

Q2P Excel Add-in Installation Read Me

Requirements

- Operating System: Windows 10 or Window 7 with .NET Framework 4.6 installed
- Software: Microsoft Office version 2012 and up

A. Instructions for the first time install (This step is for external users only!)

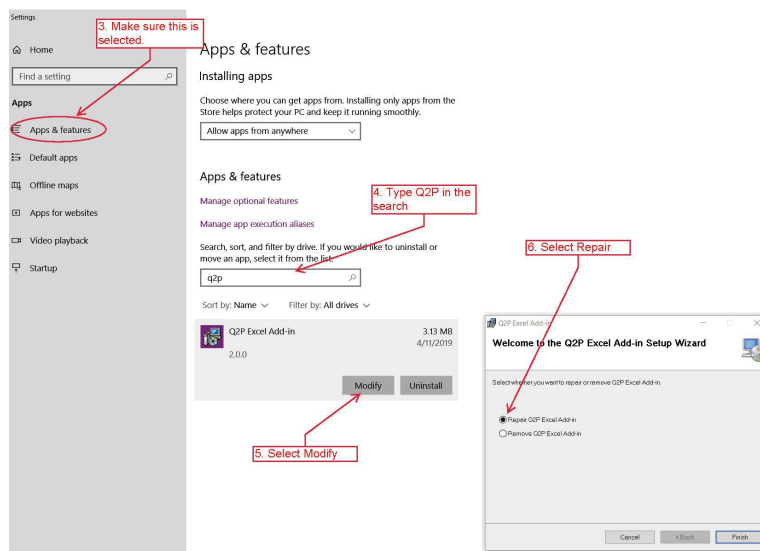
0. Make sure all Microsoft Office suite applications are closed (including Word, Excel, PowerPoint, Outlook, Access, Publisher etc.); please also make sure you have local administrator permission to install applications

1. Please install the prerequisite – “vstor_redist.exe” under "VSTOR40" folder
2. Once the installation of #1 is done, please run "setup.exe" to install Q2P Excel Add-in
3. Open Excel and check the ribbon tab - "Q2P"
4. If "Q2P" showed up, you are good to go; if not, please contact Q2P user group by email at dotq2p@dot.wi.gov
5. Enjoy :)

B. Instructions for PC used by multiple Windows logins

If you want Q2P Excel Add-in to be used by another Windows login who is not the original installer of Q2P, please follow the below steps to get Q2P Excel Add-in activated under different logins:

1. Go to your Start Menu and select “**Settings**” (Should be the gear shaped icon)
2. Select “**Apps**”
3. In the next window that appears, make sure “**Apps & Features**” is selected.
4. In the search bar, type in “**q2p**”
5. You’ll see an app titled Q2P Excel Add-in with two buttons available to press. Press the “**Modify**” Button.
6. A window should pop up with two radio buttons. Select the “**Repair Q2P Excel Add-in**” radio button and click the “**Finish**” button.
7. After Q2P is repaired, you can close these windows and open excel with a new workbook. If everything worked, you should see a new Excel ribbon along the top titled “Q2P”.



C. Instructions for upgrade installation (This step is for external users only!)

0. No need to uninstall the old version. Just close all Microsoft Office products prior to updating.
1. Run "setup.exe" to install the newer version of Q2P Excel Add-in
2. Open Excel and active the ribbon tab - "Q2P"
3. Click "About" button to confirm the version is the target upgrade version number
4. If the version number is upgraded, you are good to go; if not, try running step B above or contact the Q2P user group by email at dotq2p@dot.wi.gov
5. Enjoy :)