

eOffice Setup Instructions



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Purpose

This document contains the instructions for installing the eOffice products from OPSoftware. All of the eOffice products require Microsoft Excel 2000 or XP.

Before You Begin

Make sure you have completed the Common Setup Instructions before performing these steps. If you do not complete the Common Setup Instructions on the computer you are using, then eOffice will not work properly!

You must have Microsoft Excel 2000 or XP. eOffice will not work with Excel 97!

Installing eOffice Contracts

Open Microsoft Excel 2000 or XP. Choose Tools – Add Ins.

Click the browse button and browse to the ePower CD. Double click the eOffice folder. Double click the eOffice-Contracts file.

When Excel asks if you want to copy to your add-in folder, choose yes.

Using eOffice Contracts:

Make sure you have a blank worksheet currently selected. If the current worksheet contains data, eOffice will replace all or part of the data contained on the current worksheet. Use the tabs located at the bottom of the Excel screen to select different worksheets.

While still in Excel, click Data – Get DDMS Data – Contracts.

Choose to continue in evaluation mode or register.

Make sure your pricing location is set. Do not enter zero one (01); just enter one (1) if location one (1) is your primary pricing location.

Choose an output option and click next.

Installing eOffice General Ledger

Open Microsoft Excel 2000 or XP. Choose Tools – Add Ins.

Click the browse button and browse to the ePower CD. Double click the eOffice folder. Double click the eOffice-GL file.

When Excel asks if you want to copy to your add-in folder, choose yes.

Using eOffice General Ledger:

Make sure you have a blank worksheet currently selected. If the current worksheet contains data, eOffice will replace all or part of the data contained on the current worksheet. Use the tabs located at the bottom of the Excel screen to select different worksheets.

While still in Excel, click Data – Get DDMS Data – General Ledger.

Choose to continue in evaluation mode or register.

Make sure your default GL location is set. Do not enter zero one (01); just enter one (1) if location one (1) is your primary GL location.

Choose an output option and click next.