

# Using WebADI – Excel and Internet Explorer Configuration Changes

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Version	Date	Who	Notes
1	28 Sept 2016	Simon Irvin	First version following initial site visits
2	11 Jan 2017	Simon Irvin	Updated for use with initial rollout

## Important

*Several of the steps described in this document will require administrative access to the workstation / PC being used to access the UFS and so should be carried out by a member of the local IT support team. If, after applying the changes described below, it is still not possible to use the WebADI functionality, users should send an email to the **GL Journals Helpdesk** [[ufs\\_glj@admin.cam.ac.uk](mailto:ufs_glj@admin.cam.ac.uk)] with a description of the problem including any error messages being displayed and screenshots where possible.*


## Introduction

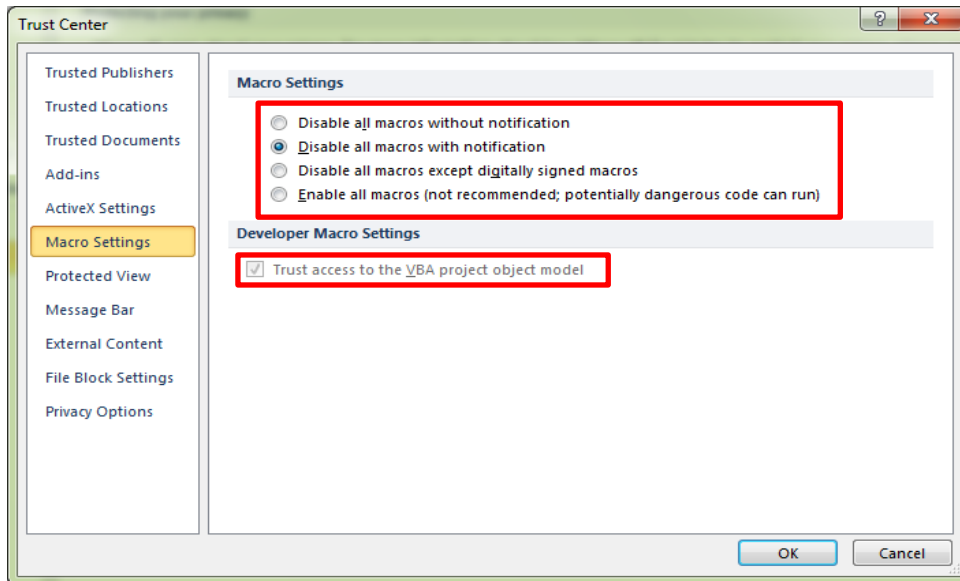
WebADI is a technology available through the UFS which allows users to download and upload data to the UFS via an Excel spreadsheet. This document describes the changes that may be needed to a user's PC configuration before they can successfully access and use WebADI.

The changes listed below fall into two categories - [changes to the settings in Excel](#) and [changes to the Internet browser](#) being used to access the UFS.

## Changes to Excel

The macro settings in Excel may need to be changed:

1. Start Excel
2. Click **File** -> **Options**
3. Click **Trust Center** link in the **Excel Options** window.
4. Click 
5. In the **Trust Center** window click **Macro Settings** link from the menu on the left.



6. Under **Macro Settings** make sure that **Disable all macros with notification** is selected.
7. Under **Developer Macro Settings** make sure that **Trust access to the VBA project object model** is ticked.
8. Click **OK**
9. You should then close Excel before proceeding.

## Browser Configuration Changes

### Firefox and Chrome Users

The current advice from Oracle is that Firefox users should be able to use WebADI with the default configuration of Firefox. Internal testing has indicated that Chrome can also be used unmodified.

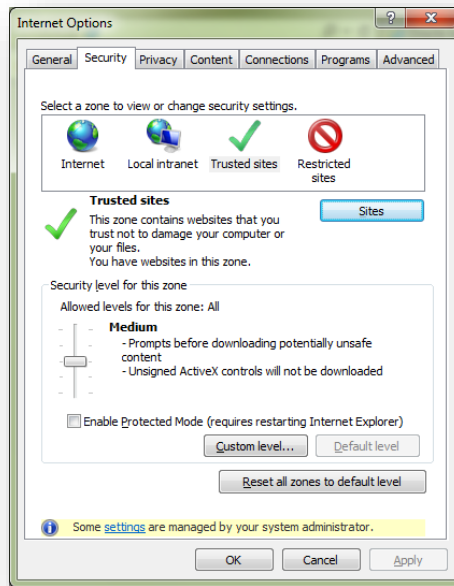
However, the Internet Explorer trusted site security settings will still need to be set as below and <https://ufslive.admin.cam.ac.uk> will need to be in the trusted sites list. That is because the status window launched from inside Excel is an instance of the IE Document Object Model and is subject to the IE security settings, regardless of which browser is being used to launch the WebADI session.

### MAC OS Users with Safari Browser

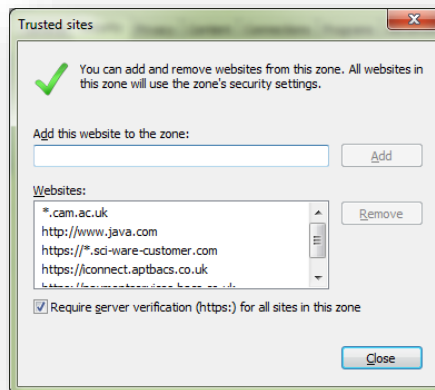
WebADI is not currently supported by Oracle for use on MAC OS.

### Internet Explorer Users

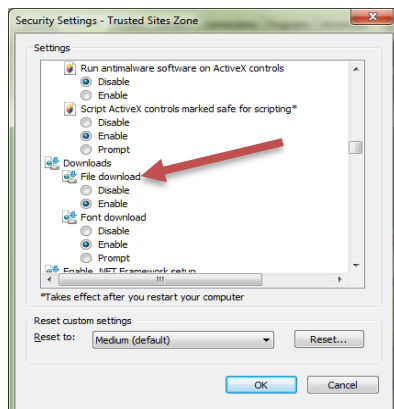
1. Close all existing Internet Explorer Windows.
2. Open a new Internet Explorer Window and select **Tools** (in some versions of Internet Explorer this is the Cog icon in the top right of the browser window) -> **Internet Options** -> **Security** (Tab) from the browser menu.
3. Select **Trusted Sites**



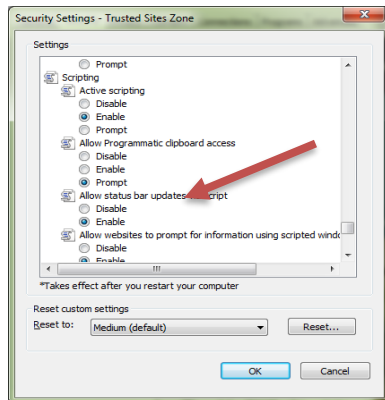
4. Make a note of the **Security level for this zone** (e.g. “Medium” in the screenshot above)
5. Select **Sites** (button)



6. Add **https://ufslive.admin.cam.ac.uk** as a trusted site
7. Click on **Close**
8. **Select Custom Level** (button)
9. Under the **Downloads** section, make sure that **File download** is enabled.



10. Under the **Scripting** section make sure that **Allow Status bar updates via script** is enabled.



11. Return to the main **Internet Options** screen and click on **Advanced**

11. Under the **Security** section make sure that **Do not save encrypted pages to disk** is not enabled.

