

Workflow PW 7 – ProjectWise Settings For Using Multiple Excel Files

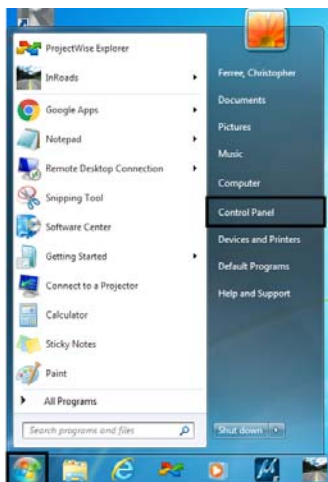
This document describes the process for setting up ProjectWise to work with multiple Excel files at one time.

In order for this to work, the ProjectWise Integration Module for Microsoft Office 2013 must be installed.

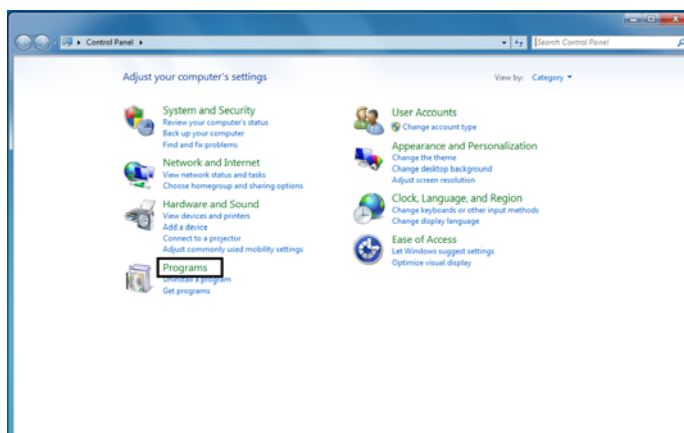
Checking For The ProjectWise Integration Module

To check for the *ProjectWise Integration Module for Microsoft Office 2013*, follow the steps below:

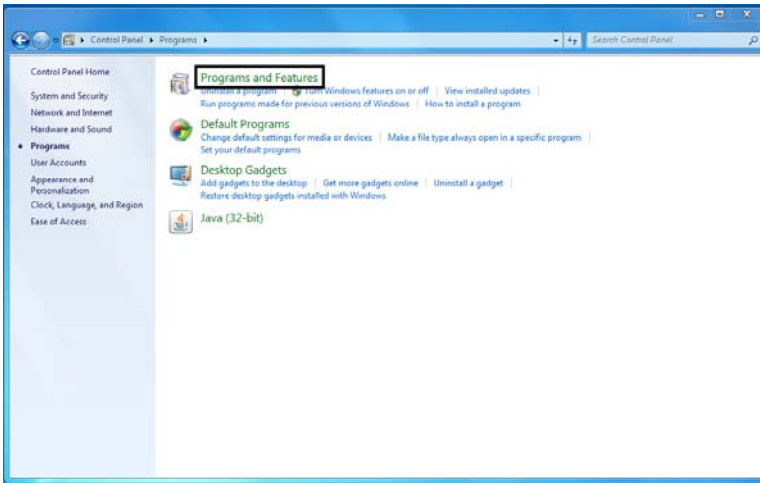
1. From the **Start Menu**, select **Control Panel**. This displays the **Control Panel** dialog box.



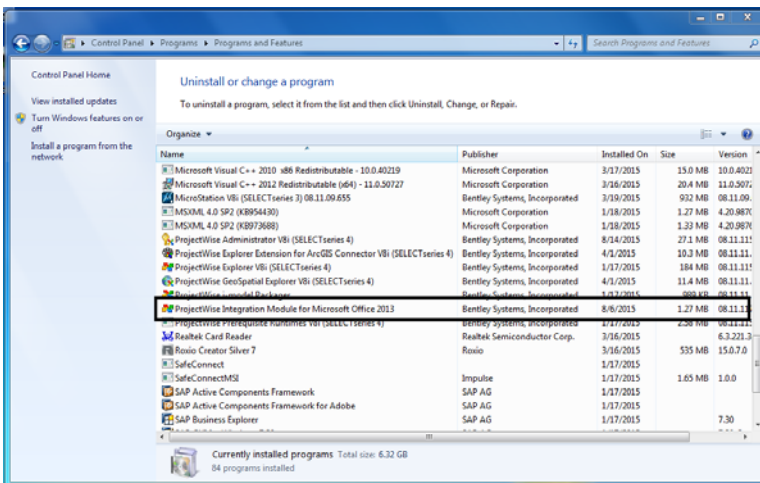
2. In the **Control Panel** dialog box, left click **Programs**. This displays the **Control Panel > Programs** panel.



- From the **Programs** panel select Programs and Features. This displays the **Control Panel > Programs > Programs and Features** panel.



- In the **Programs and Features** panel, look for **ProjectWise Integration Module for Microsoft Office 2013**.

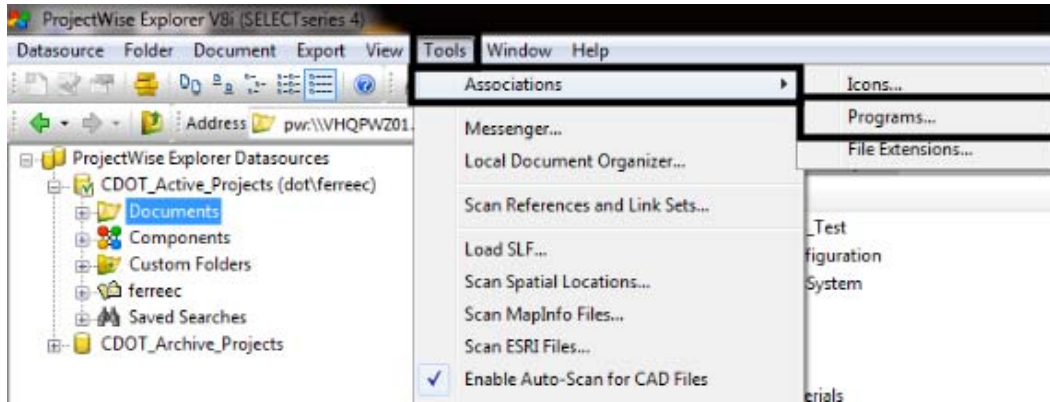


- If the **ProjectWise Integration Module for Microsoft Office 2013** is not listed, put in a Help Ticket to have it installed.

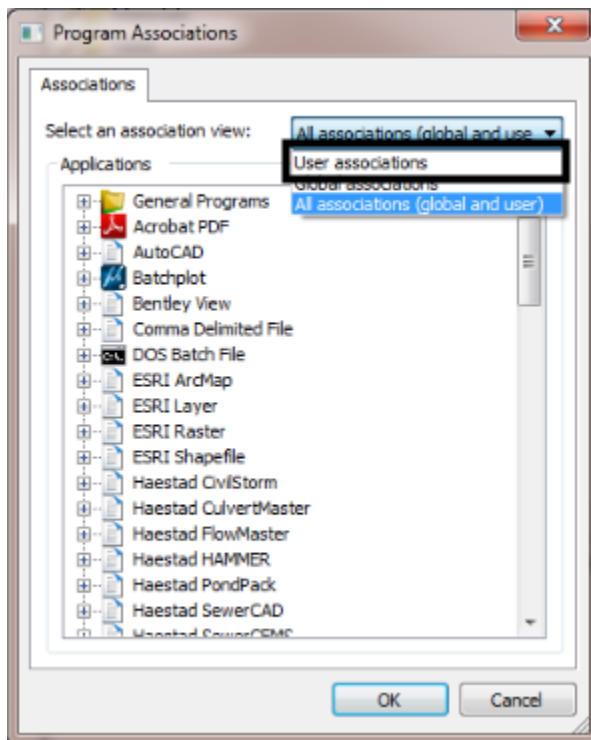
Creating The Program Association For Excel

Once the **ProjectWise Integration Module for Microsoft Office 2013** is installed, an Association is created for Excel. This association is what makes Excel behave properly.

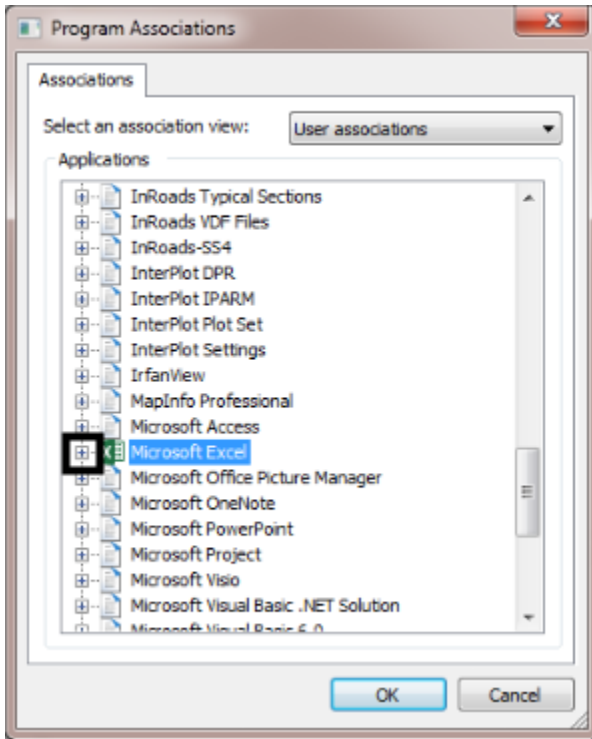
6. Open ProjectWise to the **Active Projects** datasource.
7. From the ProjectWise menu bar select **Tools > Associations > Programs**. This displays the **Program Associations** dialog box.



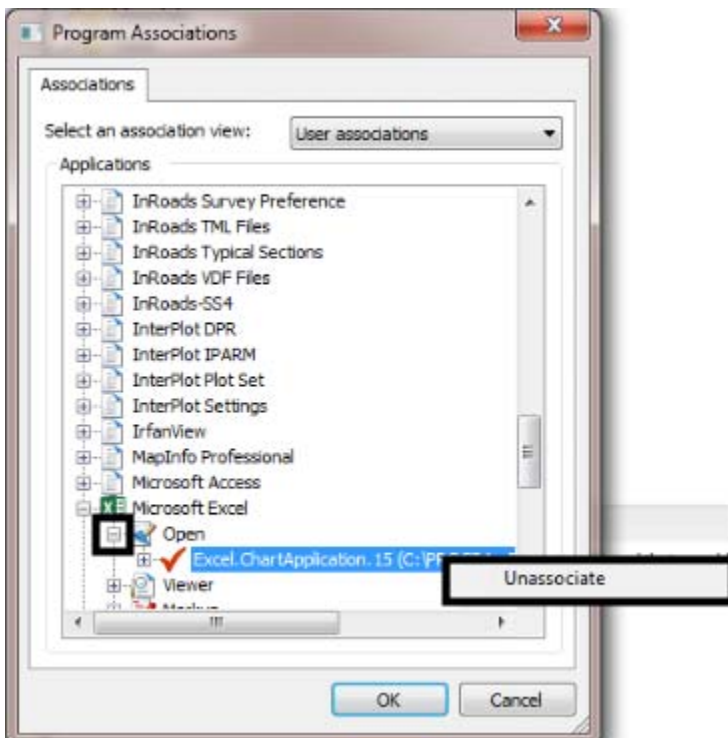
8. In the **Program Associations** dialog box, set the **Select an association view** to **User Associations**.



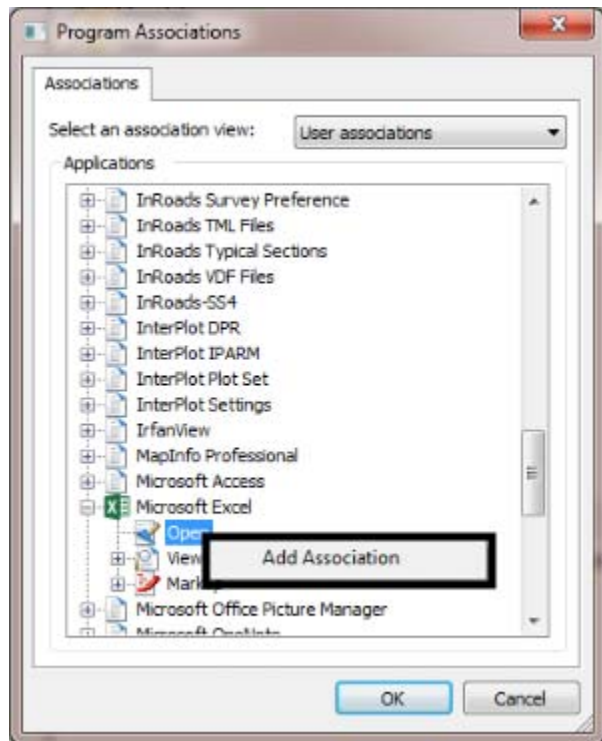
9. Using the scroll bar, scroll down the list to Microsoft Excel. Left click the + next to the entry.



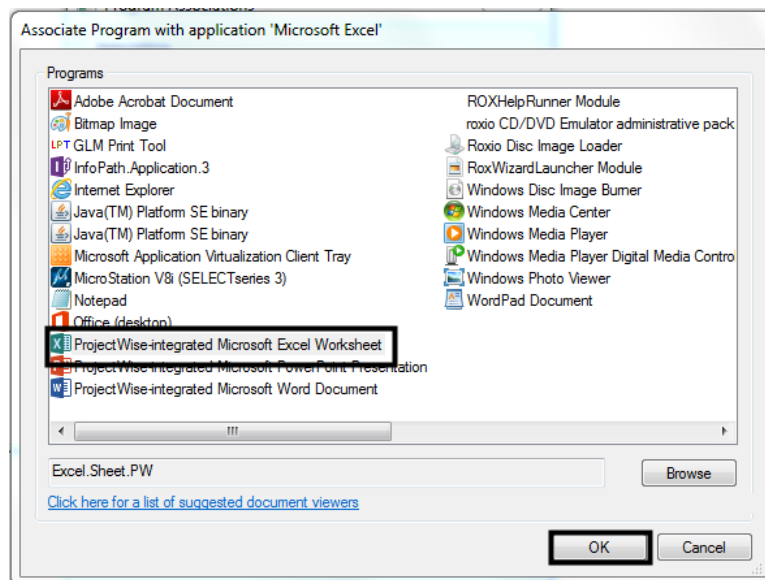
10. Left click the + next to **Open**. If the listing under **Open** is blank or contains something other than **Excel.Sheet.PW**, right click on it and select **Unassociate**.



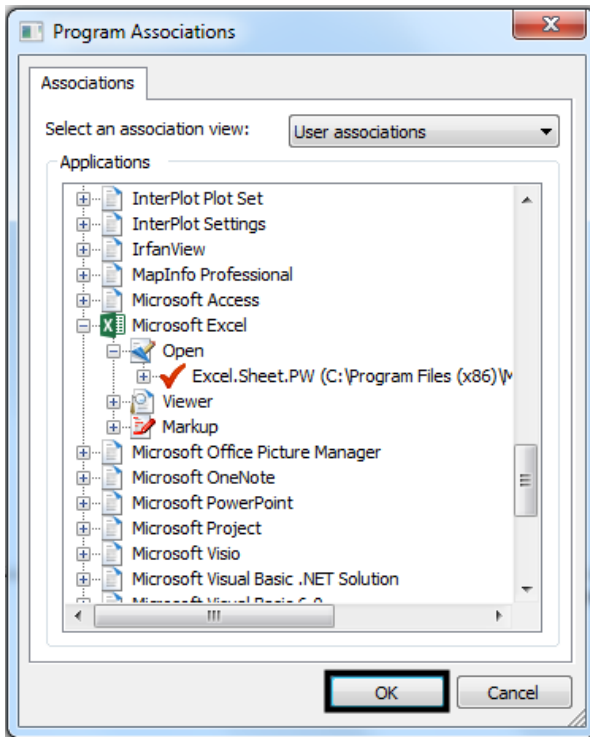
11. Right click on **Open** and select **Add Association**. This displays the **Associate Program with application 'Microsoft Excel'** dialog box.



12. In the **Associate Program with application 'Microsoft Excel'** dialog box, select **ProjectWise Integrated Microsoft Excel Worksheet**. Left click the **OK** button to accept the selection and dismiss the dialog box.



13. Left click the OK button in the **Program Associations** dialog box to accept the changes and dismiss the **Program Associations** dialog box.



Now multiple Excel spreadsheets can be opened and closed with no issues.