## Instructions for Relinking the MI Office Add-In for Microsoft Excel

Sometimes the MI Office Add-In does not install correctly and needs to be manually relinked. When this happens, users may still see the MI Office Ribbon, but are unable to refresh any templates or receive a #NAME? error in cells.

Step 1: Open any Excel spreadsheet.

**Step 2:** In the top-left corner of Excel, click **File**  $\rightarrow$  **Options.** 

Step 3: Select Add-Ins → Go (Next to Manage Excel Add-Ins)



**Step 4:** This will open the list of available Add-Ins. If **MI Office Excel Functions (v3.0)** and **SNL Office Excel Compatibility Add-In** are not present, we will need to manually add them.

First choose **Browse**.

Add-Ins	?	×	
<u>A</u> dd-Ins available:			
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■ Euro Currency Tools ✓ MI Office Excel Functions		Can	cel
SNL Office Excel Compatibility Add-In Solver Add-in		<u>B</u> rowse	
SPGMI Compatibility Functions		A <u>u</u> toma	ation
MI Office Excel Functions	~		
ProgID: SNL.Clients.Office.Excel.Functions			

Step 5: Navigate to the Local Disk (C:) and open Program Files (x86).

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( → ↑ ↓ This PC → Local Disk (C:) →											
Organize 🔹 New folder											
	Name	Date modified	Туре								
A less this PC	🐌 Intel	12/1/2017 4:36 PM	File folder								
	🐌 MSOCache	10/10/2017 3:25 PM	File folder								
<ul> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Discussion</li> </ul>	🐌 PerfLogs 🛛 👩	8/22/2013 11:22 AM	File folder								
	👢 Program Files	12/5/2017 2:15 PM	File folder								
	📕 Program Files (x86)	11/13/2017 2:42 PM	File folder								
Pictures	🥼 ProgramData	12/19/2017 9:29 AM	File folder								
	🐌 Users	10/10/2017 3:55 PM	File folder								
🛛 🕑 😓 Local Disk (C:)	🐌 Windows	12/16/2017 8:12 PM	File folder								

**Step 6:** In this folder, you will either see **SNL Financial** or **SP Global Market Intelligence.** Please open the applicable folder.

*Note: The SNL Financial may be within the SP Global Market Intelligence folder. If you do not see either of these folder in Program Files (x86), please check Program Files on the previous screen.* 

Name	Date modified	Туре	Size
	10/10/2011 3.21111	The folder	
👃 Microsoft Office	10/10/2017 3:27 PM	File folder	
🗼 Microsoft Silverlight	10/10/2017 7:14 PM	File folder	
🗼 Microsoft SQL Server	10/10/2017 3:27 PM	File folder	
👢 Microsoft WSE	10/10/2017 3:45 PM	File folder	
📕 Microsoft.NET	10/10/2017 3:27 PM	File folder	
👢 Mozilla Firefox	11/2/2017 11:02 PM	File folder	
👢 MSBuild	3/28/2016 9:47 AM	File folder	
👢 PhishMe	10/10/2017 5:45 PM	File folder	
📕 Realtek	10/10/2017 3:17 PM	File folder	
I Reference Assemblies	3/28/2016 9:47 AM	File folder	
👃 SNL Financial	11/13/2017 8:48 AM	File folder	
SNLApplicationLauncher	10/31/2017 5:29 PM	File folder	
👃 SP Global Market Intelligence	11/13/2017 8:48 AM	File folder	

Step 7: Open the SNLxl folder.

Name	Date modified	Туре	Size
📜 SNLxl	11/13/2017 8:48 AM	File folder	
SPGMI Office	11/13/2017 8:48 AM	File folder	

Name	Date modified	Туре	Size
SNLXLAddin	11/11/2017 10:32 PM	Microsoft Excel Add	112 KB
e: SNLXLAddin		~	Add-Ins
		Taala	OK

Step 8: Highlight the SNLXLAddin and click OK.

**Step 9**: You will now be returned to the list of available Add-Ins. Please choose **Automation** to open the Automation Servers menu. Scroll down and select **MI Office Excel Functions.** Click **OK.** 

Note: If **MI Office Excel Functions** is not present, select **SNL Office Excel Functions**.

**Step 10:** After the previous step, both **MI Office Excel Functions (v3.0)** and **SNL Office Excel Compatibility Add-In** will be "checked off". Please click **OK**.

\*In order for these changes to take effect, please close out of all Excel Files before reopening the template.\*

Once opened, navigate to the **MI Office** Ribbon, select **Refresh** followed by **Refresh Entire Sheet.** 

*Note: You may be asked to sign back into your Market Intelligence account after choosing Refresh. The credentials will be the same as your Market Intelligence web account.* 

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Sign	Refresh Refresh	Screener/	Field F	ormula Audit	Custom	Template	Embed	Convert	NewsWire	Settings	Help	Market	About
In	Options •	Data Wizard	l Selector I	Builder Data	Formulas	Library	Queries	Formulas			Ir	telligence	e
General	Selected <u>C</u> ells		D	)ata		Templates	Sha	aring	News		Utili	ties	
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5	All Shee <u>t</u> s But	ton											

If the relinking process was successful, you will now see updated data and the #NAME? error will no longer be present.

*Please contact <u>support.MI@spglobal.com</u>* if the error persists or if you need additional assistance with this process.