

The logo for Infor F9, featuring the word "Infor" in a dark blue sans-serif font and "F9" in a larger, bold, dark blue sans-serif font. The logo is positioned in the upper left corner of a light blue header banner. The banner itself contains a series of white line-art icons representing various business and technology concepts: a city skyline, a bar chart, a line graph, a car, a factory, a clock, a document, a stethoscope, and a network diagram.

Infor F9

Installation Guide

For F9 Viewer Version 6

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About this guide

This document describes the steps to configure and administer a server installation of F9.

Intended audience

These release notes are intended for technical users to install a new F9 product or to upgrade to a later release. Typically, these steps are performed only once.

Related documents

Product documentation is installed with your F9 application; additional resources can be found from www.f9.com:

- Installed
 - **User Guide** PDF
 - **Help** (*.CHM)
 - **Sample Reports** (*.xlsx)
- Online
 - **Release Notes** PDF
 - **What's New** PDF
 - [F9 Resources](http://www.f9.com)

Contacting Infor

If you have questions about Infor products, go to Xtreme Online Support at <http://www.inforxtreme.com>.

If we update this document after the product release, we will post the new version on www.f9.com. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Install overview

This guide includes steps to install **F9 Viewer** which can be installed on either a local Windows desktop or Windows Server.

Additional modules may also be installed depending on the products purchased for F9, the entire suite includes:

All Products	Description
F9 Report Writer	Rich reports authoring, calculation, and in-depth analysis.
F9 Viewer	Reports viewing, calculation, analysis, and drill down.
F9 Scheduling Hub	Centralized reports generation, calculation, publishing, and distribution.
F9 Professional – Only	Description
Integration Module (one-of): <ul style="list-style-type: none"> • ODBC Datapump • F9 Integration Manager (F9IM) • File Maintenance Utilities (FMU32) 	Integration software to refresh GL balances from the source ERP database to F9 Professional's reporting database.
Action PSQL	Database Management Software for F9's reporting database(s).
User Account Security	Optional to restrict user access to F9 Professional's reporting databases by filters such as: account segments, years, types.

Note: To install any of the above listed products (apart from F9 Viewer), refer to its specific install documentation.

Requirements

For the complete and up-to-date list of the F9 system requirements, please see: <http://www.f9.com/system-requirements>

Third-party software requirements

All F9 products require the following:

- Office Excel 2013 to 2016
- .Net Framework 4.5 and above

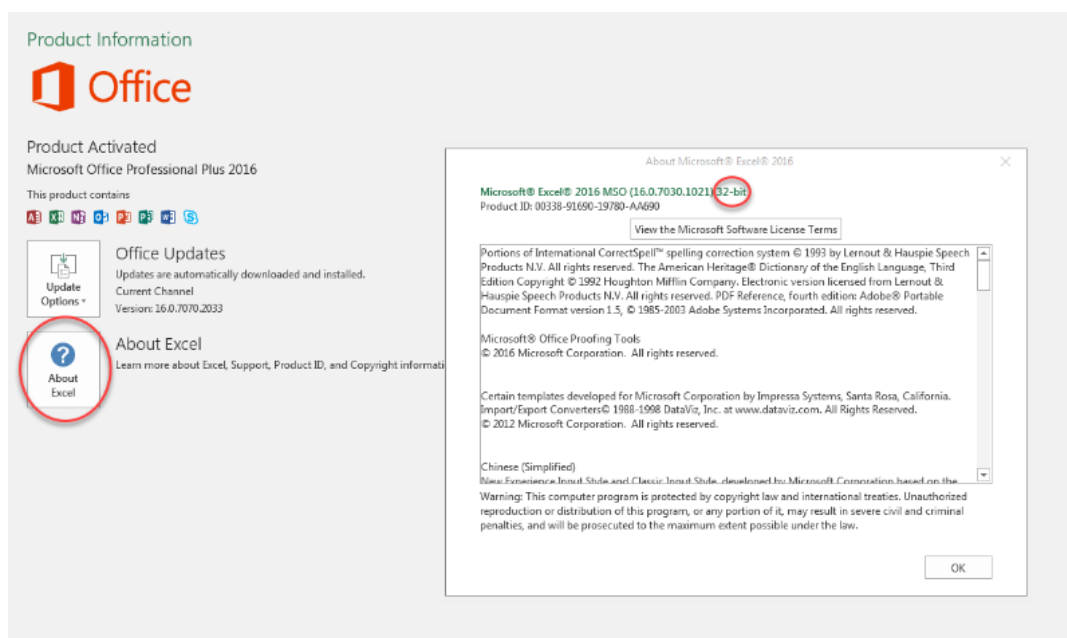
Pre-installation steps

Check Excel version

Before downloading the F9 Viewer install media, it is important to know what type of Excel is installed (32-bit or 64-bit) to correctly install F9.

Steps:

1. Run **Excel**
2. Click **File + Options**
3. Click **About Excel**
4. Note if your Excel is **32-bit** or **64-bit**



Download F9 install media

If this is the **first time** you have installed F9 Viewer, please follow the instructions provided from your purchase which is located in an **email from Infor**.

For F9 **30-day trial** software as well as the **latest updates**, F9's install media can be located at: <http://www.f9.com/f9-downloads>.

Steps:

1. Go to **F9 installation media location**
2. Select correct file(s) for bit-ness (**32-bit or 64-bit** to match your **Excel**)
3. **Download** local copy
4. If the media has extension **(.ISO)**:
 - a. Mount the image (example: Use Virtual Clone Drive)
 - b. F9 install will then have extension ***.exe**

Installation

Once the F9 media has been downloaded to a local folder, the installation is fairly automated to complete.

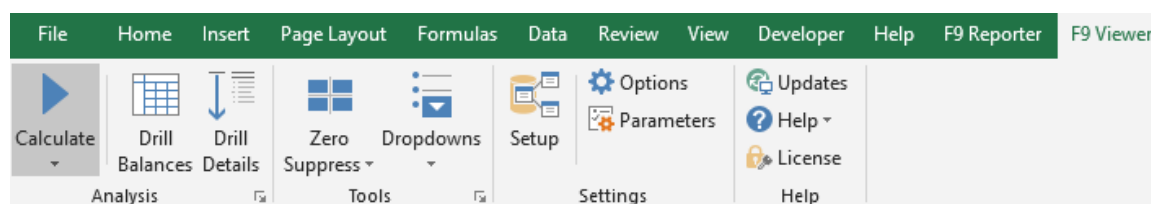
General Steps:

1. Select install file (.exe)
2. Right-click **run-as administrator**
3. Click **Next** through steps
4. **Close** once complete

F9 Professional-only:

- Refer to document: **F9 Administrator Guide PDF** to complete installation and configuration of all the technical components.

Post-install tasks



There are three steps to have F9 running for a local user which include:

- Set folder rights
- Attach F9 to Excel
- Connect to data

Once F9 is properly loaded, we recommend users refer to the listed [related documents](#).

Administrator – set folder rights

Optional - Assign Modify Rights to F9 folder

This is required if you intend to create financial entity files in the F9 folder. This type of file is used to group together account segments into F9 entities and is something you may or may not use. As an administrator, you may want to choose a location other than the default F9 application folder; users must have to modify rights to that location.


Steps:

1. Using **Windows Explorer**, right-click the **C:\F9Viewer** folder
2. Click **Properties**
3. Select the tab: **Security**
4. Select the **User**
5. Click **Modify** and then **Apply**
6. Repeat for all users on the machine who will be using F9

Administrator - attach F9 to Excel

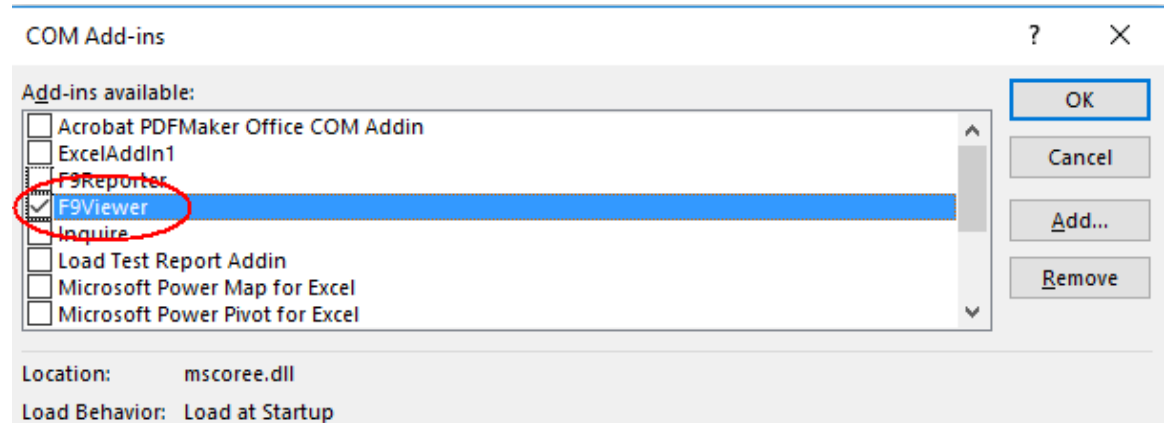
F9 Viewer is an Excel Add-In and this section includes steps to allow F9 to load.

Steps:

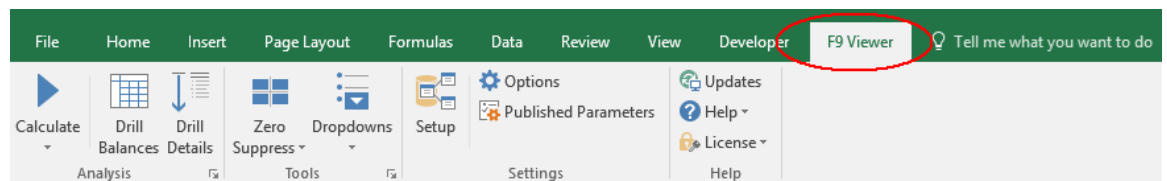
1. One-time step: **Run Excel as an Administrator:**
 - a. Open **Windows Explorer**
 - b. Find to **Excel.exe** in Program Files, example: C:\Program Files\Microsoft Office\Office15
 - c. **Right-click** on **Excel.exe**, select **Run as Administrator**
2. Check to see if F9 appears in the Excel Ribbon as a Tab; if so, F9 is attached and you can go to [Step 3: F9 Setup](#)
3. If F9 is not displayed in the Excel Ribbon:
 - a. Select **Tab** , and then click **Options | Add-Ins.**
 - b. At the bottom of the window, choose **COM Add-Ins** and click on **Go...** button:

Manage: COM Add-ins Go...

- c. Select **F9Viewer** and click **OK**.



4. F9 should now be attached as:



5. Next time a regular user starts Excel, F9 will attach automatically. There is no need to run as an Administrator.
6. If F9 still is not loading, refer to: [CheckOfficeSettings](#).

Connect to data

Please follow steps in the following document:

- [F9SetupAccessToData.PDF](#)

[Top](#)

Updating the installation

Updates are a two-step process where first the application is un-installed and then you install the latest software release. All your user connection details and software defaults will be retained.

Steps:

1. **Uninstall F9** (following these [steps](#) here)
2. **Download** the install media (see this [section](#))
3. **Run-as Administrator** the F9 install program
4. Accept defaults
5. **Close**
6. Open **Excel**
7. **F9** should **auto-attach**

For more detailed information on steps to download your F9 update from www.f9.com, refer to **F9 Ribbon > Updates**.

Uninstalling the product

With F9 Viewer, it is easy to uninstall the product by following the steps listed.

Steps:

1. **Close Excel**
2. If F9 is installed on a **Server**:
 - a. Ensure **all F9 users exit Excel**
3. **Control Panel > Programs > F9 Viewer > Uninstall**
4. Follow steps provided
5. **Close** once uninstalled
6. **Windows Explorer > \F9Viewer** folder
7. **Zip** any remaining user-created files and subfolders (as your **backup**)

License activation

License overview

When F9 is first installed, it operates in 30-day trial mode with full functionality. It can be activated any time during the trial period or after the trial expires.

The activation process will create a Device ID based on user credentials and hardware. A given F9 license activation is associated with a particular user and machine. Different users who login to the same machine can start F9's 30-day trial but will need individual licenses to use the product.

F9 licenses cannot be load balanced. For the servers with load balancing F9 named users can be configured to be automatically directed to the particular server they were activated on.

Local user profile persistence is required. Environments where local user profiles are deleted on logoff are not supported.

License Scenarios

F9 License Manager can be used to activate, deactivate or move an active license to new hardware from F9 product.

Alternatively, managing licensing can be done from F9 Licensing Customer Portal <https://infor9-fno.flexnetoperations.com/flexnet/operationsportal/logon.do>.

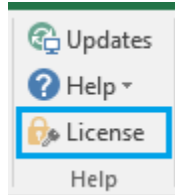
From time to time, it may be necessary to transfer an active license to new hardware and this functionality is made available within F9. See [Deactivating Your F9 License](#) below.

Before you begin:

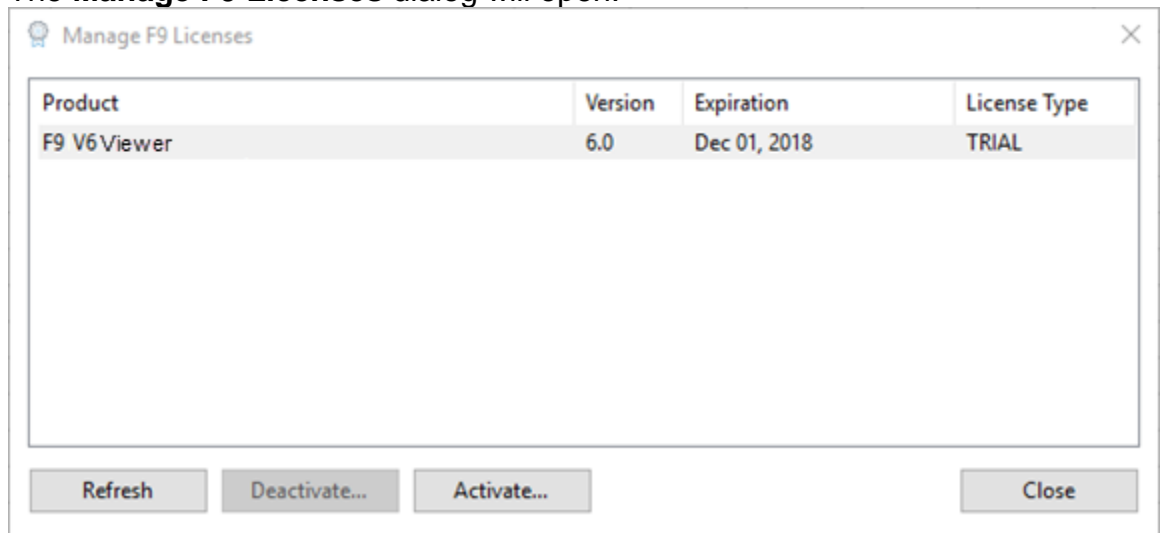
- Ensure you have your **F9 Activation ID** provided in the email at time of purchase. You can also lookup the key details from the Customer Portal: <https://infor9-fno.flexnetoperations.com/flexnet/operationsportal/logon.do>

Steps:

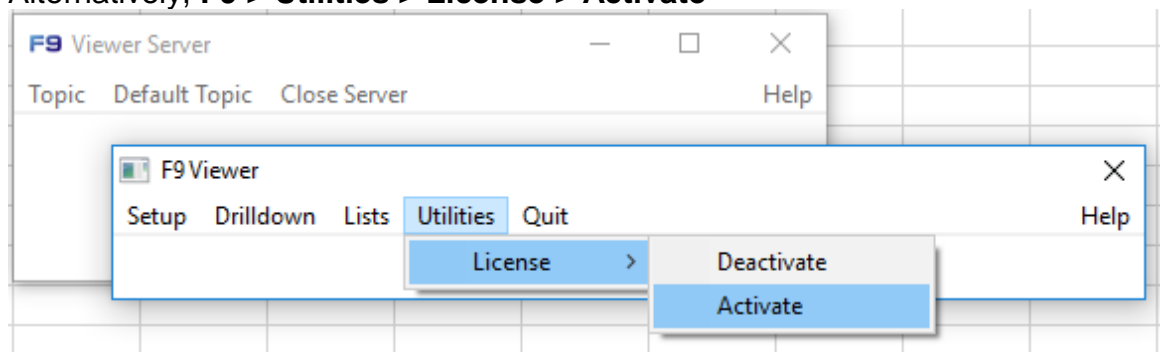
1. Open **Excel**
2. **F9 Ribbon > License**



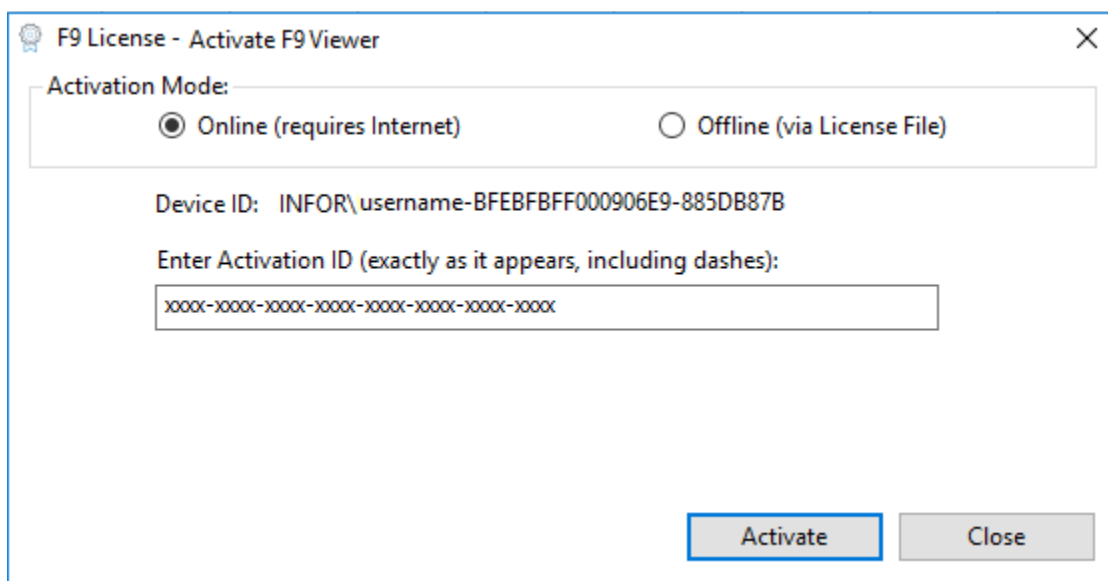
3. The **Manage F9 Licenses** dialog will open.



4. Select F9 product and click **Activate**
5. Alternatively, **F9 > Utilities > License > Activate**



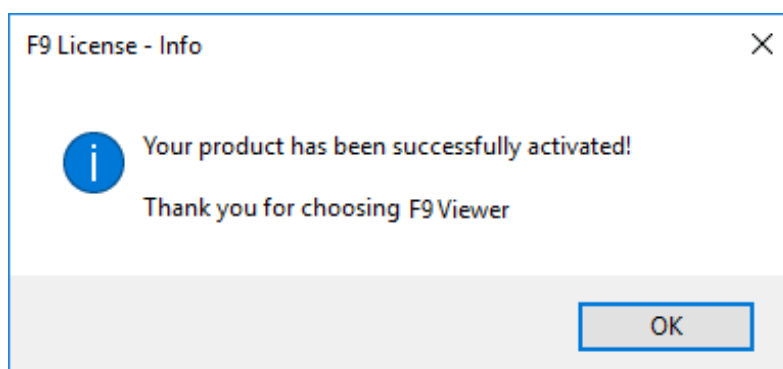
6. Copy/paste or enter your **F9 Activation ID**
7. Activation Mode: **Online** (recommended)



The dialog box titled "F9 License - Activate F9 Viewer" contains the following elements:

- Activation Mode:** Two radio buttons are present. The first is labeled "Online (requires Internet)" and is selected. The second is labeled "Offline (via License File)".
- Device ID:** The text "INFOR\username-BFEBFBFF000906E9-885DB87B" is displayed.
- Enter Activation ID (exactly as it appears, including dashes):** A text input field containing the placeholder "XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX".
- Buttons:** Two buttons are at the bottom right: "Activate" and "Close".

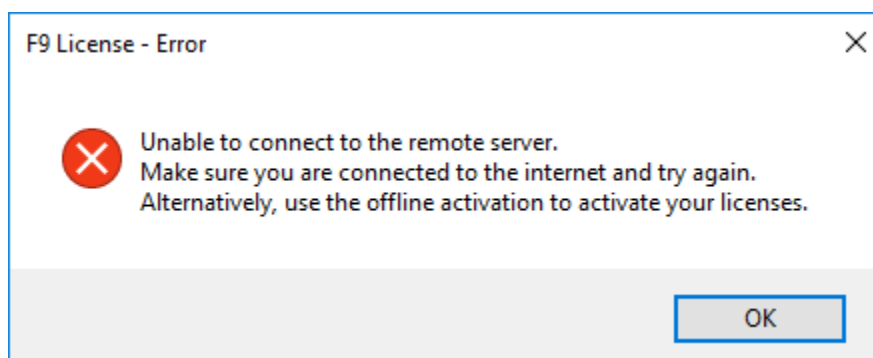
- a. Ensure this computer can connect to the **Internet**
- b. Click **Activate**
- c. If successful, a message displays:



The dialog box titled "F9 License - Info" contains the following elements:

- Icon:** A blue circle with a white lowercase 'i'.
- Text:** "Your product has been successfully activated!" followed by "Thank you for choosing F9 Viewer".
- Button:** An "OK" button at the bottom right.

- d. If a failure, an error displays:



The dialog box titled "F9 License - Error" contains the following elements:

- Icon:** A red circle with a white 'X'.
- Text:** "Unable to connect to the remote server. Make sure you are connected to the internet and try again. Alternatively, use the offline activation to activate your licenses."
- Button:** An "OK" button at the bottom right.

e. Click **OK**

8. Activation Mode: **Offline**

F9 License - Activate F9 Viewer

Activation Mode:

☐ Online (requires Internet) ☒ Offline (via License File)

Device ID: DOMAIN\username-BFEBFBFF000906E9-885DB87B

Enter Activation ID (exactly as it appears, including dashes):

xxxx-xxxx-xxxx-xxxx-xxxx-xxxx-xxxx-xxxx

Step1: Generate Request

Step2: Process Response

Close

- Follow these steps if **no Internet** or your company **firewall or proxy restricts access** to <https://infor9.flexnetoperations.com/flexnet/deviceservices>
- Click **Step 1: Generate Request**
- Browse to a temp folder on your computer

Save As

This PC > OSDisk (C:) > temp

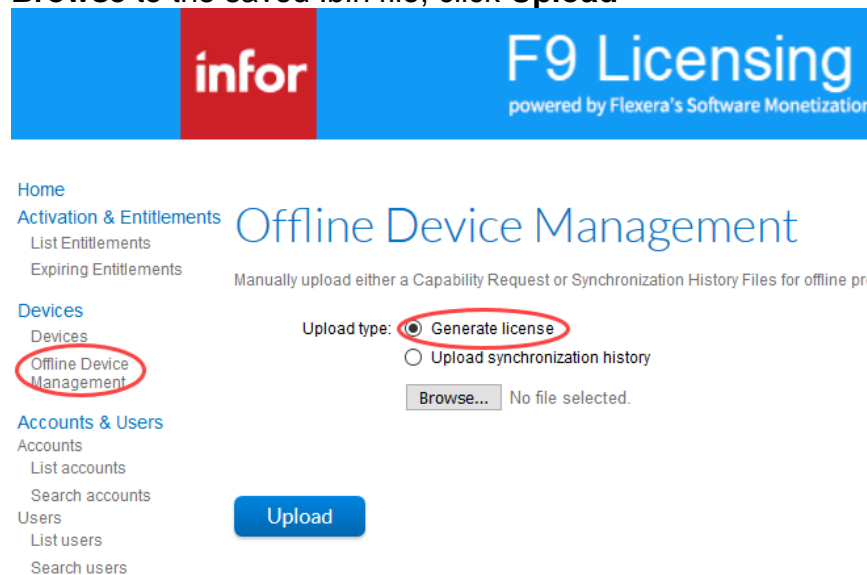
File name: request

Save as type: bin files (*.bin)

Save

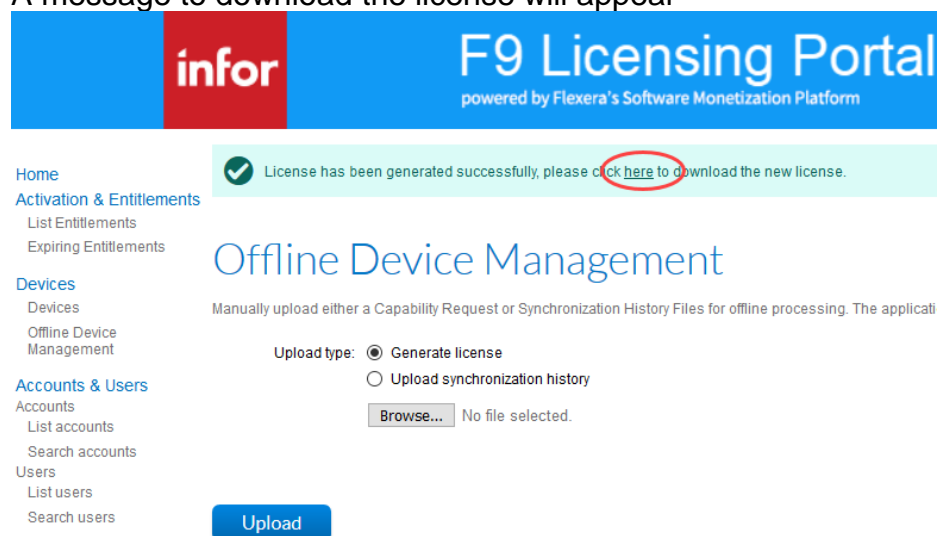
d. Click **Save**

- e. **Copy** the saved **.bin file** to a shared location and go to a computer with internet access
- f. Login to the **Customer Portal**:
<https://infor9.flexnetoperations.com/flexnet/operationsportal/logon.do>
- g. On the left side under **Devices**, select **Offline Device Management**
- h. Select **Generate License** as **Upload Type**
- i. **Browse** to the saved **.bin file**, click **Upload**



The screenshot shows the F9 Licensing Portal header with the Infor logo and 'F9 Licensing powered by Flexera's Software Monetization Platform'. The left sidebar contains links for Home, Activation & Entitlements, Devices, and Accounts & Users. Under 'Devices', 'Offline Device Management' is highlighted. The main content area is titled 'Offline Device Management' and includes a sub-header 'Manually upload either a Capability Request or Synchronization History Files for offline processing'. Below this, the 'Upload type' section has two radio buttons: 'Generate license' (selected) and 'Upload synchronization history'. A 'Browse...' button is present with the text 'No file selected.' and an 'Upload' button at the bottom.

- j. A message to download the license will appear

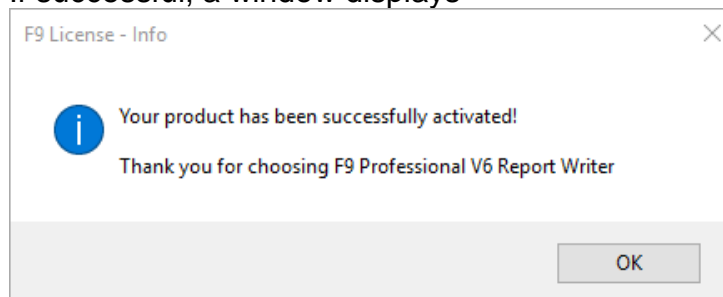


The screenshot shows the same F9 Licensing Portal interface as before, but with a green success message banner at the top. The message reads: 'License has been generated successfully, please click here to download the new license.' The 'Offline Device Management' page is still visible in the background, showing the same sidebar and main content area.

- k. **Copy** the new **.bin file** to the shared location
- l. Return to the F9 machine with License Activate open

m. Click **Step2: Process Response**

- n. Browse to the saved .bin file
- o. If successful, a window displays



- p. If activation **fails**, [contact F9 Technical Support](#)

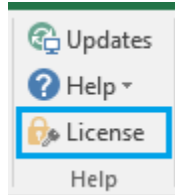
Refresh license

This section includes steps to retrieve and update all activated F9 product licenses with your latest status and properties. For example, if you purchased F9 as a Term license, you can check your renewal date.

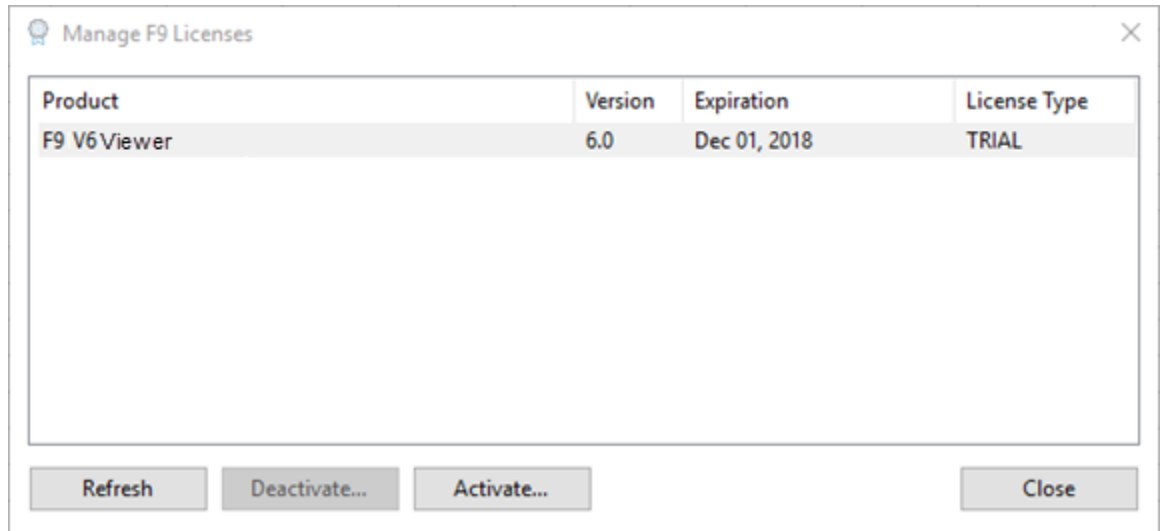
In addition, F9 is periodically checking the License Portal for validity of the installed licenses. For computers with an internet connection, the check is done automatically. For computers without internet connection, users will have to perform steps related to: **Offline Refresh** when applicable.

Steps:

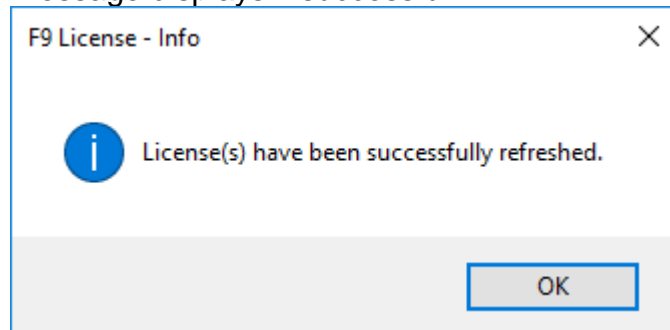
1. Open **Excel**
2. **F9 Ribbon > License**



3. Click **Refresh**



4. Message displays if successful:



Deactivate or transfer license

A given F9 product license, once purchased, is connected to its hardware and current environment. From time to time, it may be necessary to transfer an active license to new hardware and this functionality is made available within F9.

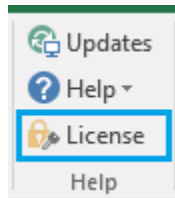
To move your license, the running copy of F9 must first be deactivated.

Before you begin:

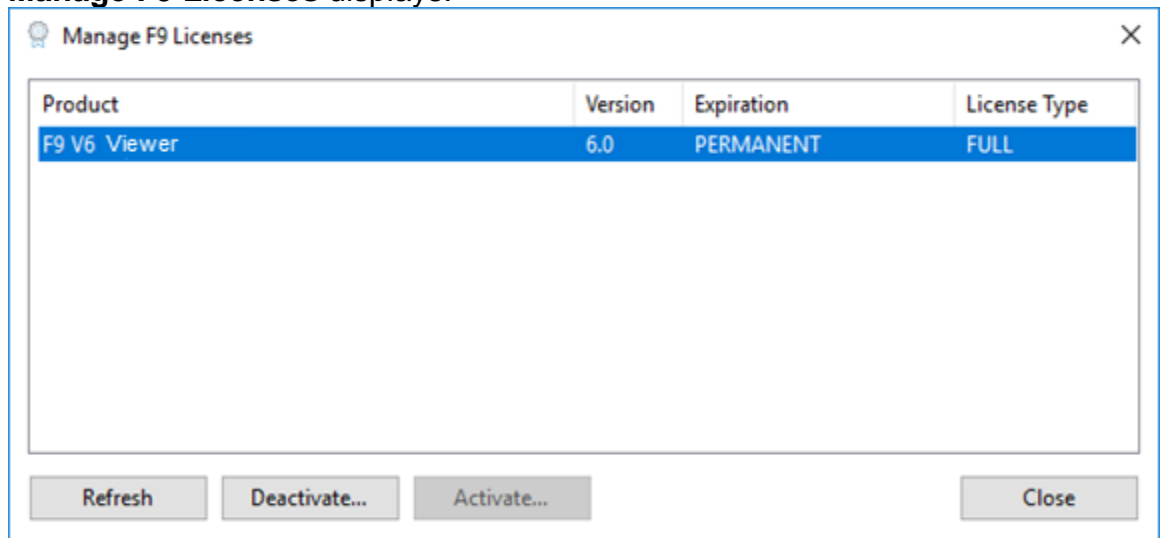
- Ensure you have your **F9 Activation ID** provided at time of purchase. You can also lookup the key details from the Customer Portal:
<https://inforf9.flexnetoperations.com/flexnet/operationsportal/logon.do>

Steps:

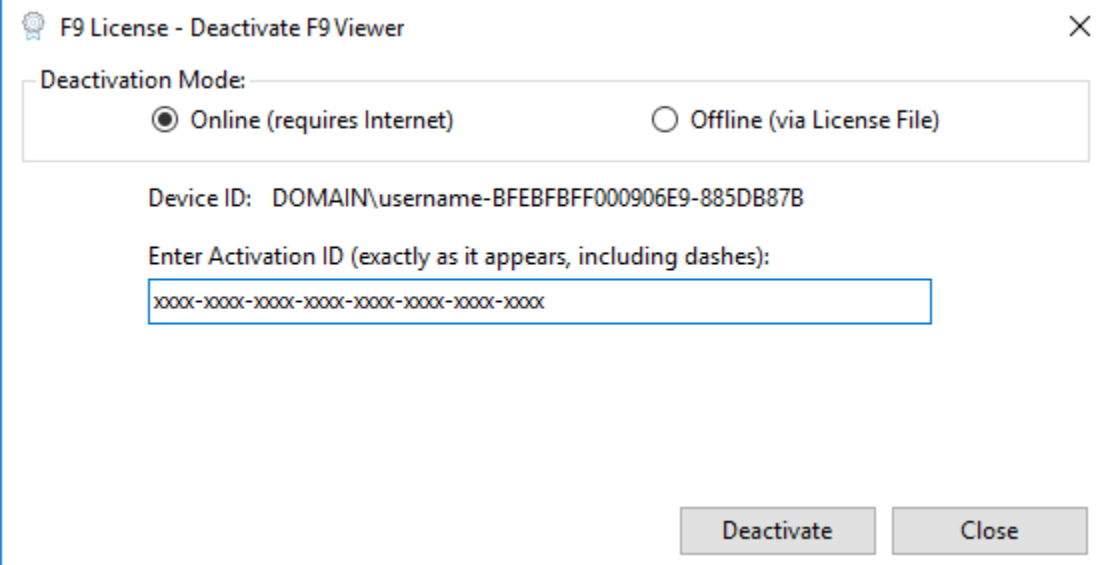
1. Open **Excel**
2. **F9 Ribbon > License**



3. **Manage F9 Licenses** displays:

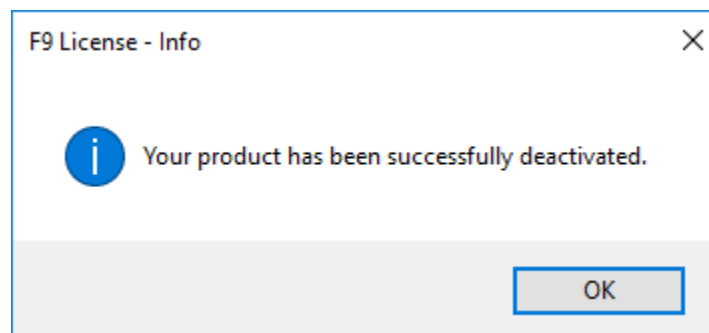


4. Select your **F9 product** and click **Deactivate**
5. Enter your **F9 Activation ID**

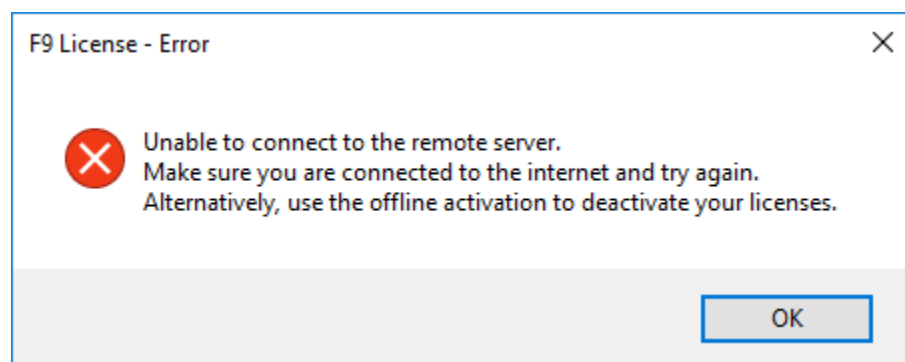
6. Deactivation Mode: **Online** (recommended)

The dialog box titled "F9 License - Deactivate F9 Viewer" contains a "Deactivation Mode:" section with two radio buttons: "Online (requires Internet)" (selected) and "Offline (via License File)". Below this, the "Device ID:" is displayed as "DOMAIN\username-BFEBFBFF000906E9-885DB87B". A label "Enter Activation ID (exactly as it appears, including dashes):" is followed by a text input field containing "XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX". At the bottom right are "Deactivate" and "Close" buttons.

- Ensure this computer can connect to the **Internet**
- Click **Deactivate**
- If successful, a message displays:



- If a failure, an error displays:



- Click **OK**

7. Deactivation Mode: **Offline**

F9 License - Deactivate F9 Viewer

Deactivation Mode:

☐ Online (requires Internet) ☒ Offline (via License File)

Device ID: DOMAIN\username-BFEBFBFF000906E9-885DB87B

Enter Activation ID (exactly as it appears, including dashes):

XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX

Step1: Generate Request

Step2: Process Response

Close

- Follow these steps if **no Internet** or your company **firewall or proxy restricts access** to <https://infor9.flexnetoperations.com/flexnet/deviceservices>
- Click **Step 1: Generate Request**
- Browse to a temp folder on your computer

Save As

This PC > OSDisk (C:) > temp

Organize New folder

This PC

- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- OSDisk (C:)
- \$Recycle.Bin

Name Date modified

No items match your search.

File name: request

Save as type: bin files (*.bin)

Hide Folders Save Cancel

- Type a file name and click **Save**
- Copy** the saved **.bin file** to a shared location and go to a computer with internet access

- f. Login to the **Customer Portal**:
<https://infor9.flexnetoperations.com/flexnet/operationsportal/logon.do>
- g. Under **Devices**, select **Offline Device Management**
- h. Select **Generate License** as **Upload Type**
- i. **Browse** to the saved **.bin** file
- j. Click **Upload**

Home

Activation & Entitlements

List Entitlements

Expiring Entitlements

Devices

Devices

Offline Device Management

Accounts & Users

Accounts

List accounts

Search accounts

Users

List users

Search users

Upload type: ☒ Generate license ☐ Upload synchronization history

Browse... No file selected.

Upload

- k. A message to download the license will appear

Home

Activation & Entitlements

List Entitlements

Expiring Entitlements

Devices

Devices

Offline Device Management

Accounts & Users

Accounts

List accounts

Search accounts

Users

List users

Search users

Upload type: ☒ Generate license ☐ Upload synchronization history

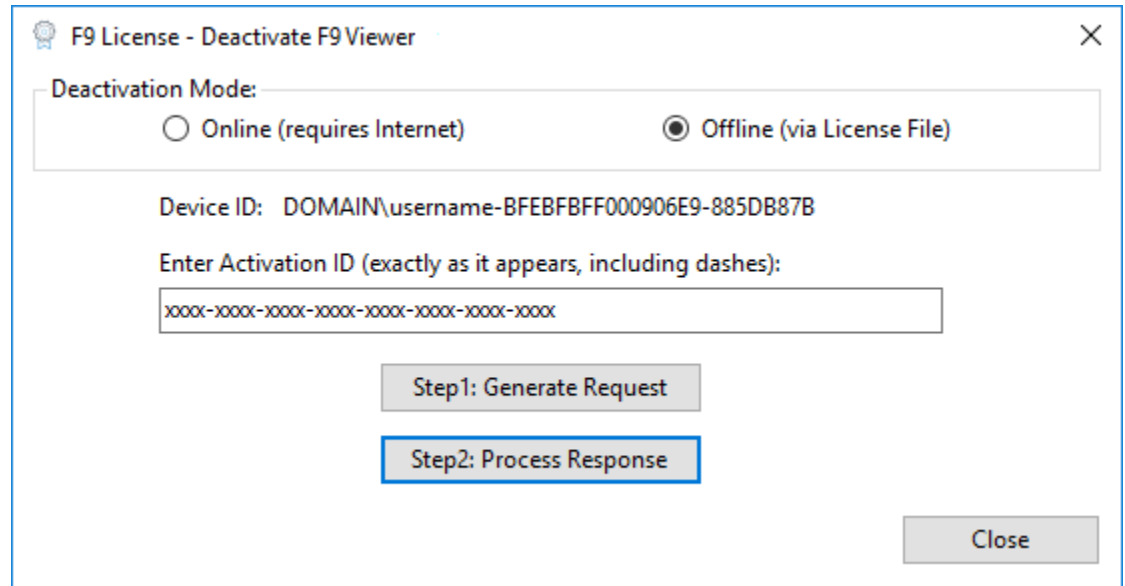
Browse... No file selected.

Upload

License has been generated successfully, please click [here](#) to download the new license.

- l. Save the **.bin** file
- m. **Copy** the new **.bin** file to the shared location
- n. Return to the F9 machine with License Deactivate open

- o. Click **Step2: Process Response**



F9 License - Deactivate F9 Viewer

Deactivation Mode:

☐ Online (requires Internet) ☒ Offline (via License File)

Device ID: DOMAIN\username-BFEBFBFF000906E9-885DB87B

Enter Activation ID (exactly as it appears, including dashes):

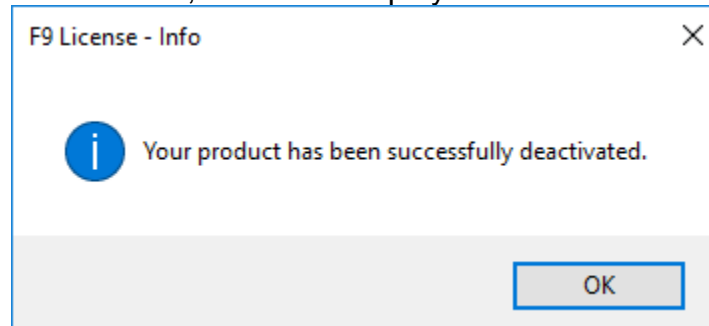
xxxx-xxxx-xxxx-xxxx-xxxx-xxxx-xxxx-xxxx

Step1: Generate Request


Step2: Process Response

Close

- p. If successful, a window displays



F9 License - Info

 Your product has been successfully deactivated.

OK

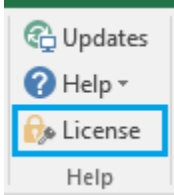
- q. If activation **fails**, [contact F9 Technical Support](#)

Manually deactivate license

If an F9 product license cannot be deactivated using the above process, this section provides another technique.

Steps:

1. Open **Excel**
2. **F9 Ribbon > License**

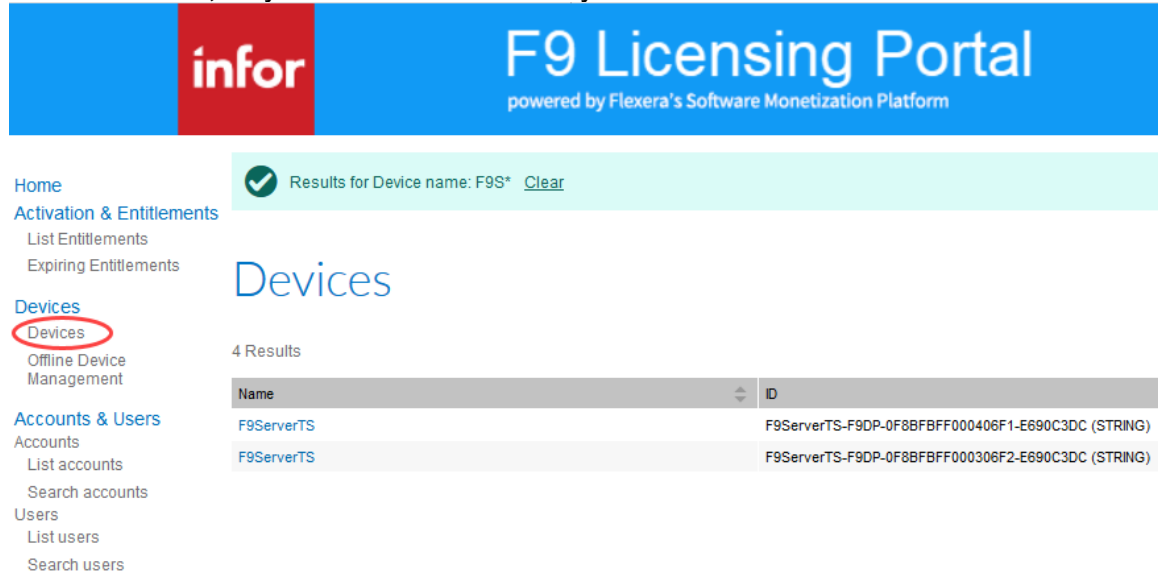


3. **Deactivate** window

A screenshot of the 'F9 License - Deactivate F9 Viewer' window. The window has a title bar with a close button. Inside, there is a 'Deactivation Mode:' section with two radio buttons: 'Online (requires Internet)' (selected) and 'Offline (via License File)'. Below this is a 'Device ID:' field with the text 'DOMAIN\username-BFEBFBFF000906E9-885DB87B' entered and highlighted with a blue border. Underneath is a label 'Enter Activation ID (exactly as it appears, including dashes):' followed by an empty text box. At the bottom right are two buttons: 'Deactivate' (highlighted with a blue border) and 'Close'.

4. Copy the **Device ID**
5. Login to Customer Portal:
<https://inforf9.flexnetoperations.com/flexnet/operationsportal/logon.do>

6. Click **Devices**, or you can also Search by **Device name**



infor F9 Licensing Portal
powered by Flexera's Software Monetization Platform

Home
Activation & Entitlements
List Entitlements
Expiring Entitlements
Devices
Devices
Offline Device Management
Accounts & Users
Accounts
List accounts
Search accounts
Users
List users
Search users

Results for Device name: F9S* [Clear](#)

Devices

4 Results

Name	ID
F9ServerTS	F9ServerTS-F9DP-0F8BFBFF000406F1-E690C3DC (STRING)
F9ServerTS	F9ServerTS-F9DP-0F8BFBFF000306F2-E690C3DC (STRING)

7. Click on the **Device ID** to deactivate



infor F9 Licensing Portal
powered by Flexera's Software Monetization Platform

Home
Activation & Entitlements
List Entitlements
Expiring Entitlements
Devices
Devices
Offline Device Management
Accounts & Users
Accounts
List accounts
Search accounts
Users
List users
Search users

View Device

[View](#) [Action](#)

Device Details

ID :	F9ServerTS-F9DP-0F8BFBFF000306F2-E690C3DC
Name :	F9ServerTS
Site Name:	
Status :	ACTIVE
Series :	FLX_CLIENT_SERIES
Model :	FLX_CLIENT
Account :	F9TestAccount (F9 Test Account)
Vendor Dictionary :	(None)

8. Under **Action**, click **Remove Licenses**
9. Type a number in the **Quantity to remove** field under **Licenses on Device**

10. Click **Save**

infor F9 Licensing Portal
powered by Flexera's Software Monetization Platform

Home
Activation & Entitlements
List Entitlements
Expiring Entitlements

Devices
Devices
Offline Device Management

Accounts & Users
Accounts
List accounts
Search accounts
Users
List users
Search users

ID: F9ServerTS-F9DP-0F8BFBFF000306F2-E690C3DC
ID Type: STRING
Name: F9ServerTS
Account: F9TestAccount

Remove Licenses

Licenses on Device

Qty to remove	Currently on device	Product
1	1	FNI-PRO6-ADLRG , Version 6.0

Save

11. A message that the License was successfully removed will appear

infor F9 Licensing Portal
powered by Flexera's Software Monetization Platform

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List users
Search users

View Device

Device Details

ID: F9ServerTS-F9RW-0F8BFBFF000306F2-E690C3DC
Name: F9ServerTS
Site Name:
Status: ACTIVE
Series: FLX_CLIENT_SERIES
Model: FLX_CLIENT
Account: F9TestAccount (F9 Test Account)
Vendor Dictionary: (None)

Note:

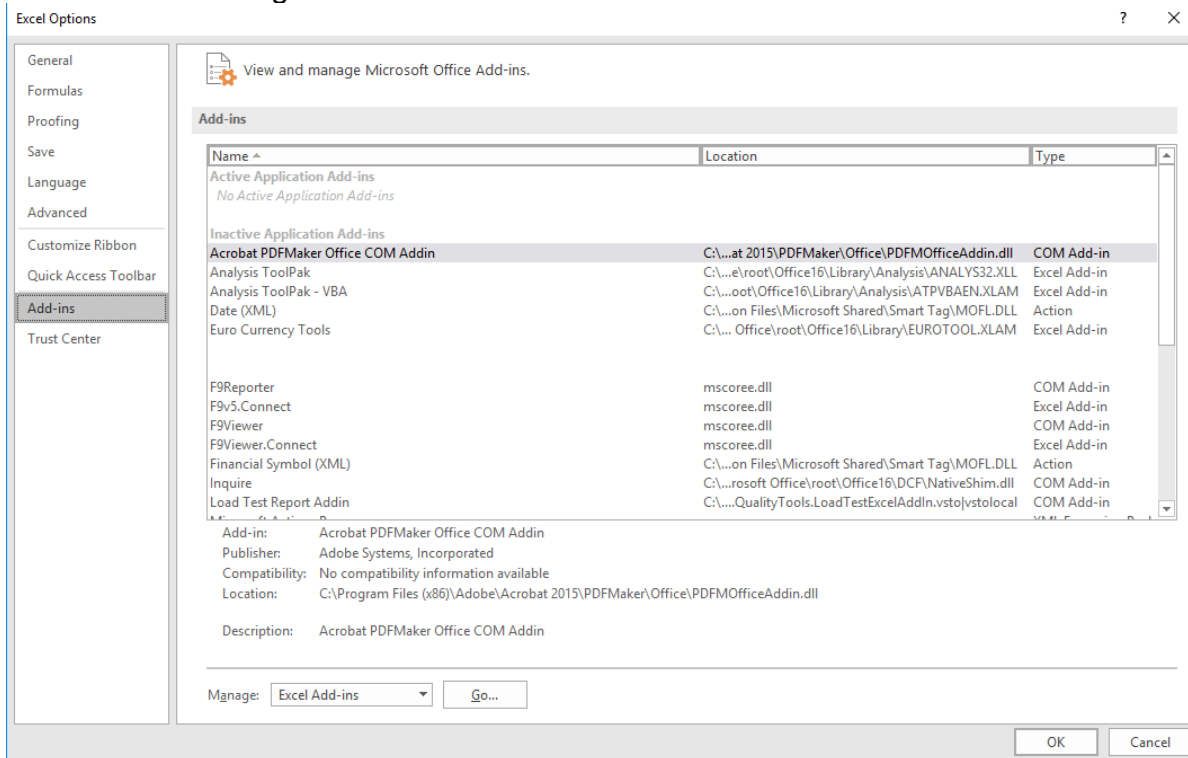
- Once F9 has been deactivated on a given machine, it will no longer run and the trial basis will not restart.
- If you wish to re-install F9 on the original PC, you can re-purchase F9 as described above with the original Serial number and thus not transfer to new hardware.

Detaching from Excel

This is an optional step where you unload F9 from Excel; this also stops F9 from auto-attaching each time Excel starts.

Steps:

1. Open **Excel**
 - a. **Windows Explorer**
 - b. Locate **Excel.exe** (example: C:\Program Files\Microsoft Office\Office15)
 - c. Right-click + **Run As Administrator**
2. **Excel File > Options**
3. **COM Addins** and **Go**
4. Uncheck **F9 Viewer** and **OK**
5. **If installed on a Server**, repeat this steps for **each F9User**:
 - a. **Excel File > Options**
 - b. **Excel Add-ins** and **Go**
 - c. Uncheck **F9Viewer.Connect** and **OK**
6. Check F9 is no longer listed as an active Add-in:



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Technical Support, North America

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Email: support@f9.com

Tel: +1 888 284-4232

Please include your contact information, accounting system and F9 version information in your email or voice mail. The F9 version information can be found by going to the F9 Ribbon in Excel, section Help and About F9.

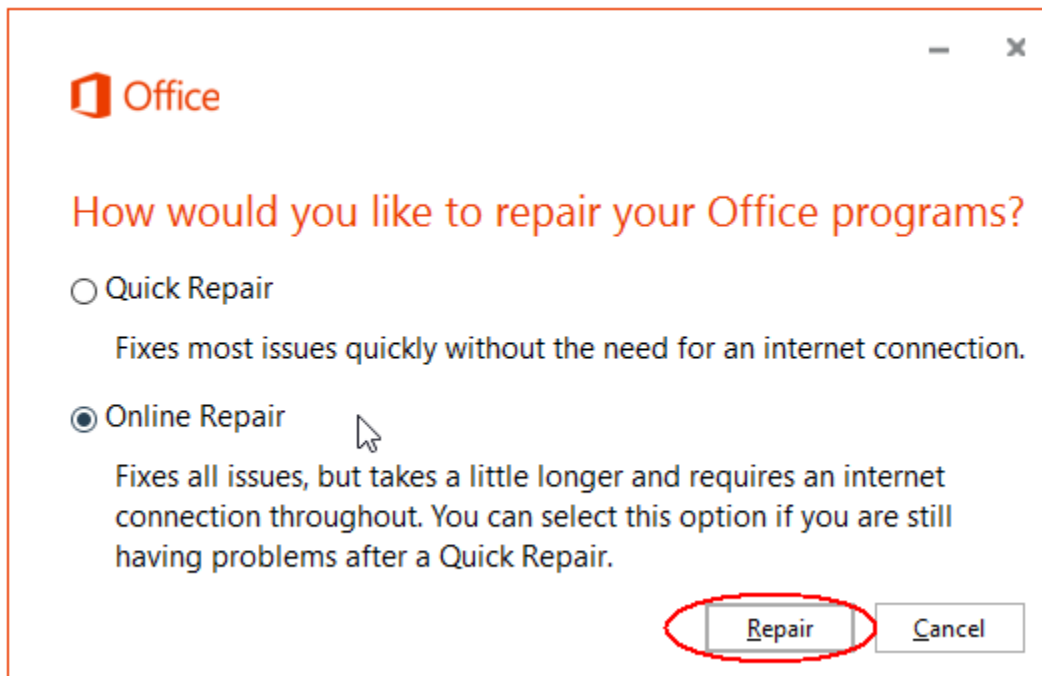
Appendix A: troubleshooting

Check Office settings

If for any reason, F9 is not able to attach to Excel, review this section as a next step.

Steps:

1. **Close Excel**
2. **Control Panel**
 - a. **Programs and Features**
 - b. Select **Microsoft Office**
 - c. Click **Change**
3. If **Click-to-Run Installation**:

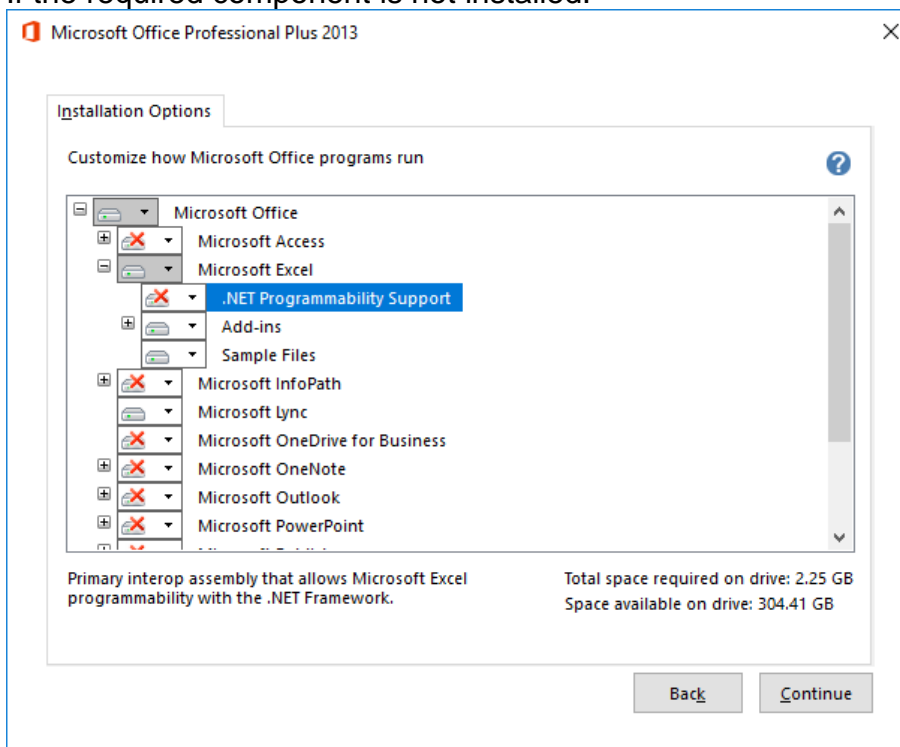


- a. Select **Online Repair**
 - b. Click **Repair**
 - c. Once completed, run **Excel** and see if F9 attaches successfully.
4. If **Full Installation**:
 - a. Select **Add or Remove Features**

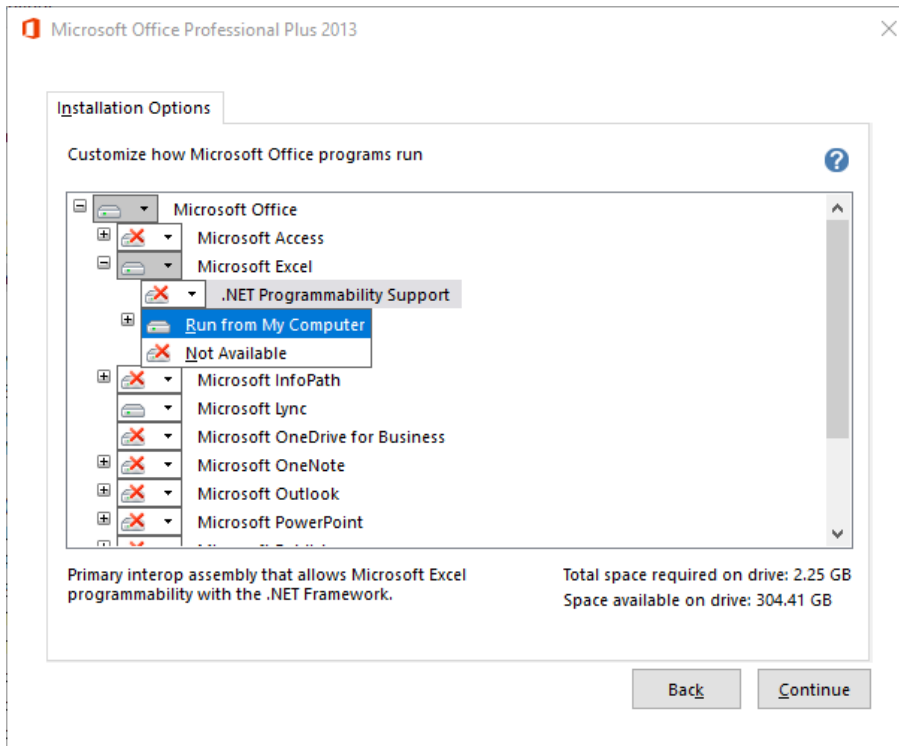


- b. Click **Continue**
- c. Tab **Installation Options**, expand **Microsoft Office Excel**
- d. **.NET Programmability Support**

If the required component is not installed:

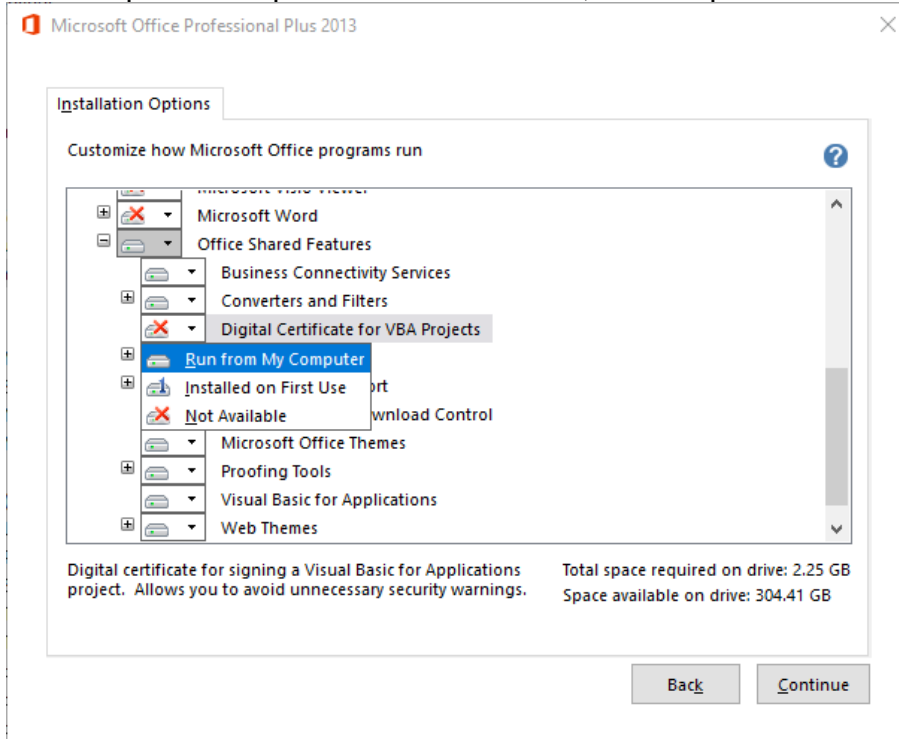


- e. Click the dropdown arrow for **.NET Programmability Support**
- f. Select: **Run from My Computer**



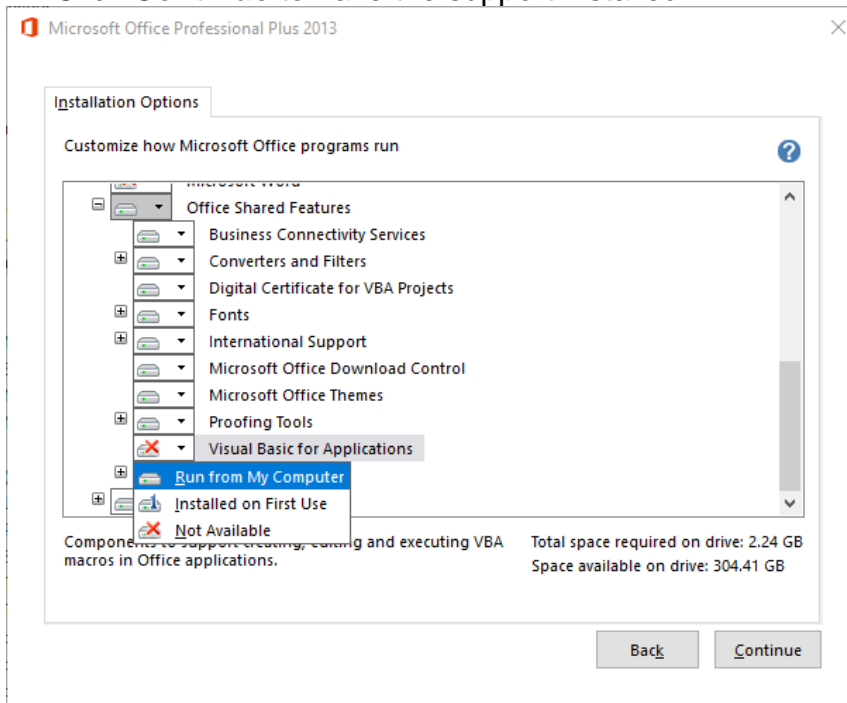
- g. Expand **Office Shared Features**.
- h. Click on **Digital Certificates for VBA Projects**.

If the required component is not installed, select option: **Run from My Computer**.



- i. Click on the arrow for **Visual Basic for Applications**.
- j. If not installed, select option: **Run from My Computer**.

k. Click **Continue** to have the support installed.



l. Once completed, **run Excel** and see if F9 attaches successfully

Excel security settings


Additional security may be necessary for some users. In this case, you may experience warnings or problems attaching F9 Viewer as a non-administrator.

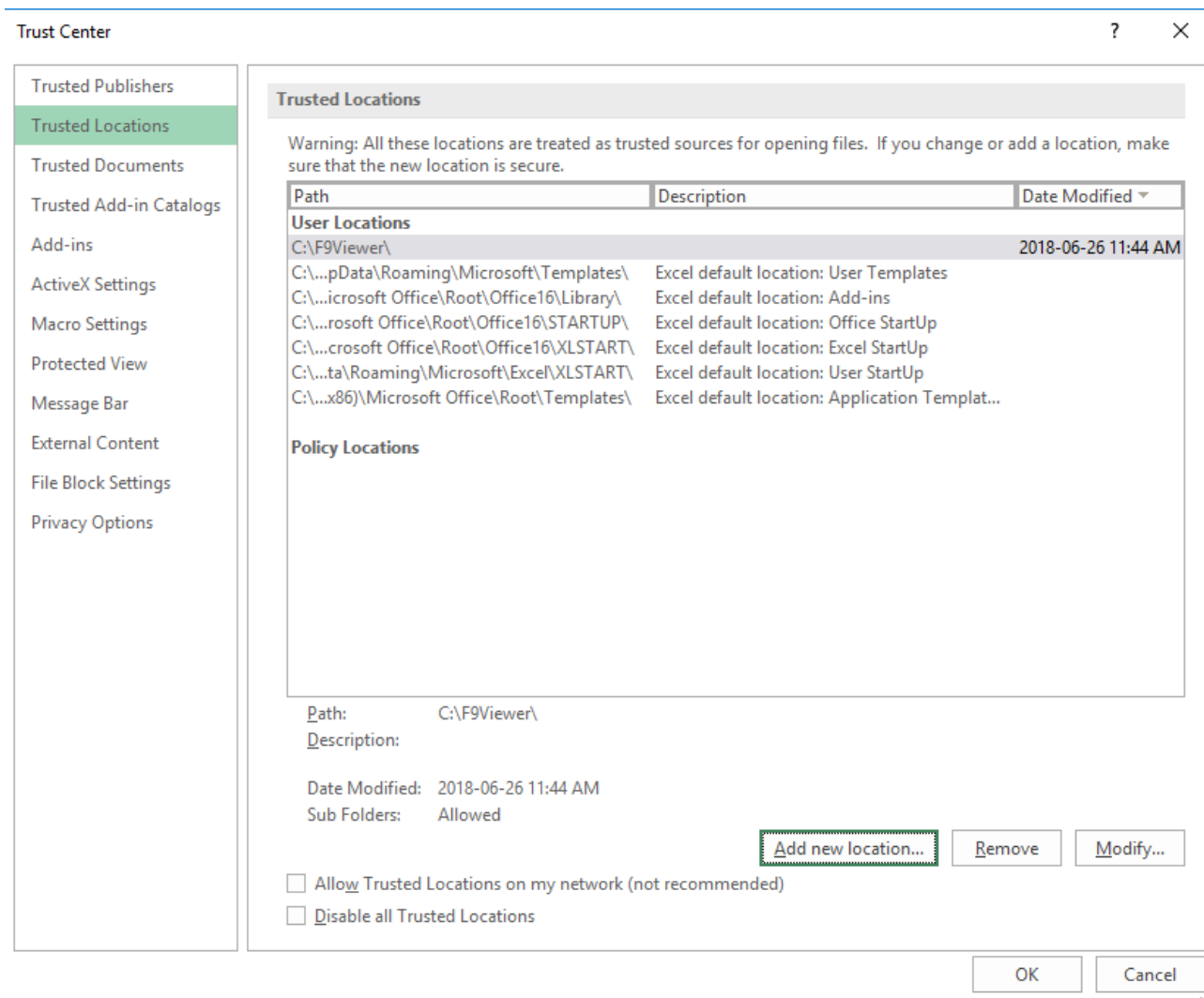
Please check the following to address permissions.

Trusted Locations:

Note: You can also add the F9 folder to **Trusted Locations**.

Steps:

1. Open Excel and **Tab** , and then click **Options**
2. Click **Trust Center**, then **Trust Center Settings**
3. Click on **Trusted Locations**, then **Add New Location** and browse to the F9 folder

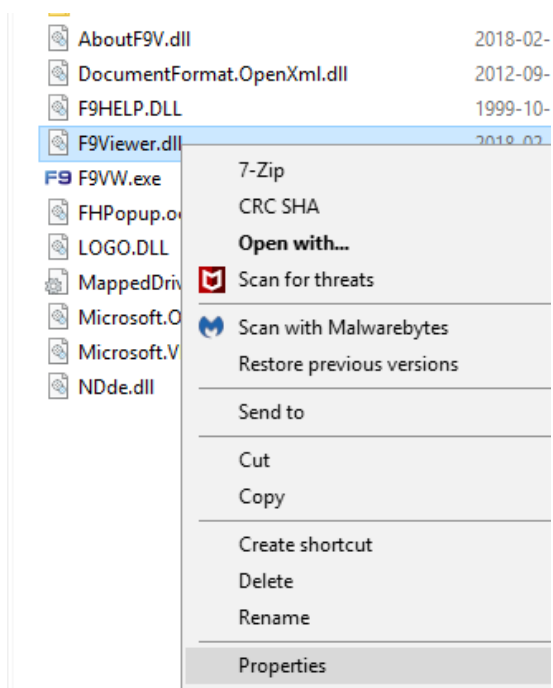


F9 Digital Signature:

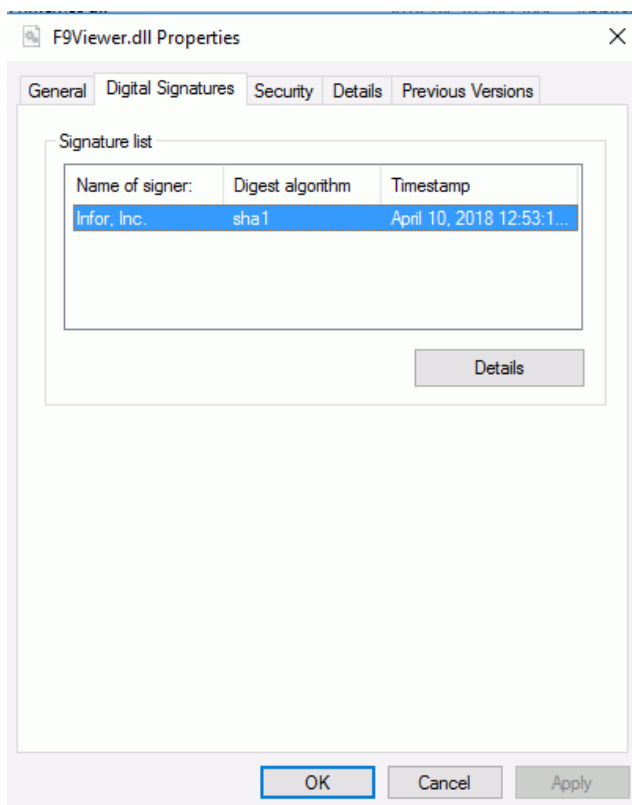
Install the F9 digital signature to then use the Excel Trusted Publisher settings.

Steps:

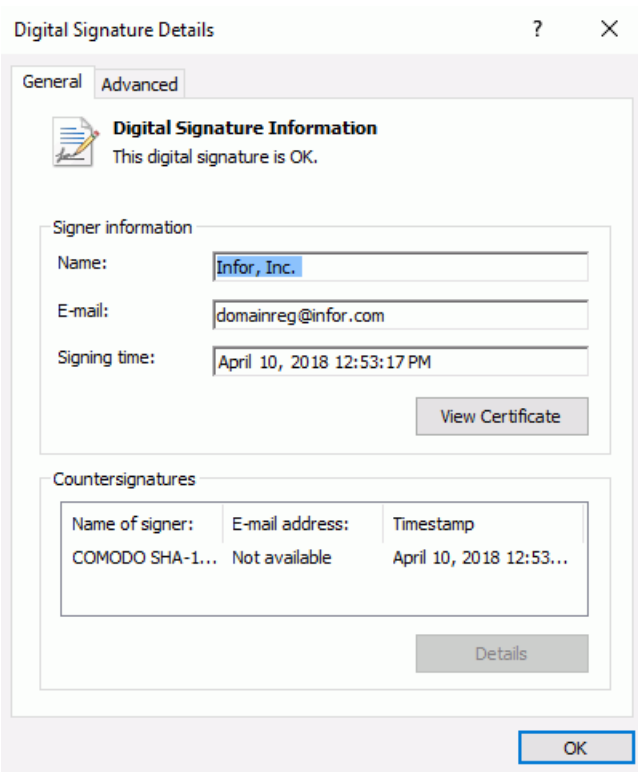
1. Close **Excel**
2. **Windows Explorer**
3. **Browse** to **\F9Viewer** folder
4. Right-click: **F9Viewer.dll** and **Properties**



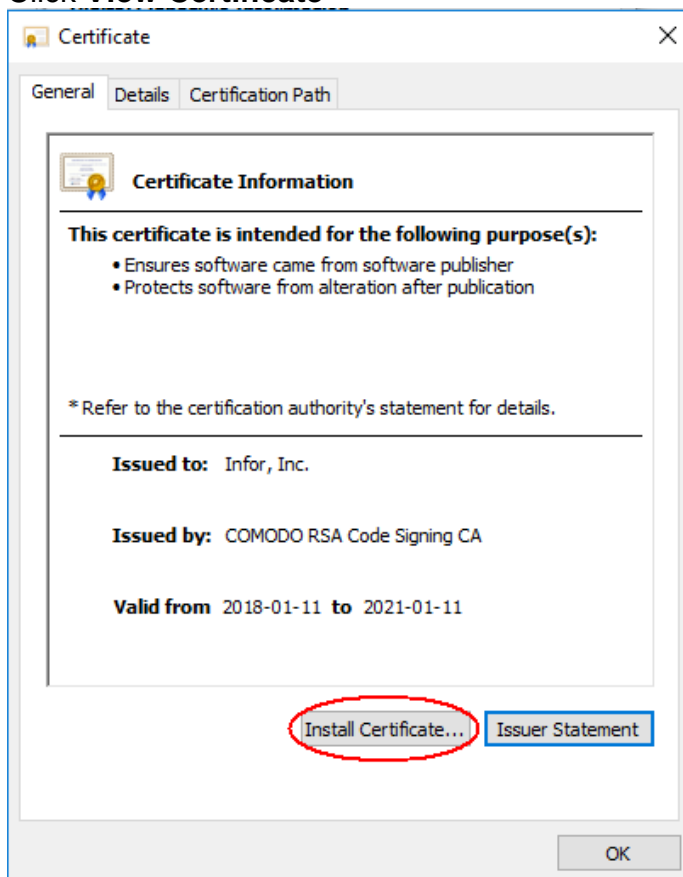
5. Select tab: **Digital Signatures:**



6. Click **Details**

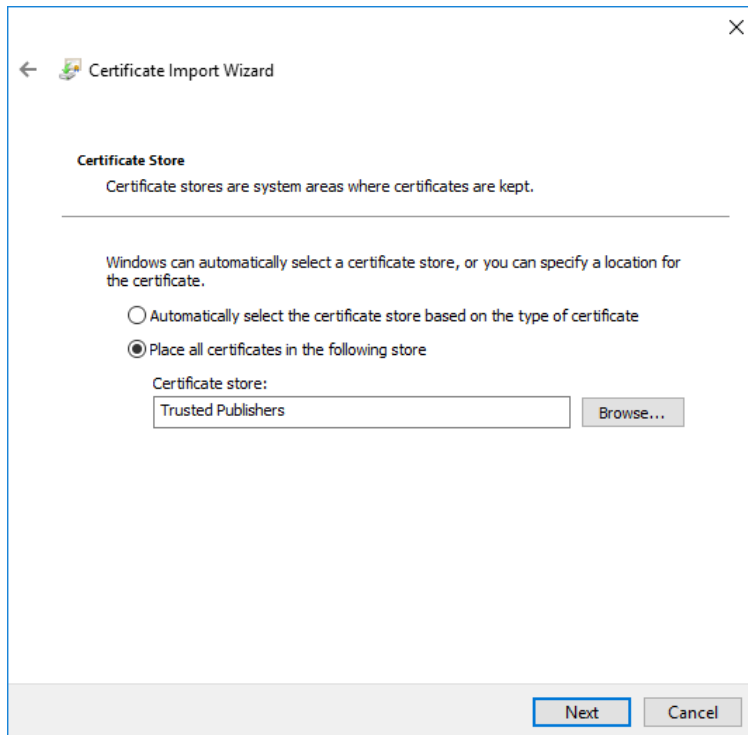


7. Click **View Certificate**



8. Click **Install Certificate...**

9. Certificate Import Wizard: **Local Machine**



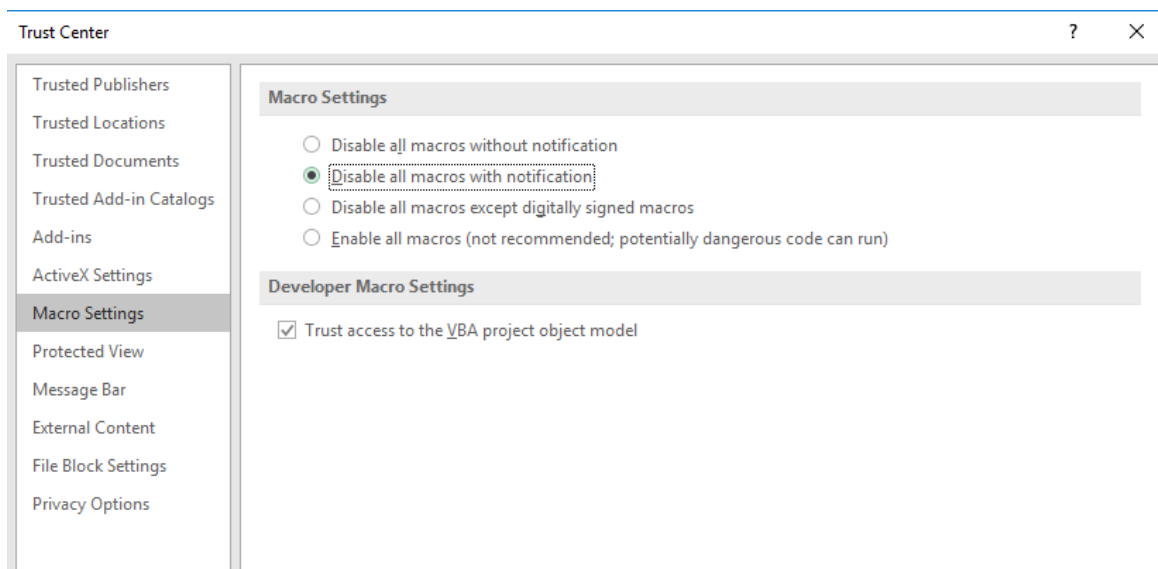
10. Place all certificates: **Trusted Publishers**

11. Click **Finish**

Macro Settings:

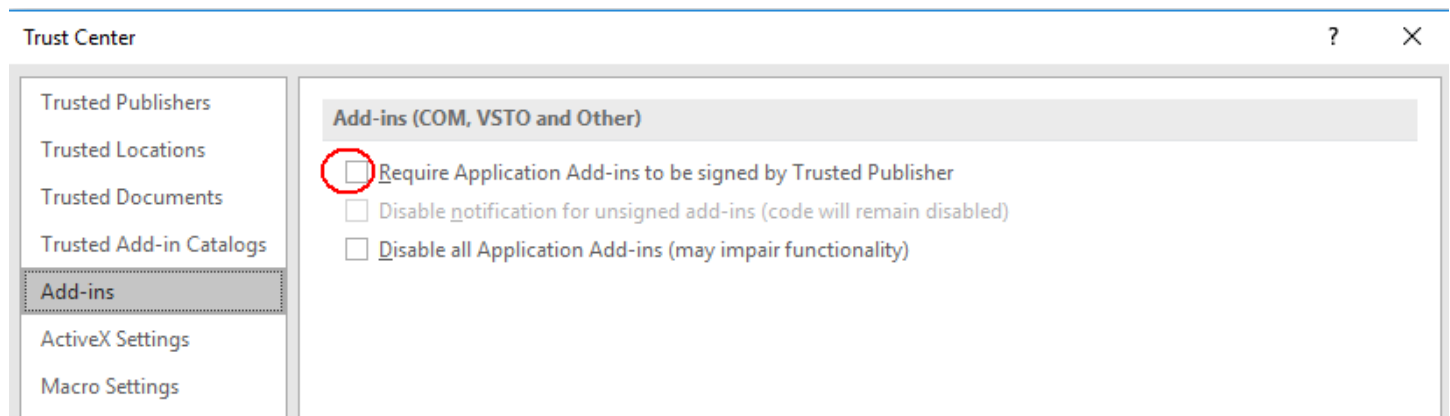
It is not recommended to change **Macro Settings** to Enable All Macros.

F9 works properly with **Macro Settings** for: (Default) **Disable all macros** with notification and Disable all macros except digitally signed macros:



Attach F9 as a Trusted Publisher:

Trusted Center:

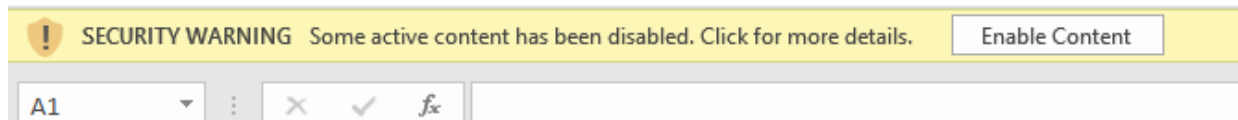


Note:

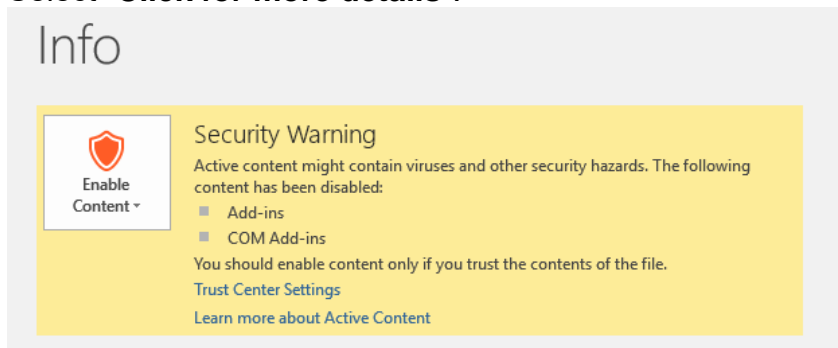
- This setting is **not required for F9**.
- We recommend **not changing** this before **checking with your administrator**

Steps:

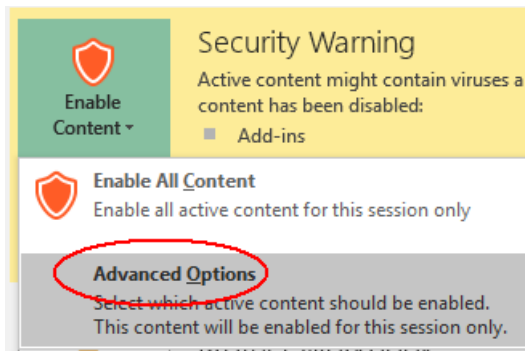
1. Click **Require Application Add-Ins to be signed by Trusted Publishers**.
2. **Close Excel**
3. **Run Excel** again and you should see F9 attach.
4. A security **warning** will display:



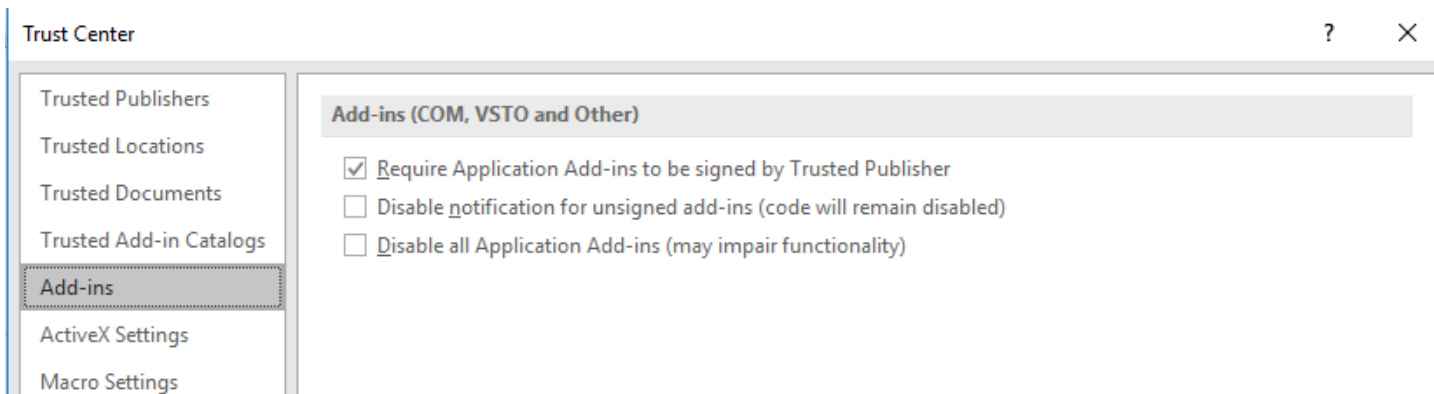
5. Select **“Click for more details”**.



6. Click the arrow from **Enable Content**.



7. Select **Advanced Option**
8. Select **Enable all code published with this publisher** and that will add F9 to the Trusted Publishers.
9. In the **Trust Center** under **Trusted Publishers**, F9 should now be listed.
10. In the **Trust Center** window, click on **Add-ins** and make sure that the check box **Disable all Application Add-ins** is **not checked**:



11. Close **Excel**.

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