

DrillToPIA Add-In for nVision Drilldown Overview

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

If you have questions or experience any issues loading the add-in, consult with your Agency technical resources and, if needed, contact the VITA Customer Care Center at vccc@vita.virginia.gov.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Download the DrillToPIA Excel Add-In	3
Windows – Office 2007	3
Windows – Office 2010	3
Windows – Office 2013	3
Windows – Office 2016	3
Install the DrillToPIA Excel Add-In	4
Windows – Office 2007 and 2010	4
Windows – Office 2013	6
Windows – Office 2016	8



Revision History

Revision Date	Summary of Changes
5/18/2021	Baseline.

Download the DrillToPIA Excel Add-In

1. [Download](#) and unzip the Excel plug-in.
2. Save the **DrillToPIA** file to your hard drive:

Windows – Office 2007

- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files\Microsoft Office\OFFICE12\Library

Windows – Office 2010

- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files\Microsoft Office\Office14

Windows – Office 2013

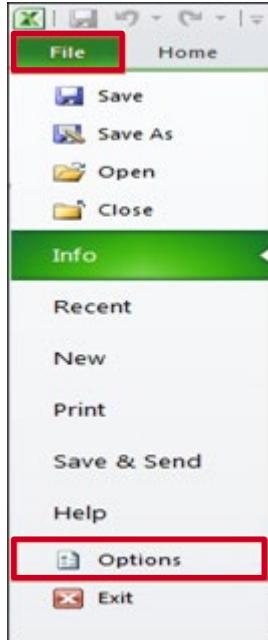
- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files\Microsoft Office\Office15

Windows – Office 2016

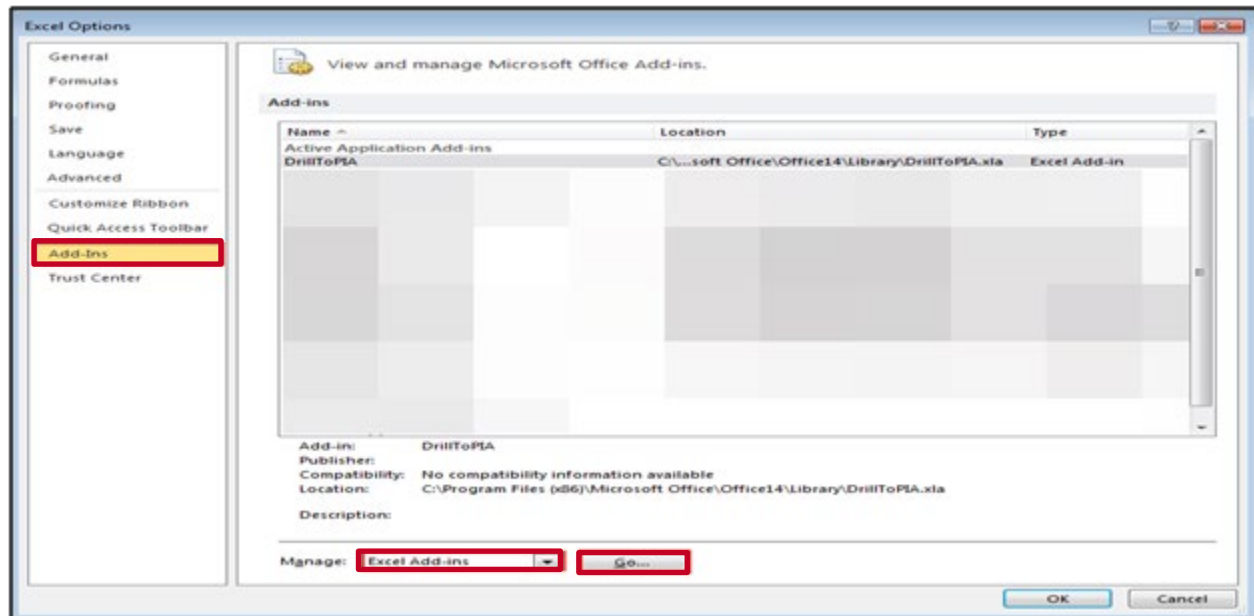
- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files (x86)\Microsoft Office\Office 16\Library

Install the DrillToPIA Excel Add-In

1. Install the **DrillToPIA** Excel Add-In.

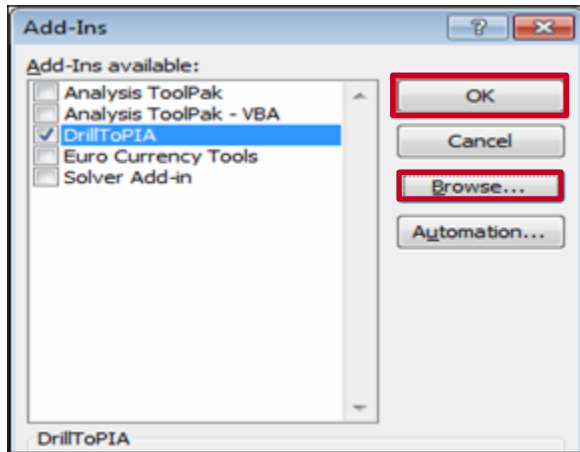
Windows – Office 2007 and 2010

- Open **Excel**, click the **File** tab.
- Click the **Options** link



SEC DrillToPIA Add-In for nVision Drilldown

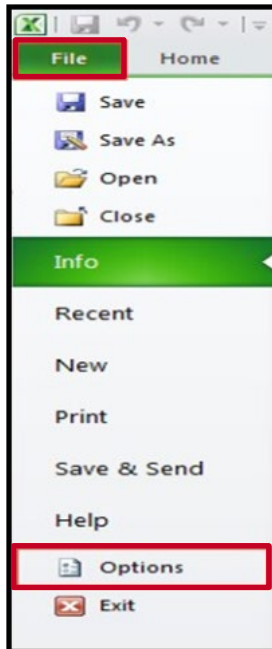
- The **Excel Options** pop-up window displays.
- Click the **Add-Ins** link.
- Ensure Excel **Add-Ins** is selected from the **Manage** drop-down menu.
- Click the **Go** button.



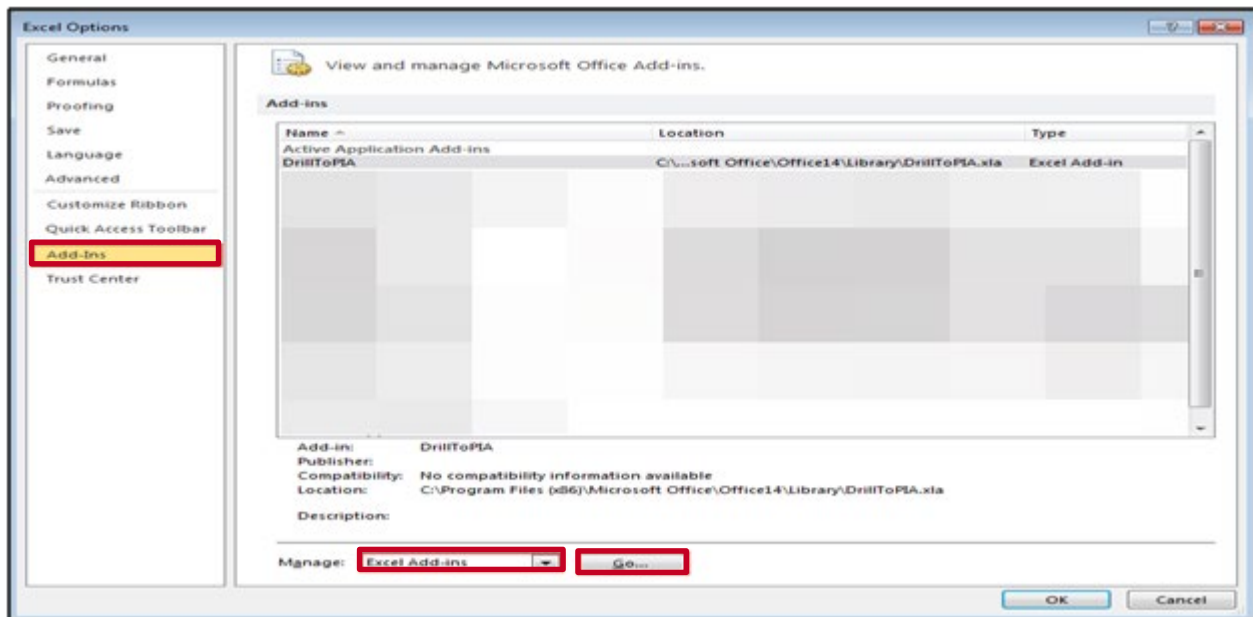
- The **Add-Ins** dialog box displays. Select the **Browse** button.
- Select the **DrillToPIA** file from your hard drive (specified in Step 1).
- Click the **OK** button.



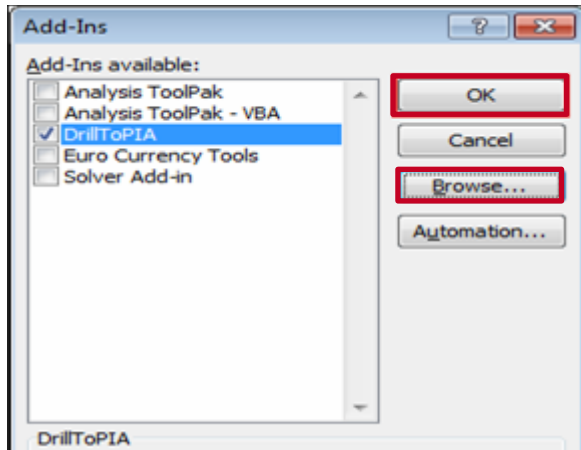
- The **DrillToPIA** Add-In was successfully added to Excel.

Windows – Office 2013

- Open **Excel**, click the **File** tab.
- Click the **Options** link.



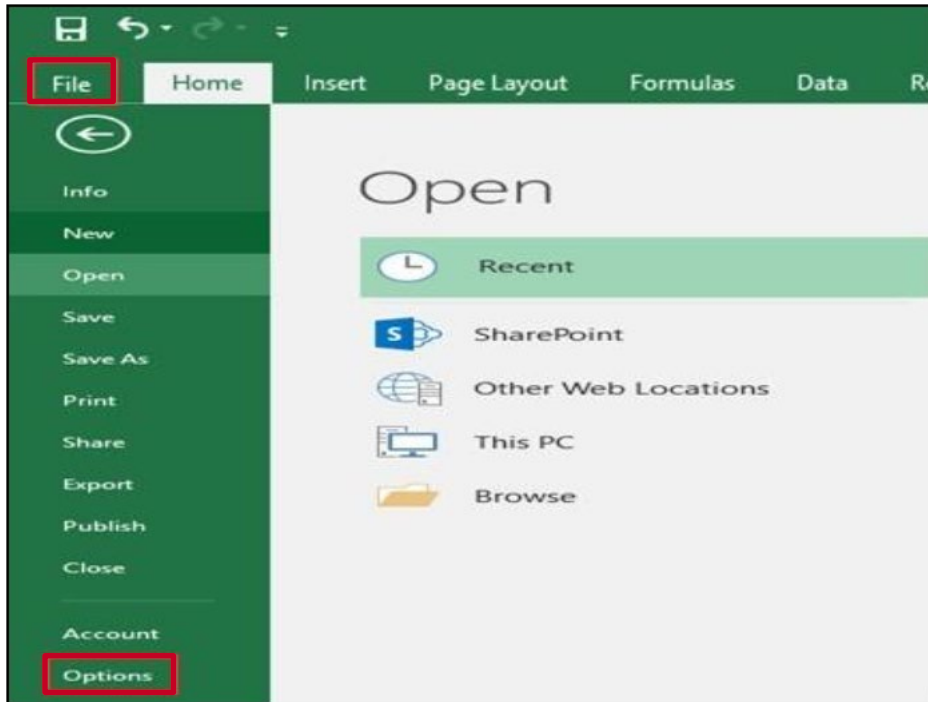
- The **Excel Options** pop-up window displays.
- Click the **Add-Ins** link.
- Ensure **Excel Add-Ins** is selected from the **Manage** drop-down menu.
- Click the **Go** button.



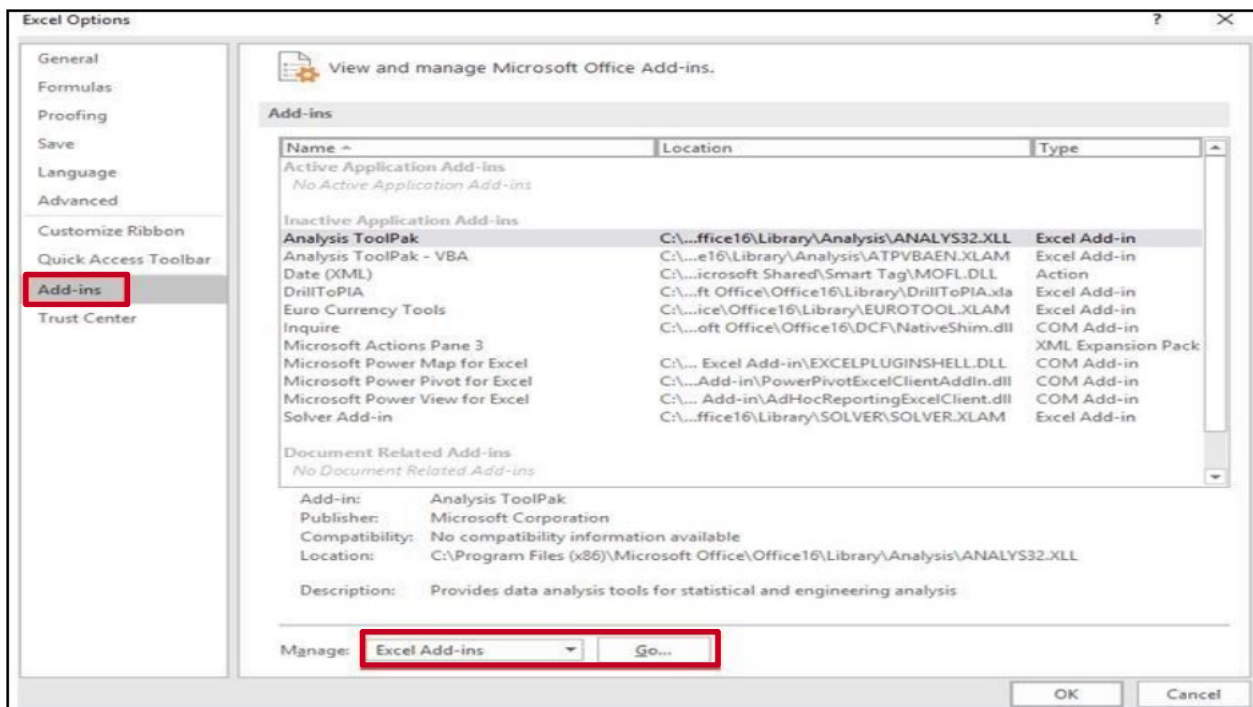
- The **Add-Ins** dialog box displays.
- Select the **Browse** button.
- Select the **DrillToPIA** file from your hard drive (specified in Step 1).
- Click the **OK** button.



- The **DrillToPIA** Add-In was successfully added to Excel.

Windows – Office 2016

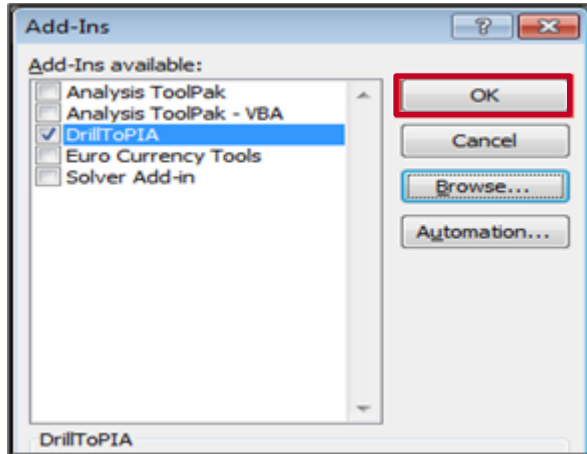
- Open **Excel**, click the **File** tab.
- Click the **Options** link.



- The **Excel Options** pop-up window displays.

SEC DrillToPIA Add-In for nVision Drilldown

- Click the **Add-Ins** link.
- Ensure **Excel Add-Ins** is selected from the **Manage** drop-down menu.
- Click the **Go** button.



- The **Add-Ins** dialog box displays.
- Select the **Browse** button.
- Select the **DrillToPIA** file from your hard drive (specified in Step 1).
- Click the **OK** button.



- The **DrillToPIA** Add-In was successfully added to Excel.