

DrillToPIA Excel Add-In for nVision Drilldown

The **DrillToPIA Add-In** for Excel must be applied to review detail within nVision reports generated on Cardinal.

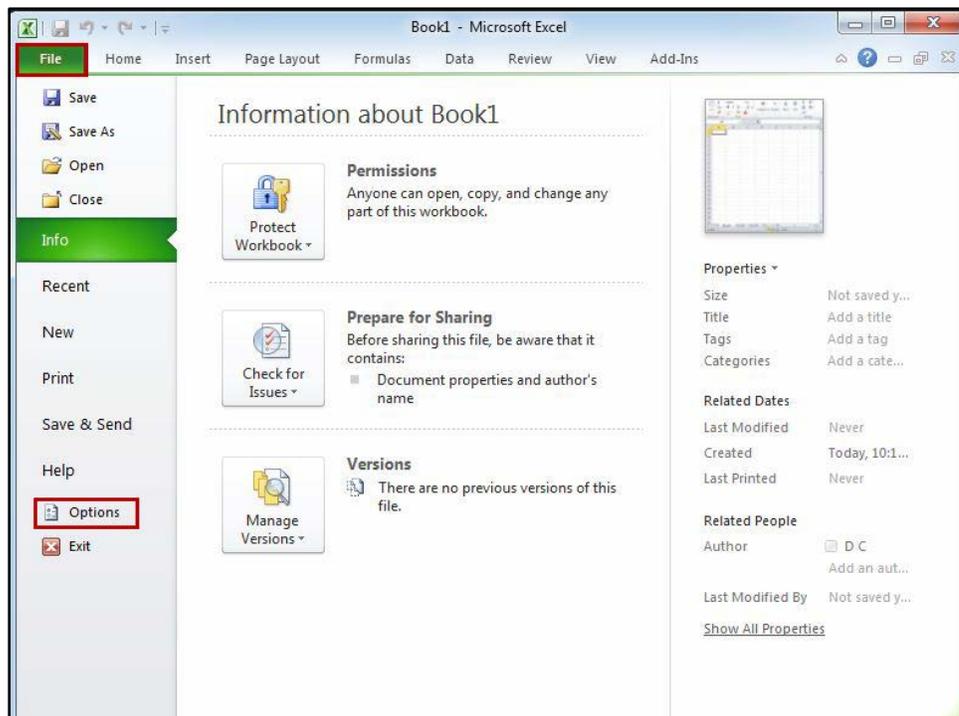
This job aid was developed using Microsoft Office 2010 version of Excel. Cardinal users who have computers configured with other versions of Microsoft Excel may encounter different steps needed to load this add-in and should first consult agency technical resources with any questions, and if needed, contact VITA at (866) 637-8482, or email the VITA Customer Care Center at vccc@vita.virginia.gov.

- 1 Download and expand the attached Excel plug-in from the **DrillToPIA.zip** file:

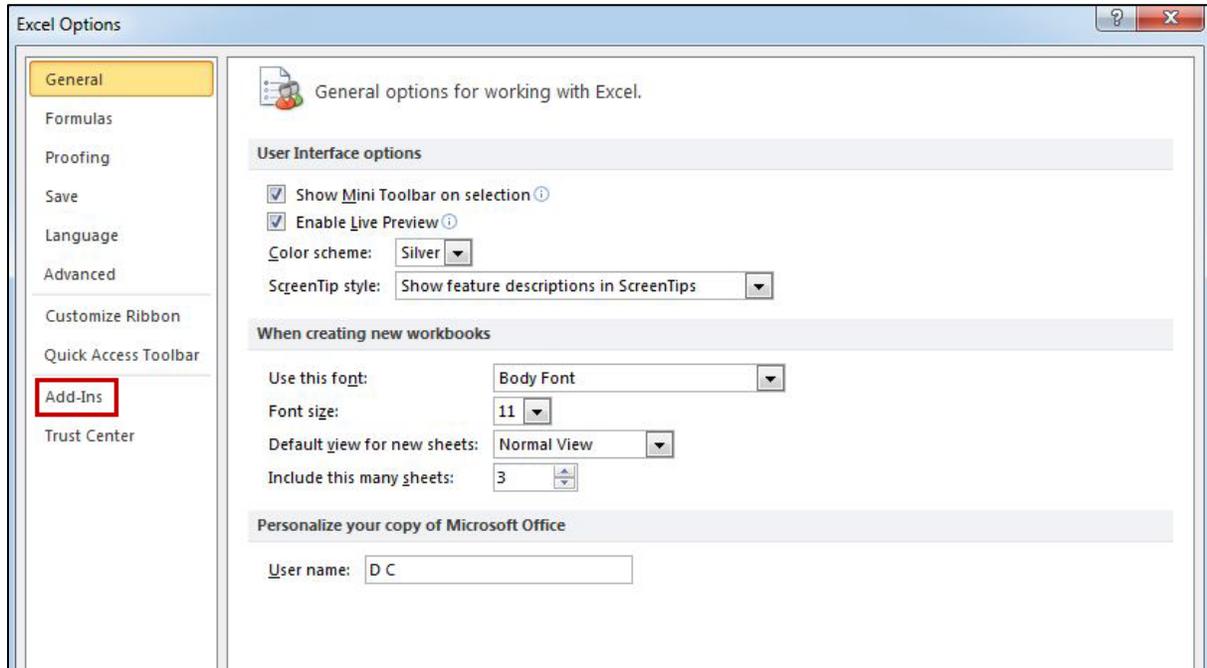


DrillToPIA.zip

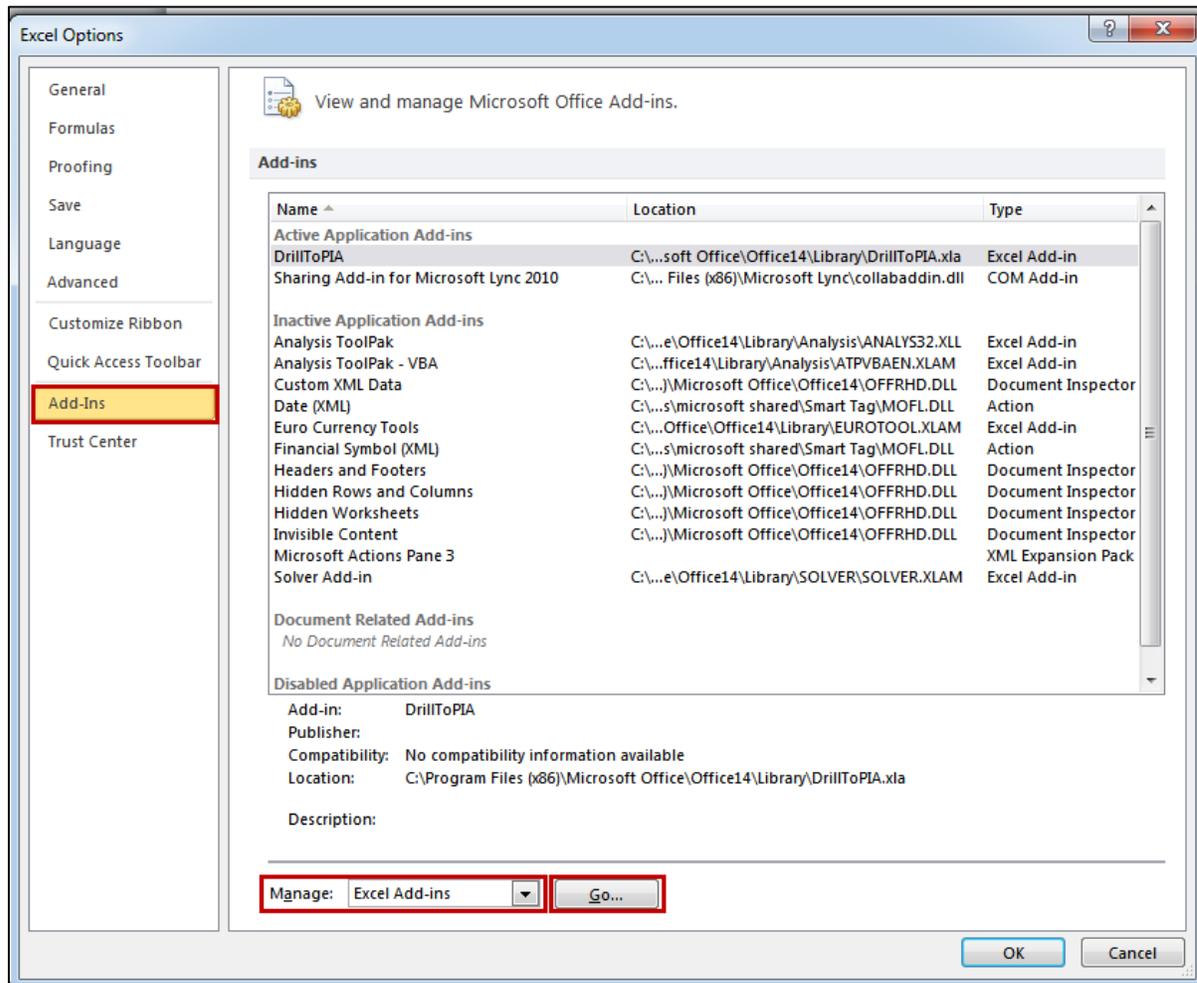
- 2 Save the **DrillToPIA.xla** file to **C:\Program Files\Microsoft Office\OFFICE14**
- 3 Once the file is saved in that folder, launch Excel.
- 4 When Excel opens, click on the **File** tab in the upper left corner of your screen. Then select the **Options** button from the menu on the left side.



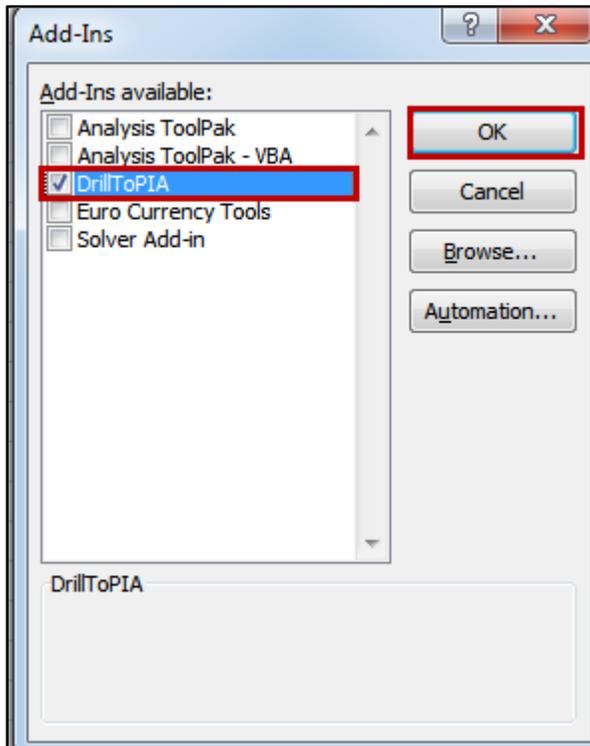
- 5 When the **Options** window opens, select **Add-Ins**.



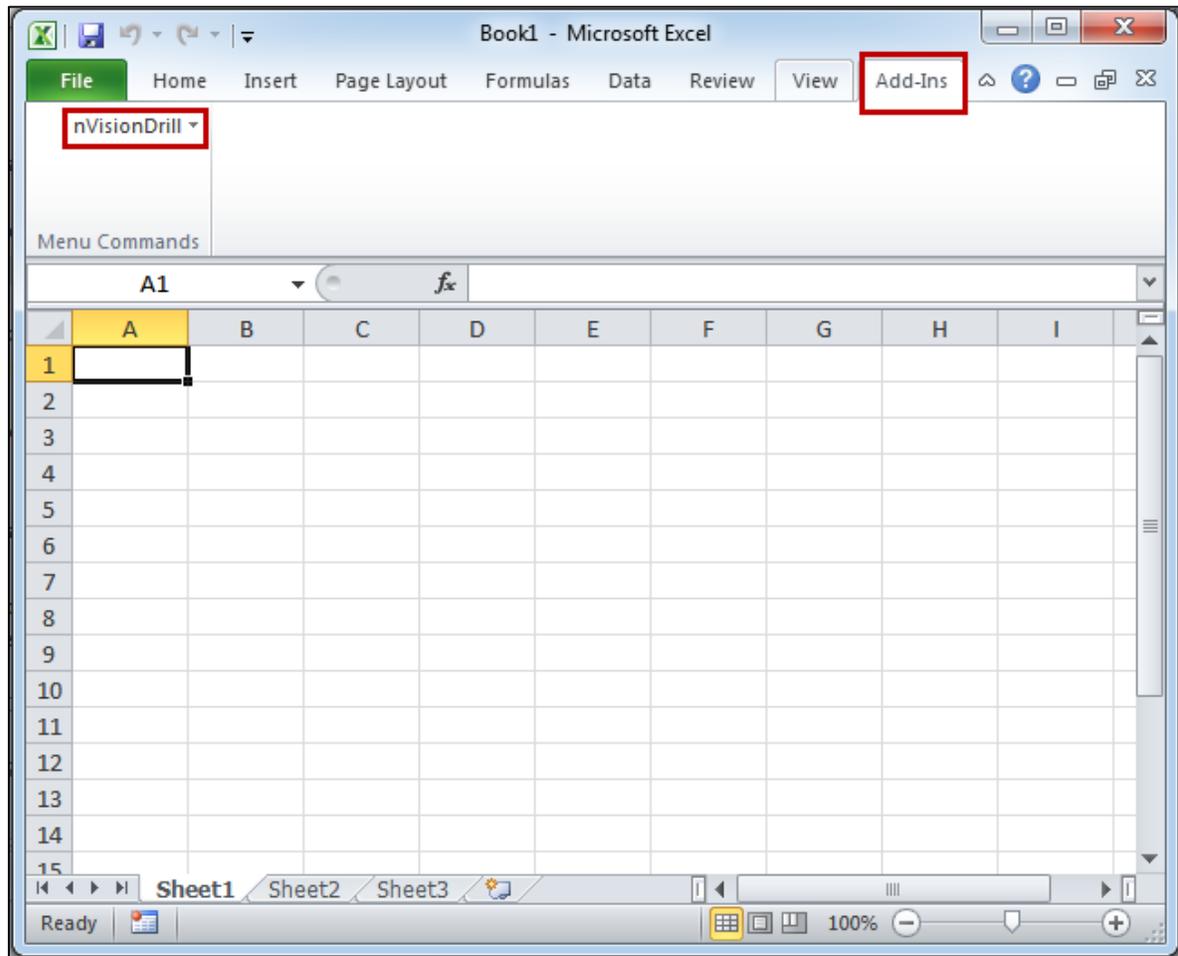
- 6 At the bottom of the window, select **Add-ins** from the dropdown menu entitled **Manage:** and then click **OK**.



- 7 Select **DrillToPIA** if it is available in the list of **Add-Ins**. If it is not listed, select **Browse** and browse to find the correct file in the location specified in the step above. Ensure **DrillToPIA** Add-In is selected. Click **OK**.



- 8 Open any Excel file and you should be able to see **nVisionDrill** selection option within the **Add-Ins** tab.



- 9 After clicking the dropdown menu, one option, entitled **Drill** should be available.

