

# Quick installation guide for the Information and Planning System (IPS) for Location-Adapted Mechanization Concepts

In the usual case, you receive the IPS as a *ZIP archive file* which contains:

- ⇒ the IPS Excel file,
- ⇒ a subfolder called "Pics", containing all the pictures of all machines in the IPS.

To install the IPS on your computer, please follow these instructions:

## Extract the ZIP file in the Windows file explorer:

In the Windows file explorer, right-click on the ZIP file and chose "Extract all".

Browse to the folder on your computer, where you would like to install the IPS and confirm with "Extract" (or "OK").

## Unblock the IPS Excel file in the Windows file explorer:

If you downloaded the IPS from a web page or received it by e-mail, you should "unblock" the IPS Excel file first, before opening it. (This is necessary, because Windows blocks files from the internet, if they contain programme code.)

- ⇒ In the file explorer, right-click on the IPS Excel file and chose "Properties" in the right-click menu.
- ⇒ On the "General" tab, under "Security", please put a checkmark in the "Unblock" option.
- ⇒ Confirm with "OK"

If there is no "Unblock" option on the "General" tab, your file was not blocked and you can open the file right away.



## Adjust Excel setting to permanently allow macros:

To avoid Excel warning messages and manually activating macro code when opening the IPS, it is recommended to adjust the Excel settings as follows:

- ⇒ Open Excel without opening the IPS file.
- ⇒ In the Excel "File" menu, chose "Options"
- ⇒ On the left hand side, click on "Trust Center"
- ⇒ On the right hand side, click on "Settings for the Trust Center"
- ⇒ On the left hand side, click on "Macro settings"
- ⇒ On the right hand side, chose "Enable all macros"
- ⇒ Leave the dialog with "OK"

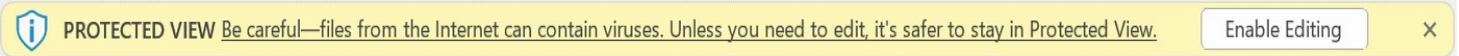
## Open the IPS Excel file:

Now you can open the IPS Excel file just like any other ordinary Excel file. You may simply double click on the file in the Windows file explorer or use the File-Open command in the Excel menu.

In case there will any warning messages be displayed by Excel (usually below the Excel "Ribbon" menu) after opening the IPS file, the following instructions may help you to get the file working.

Depending on your version of Excel, the appearance and/or wording of the messages may vary slightly.

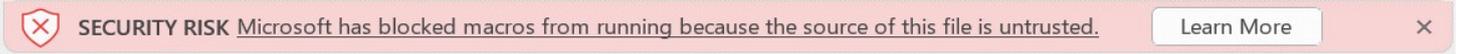
### Possible warning message 1:



If this warning message is displayed below the Excel menu ("Ribbon") when opening this file...

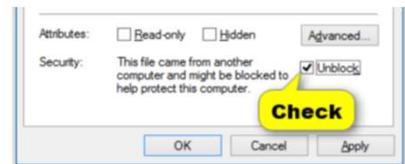
- ⇒ just click the "Enable Editing" button!

### Possible warning message 2:



If this warning message is displayed below the Excel menu ("Ribbon") when opening this file...

- ⇒ There is no need to click on the "Learn more" button!
- ⇒ You need to close this file again - but before, please read the following instructions!
- ⇒ After closing the file, please use your file explorer and navigate to the folder where the files is stored.
- ⇒ Right-click on the file name and chose "Properties" in the right-click menu.
- ⇒ On the "General" tab, under "Security", please put a checkmark in the "Unblock" option.
- ⇒ Confirm with "OK"



### Possible warning message 3:



If this warning message is displayed below the Excel menu ("Ribbon") when opening this file...

- ⇒ just click the "Enable Content" button!

If you want to avoid this message in future, you can enable Macros by default by changing the following Excel settings:

- ⇒ In the Excel "File" menu, chose "Options"
- ⇒ On the left hand side, click on "Trust Center"
- ⇒ On the right hand side, click on "Settings for the Trust Center"
- ⇒ On the left hand side, click on "Macro settings"
- ⇒ On the right hand side, chose "Enable all macros"
- ⇒ Leave the dialog with "OK"