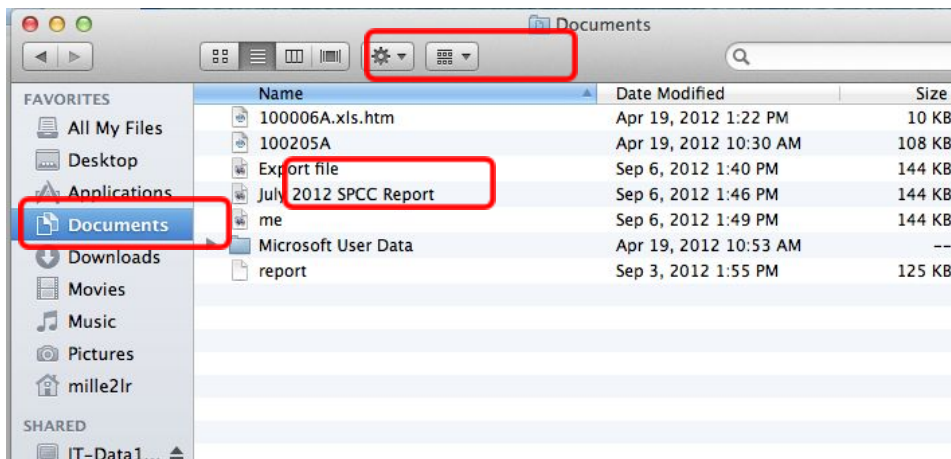


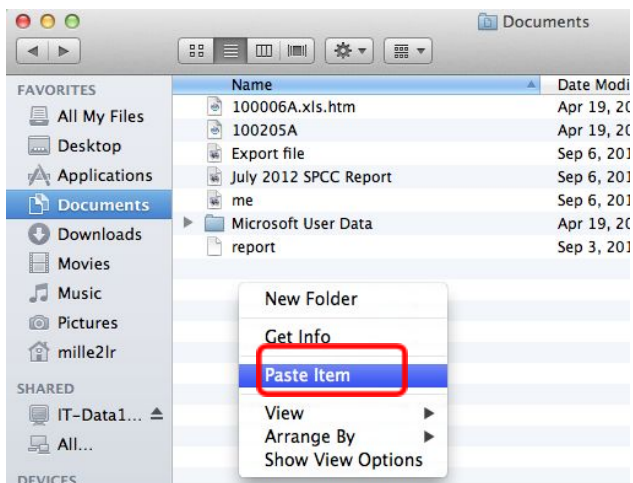
## Excel:Mac Add-in Setup for nVision Drill Down

In order to drill down from the nVision Summary Report you will need to install an Add-in for Excel. This can be done with your regular user id and password; you do not need an administrator account. These instructions are for Mac users with Excel:Mac 2011

1. The Add-in file is named '**DrillToPIA.xla**' and must be saved in a **local C drive** folder in order for it to be used. Navigate to <http://www.jmu.edu/acctgserv/expenditures/usertips.shtml> where the DrillToPIA.xla is located, and right click on the file and select 'Save Target As'.
2. You can now paste this file into your C drive Documents folder. Navigate to **Documents**.

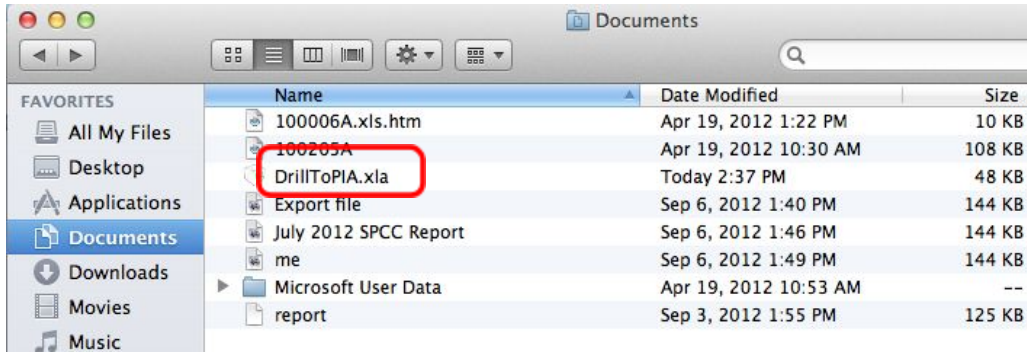


3. Press and hold the **control key while clicking in the blank space** below the file names. Choose "**Paste Item**" from the menu options that appear

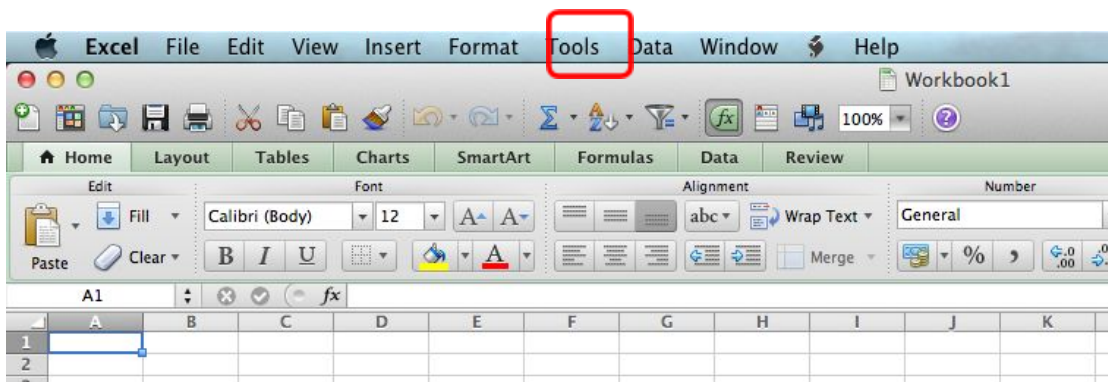


4. The DrillToPIA.xla file will now appear in the folder.

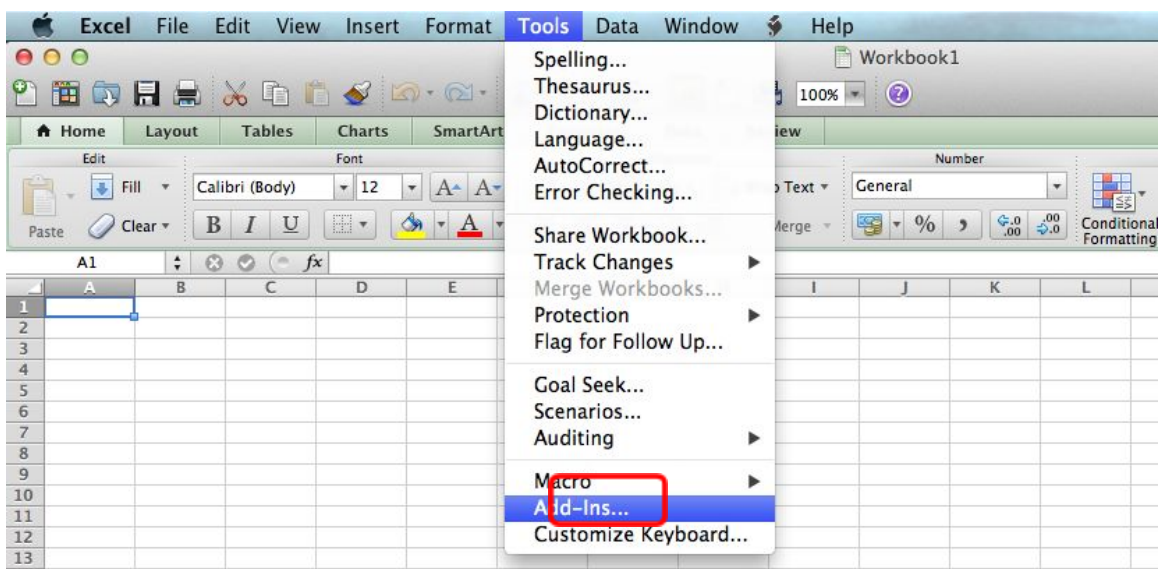
## Excel:Mac Add-in Setup for nVision Drill Down



5. You are now ready to install this Add-In in Excel. Open **Excel** and click the **Tools** drop down menu.

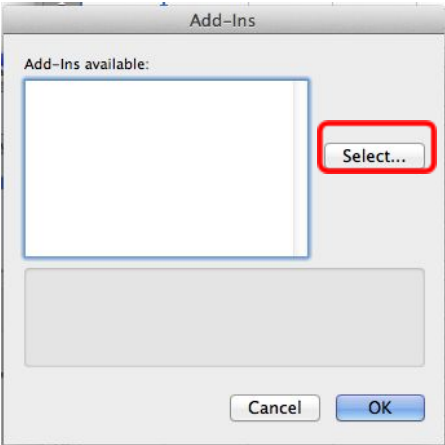


6. Select **Add-Ins**

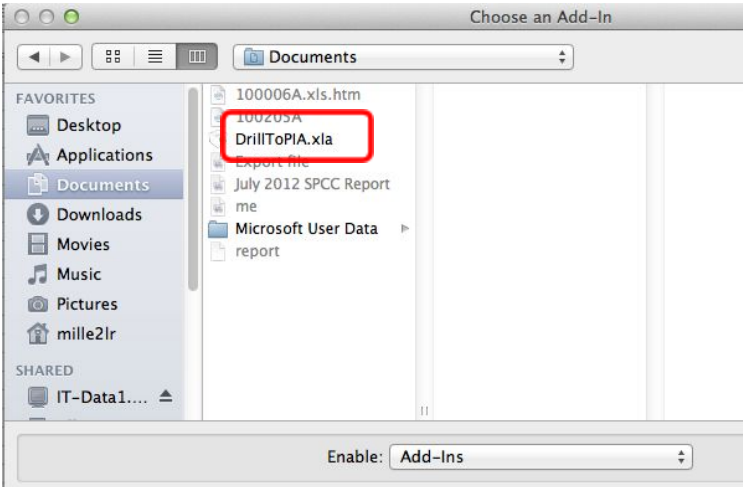


# Excel:Mac Add-in Setup for nVision Drill Down

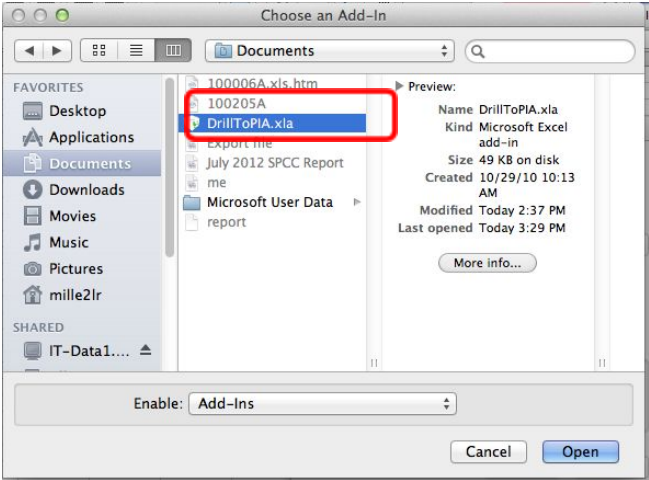
7. Click **Select**



8. Navigate to the **C drive Documents** folder where you saved the file.

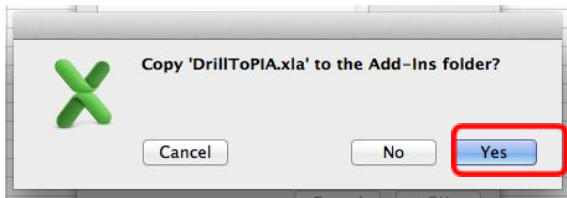


9. **Double click** the **DrillToPIA.xla** file. Or Select the file name and click **Open**.

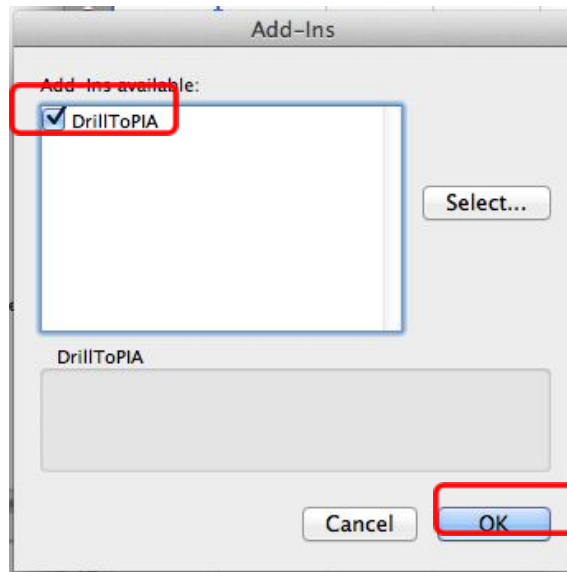


## Excel:Mac Add-in Setup for nVision Drill Down

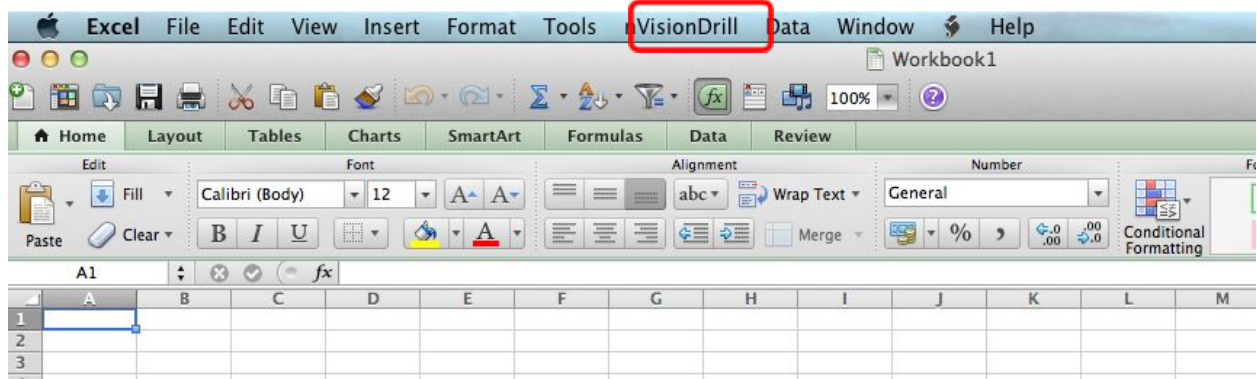
10. A message may appear confirming you want to copy the file. Click **Yes** if needed



11. The DrillToPIA will now appear in the Add-Ins window and should be selected. Click **OK**



12. A new menu option will now appear at the top of the Excel screen labeled '**nVisionDrill**'



13. The **nVisionDrill** option will allow you to drill down within the nVision Summary report when it is run to Excel