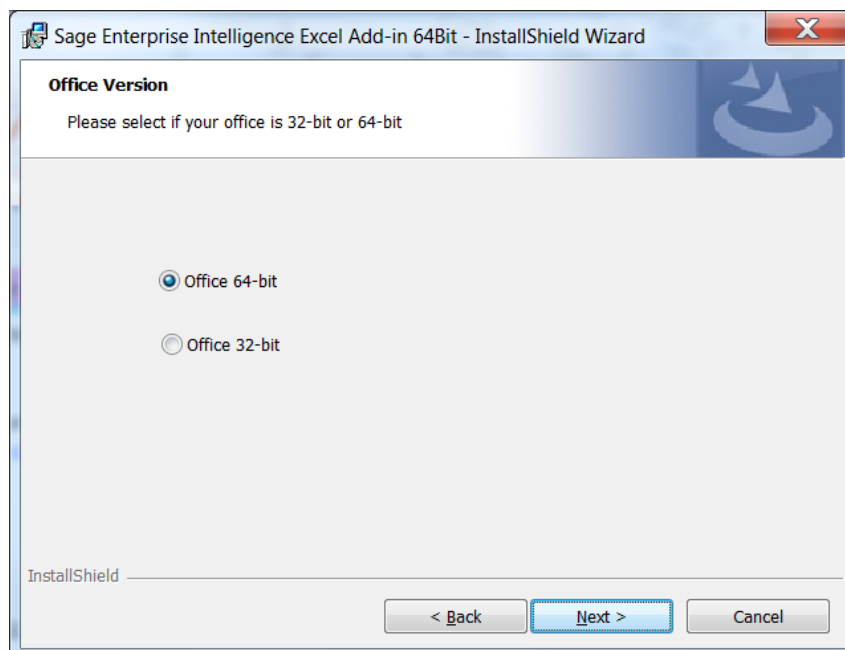
- ▶ The installation package for the Excel Add-in starts after the prerequisites have been installed. Click **Next** to continue.



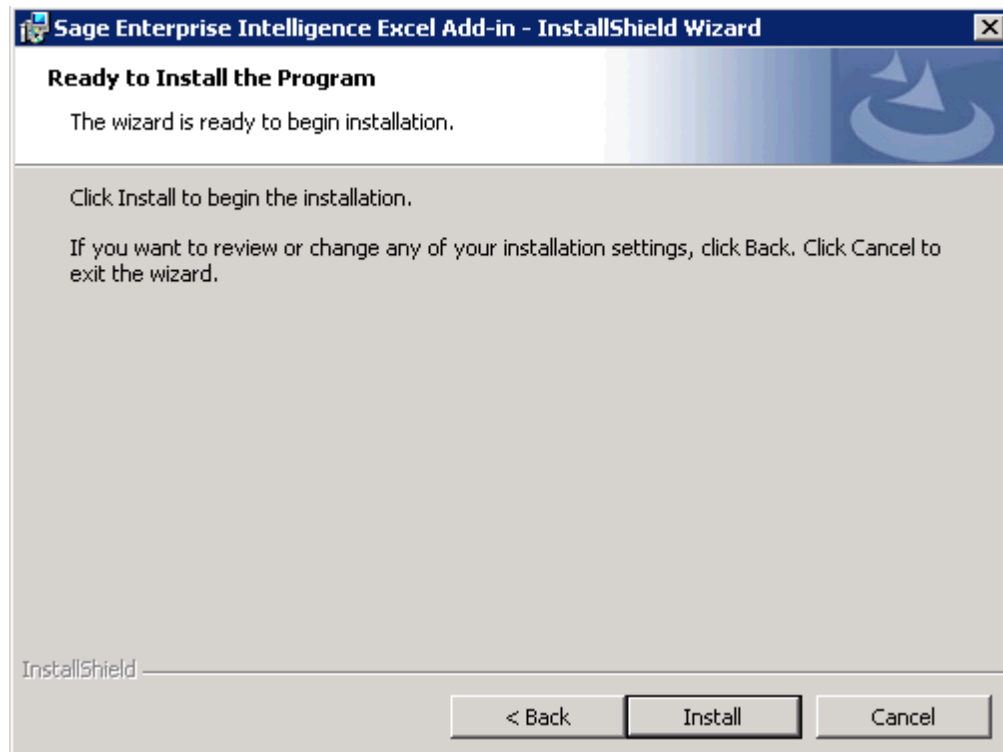
- ▶ Click **I accept** and **Next** to continue.



- ▶ When installing the add-in on a 64-bit Windows Operating system, you will get this prompt. Choose this time based on your version of Microsoft Office (64-bit or 32-bit), and click Next to continue.

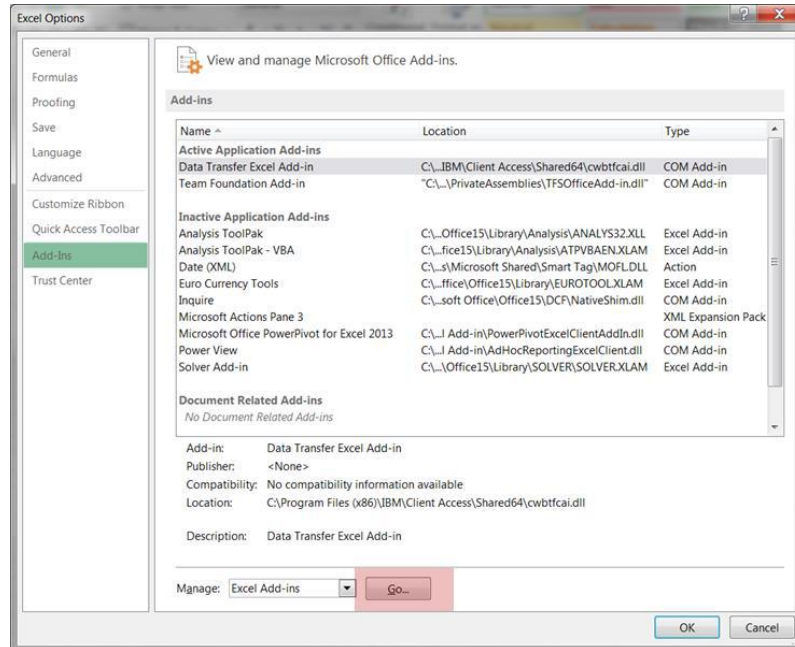


- ▶ Click **Install** to finalise the installation.

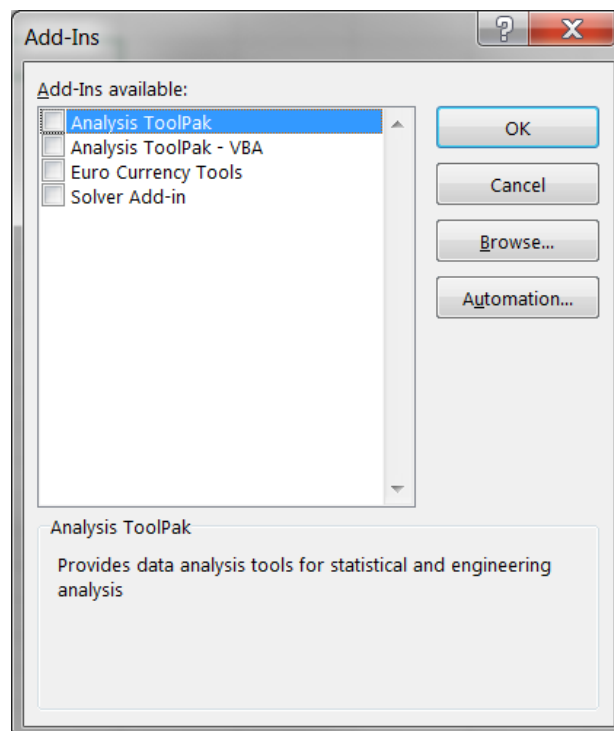


- ▶ Launch Microsoft Excel on the computer and open a blank workbook.

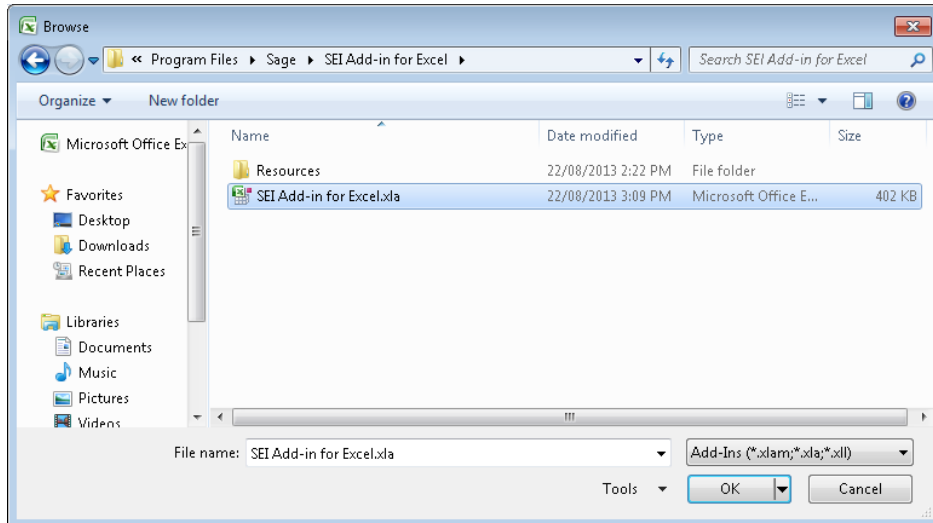
- ▶ Go to **Add-ins** window. The way to get there depends on the version of Excel you are using. For example, on Excel 2013 you would go to **File > Options** and choose the **Add-ins** tab.



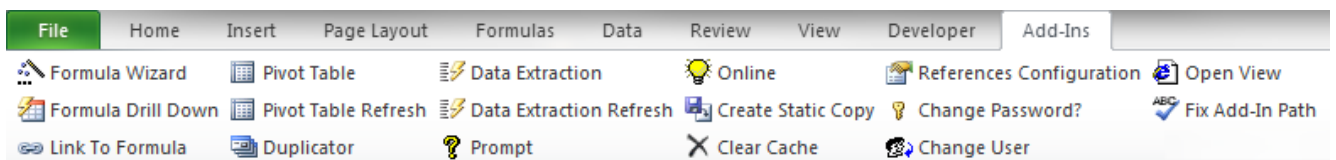
- ▶ Make sure the **Excel Add-ins** option is the **Manage** field and click on the **Go...** button to add the SEI add-in. The following window appears:



- ▶ Click the **Browse...** button and select the **SEI Add-in for Excel** add-in file from the installation folder (generally *C:\Program Files\Sage\SEI Add-in for Excel*).



- ▶ The add-in is then added to the Excel add-ins for the computer. Click **OK** to finish the configuration process.
- ▶ The **Add-Ins** tab is now visible in Microsoft Excel with the SEI Add-in for Excel under it:



- ▶ If nothing happens when you try to use one of the Excel Add-In features, follow the instructions below to fix the issue:
  - ▶ First, you need to look if there are more than one versions of Excel installed on your system; for example, you could have Excel 2013 and Excel 365 installed in two different folders. In this case, when the Excel Add-In will be installed, the files for the add-in will be moved in only one of the Excel folder. In order to fix this issue you could simply un-install the Excel version that is not required and re-install the Excel Add-In.
  - ▶ The problem could also be related to your windows security settings. In this case you could simply try to run Excel with the option "Run as administrator" to ensure your user has proper access to all the features and add-ins in Excel.