

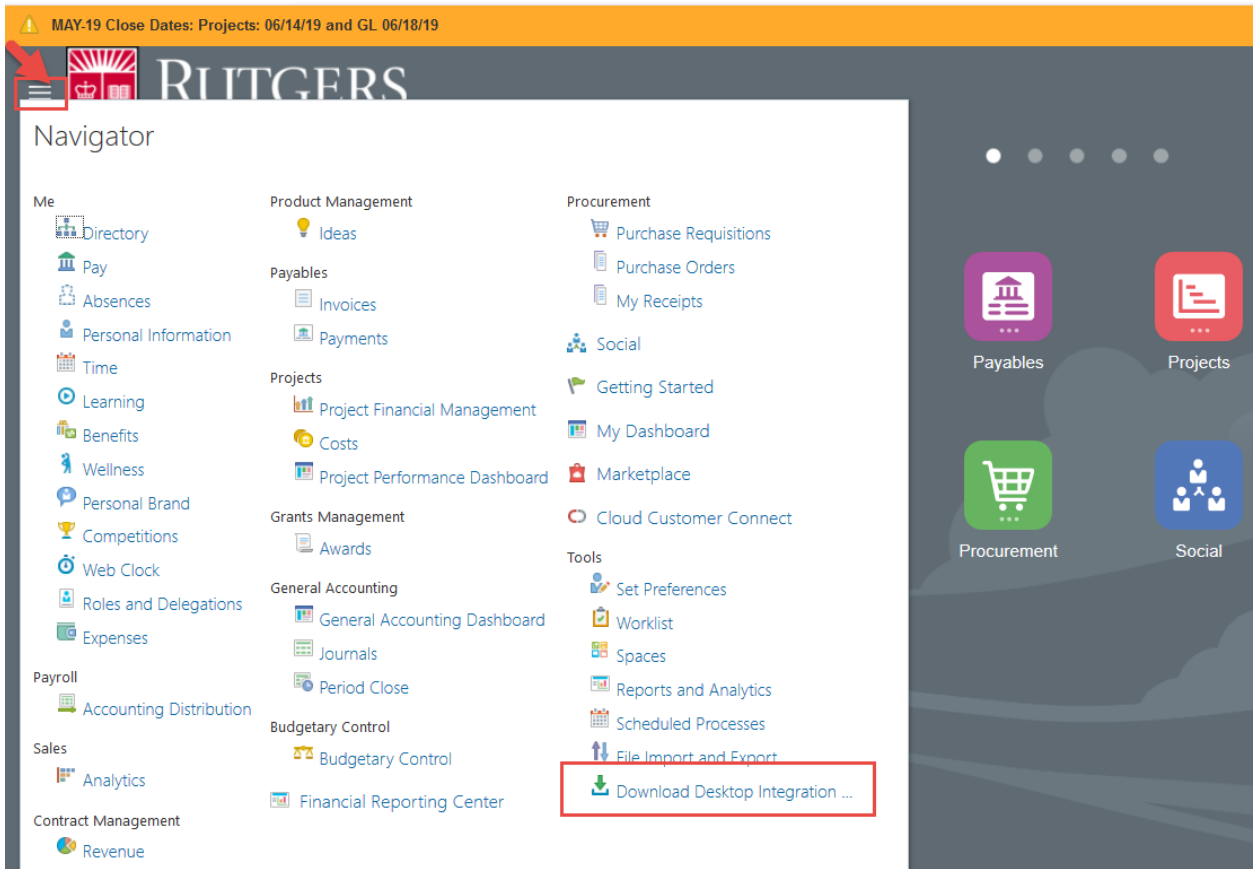
OVERVIEW

The ADF Desktop Integration template is used in the *Projects* module and *General Ledger* module for uploading journal entries. After the new version of Oracle is completed, you will be prompted to upgrade from the current ADFdi version to a newer version. Older versions of the journal spreadsheets will not function correctly.

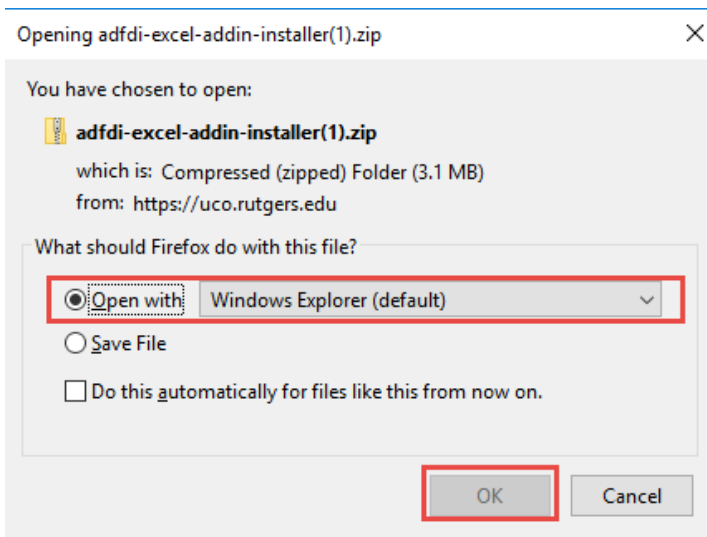
System Requirements	
Browser	Google Chrome Version - 60+ Microsoft Edge Version - 40+ Mozilla Firefox Version - 52+ Apple Safari Version - 11 and 10 Minimum native screen resolution of 1280 x 1024
Plug-in	Journal spreadsheet upload (ADFdi Plugin) is supported only in Windows operating system (Windows 7, 8.1, 10)

ADFDI TEMPLATE INSTALLATION FROM THE CONTROLLER'S WEBSITE

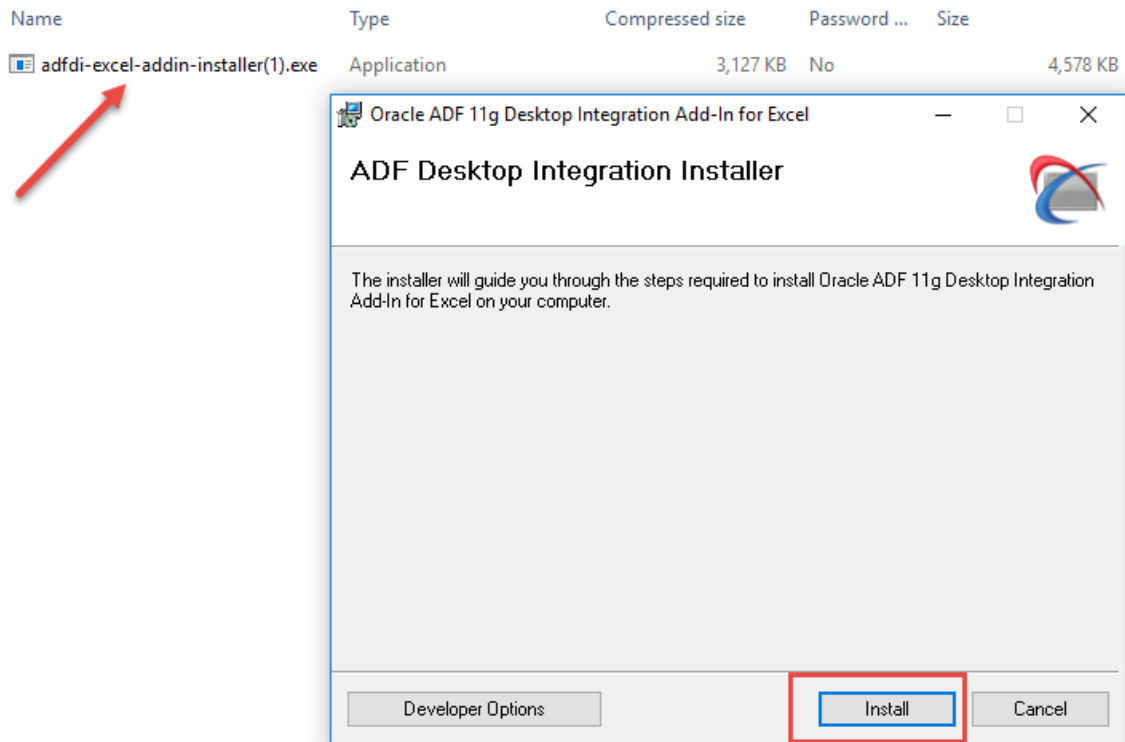
1. Before you begin the download, save any open files in Excel. Then, close all Excel files.
2. After you sign into the Financial Management System, select the Navigator and Download desktop Integration. (If you are prompted for administrative log in or if you have difficulty installing the add-in, consult your local IT representative.)



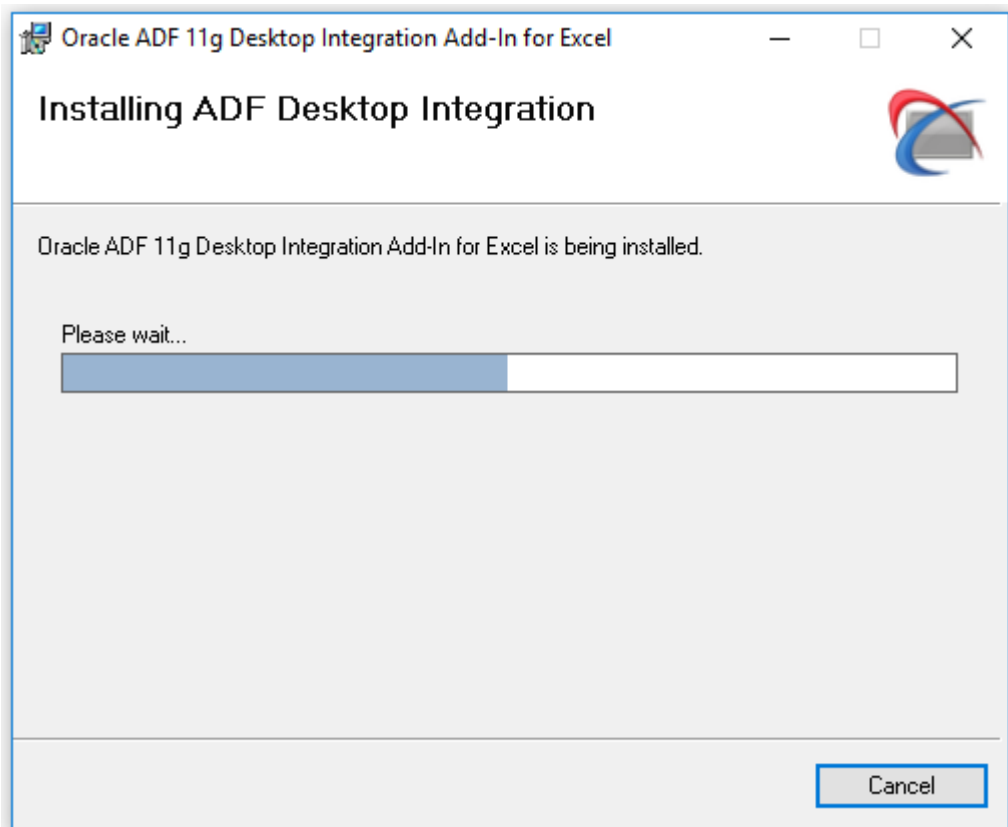
3. Select the **Adfdi Plugin zip file**. Select **OK**.



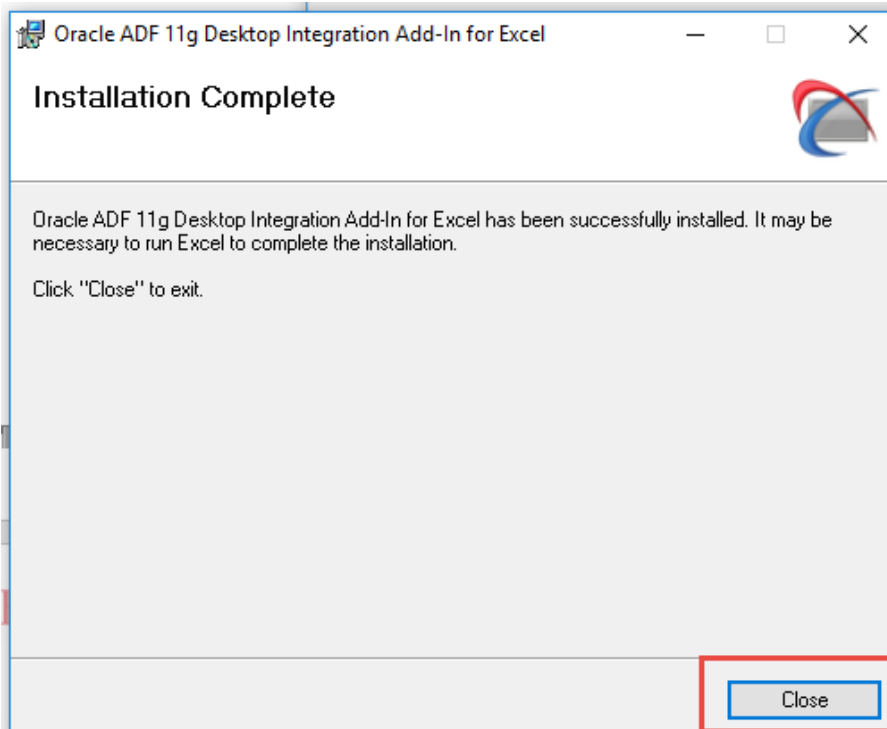
4. Select the **ADFDi file** again. Select **Install**.



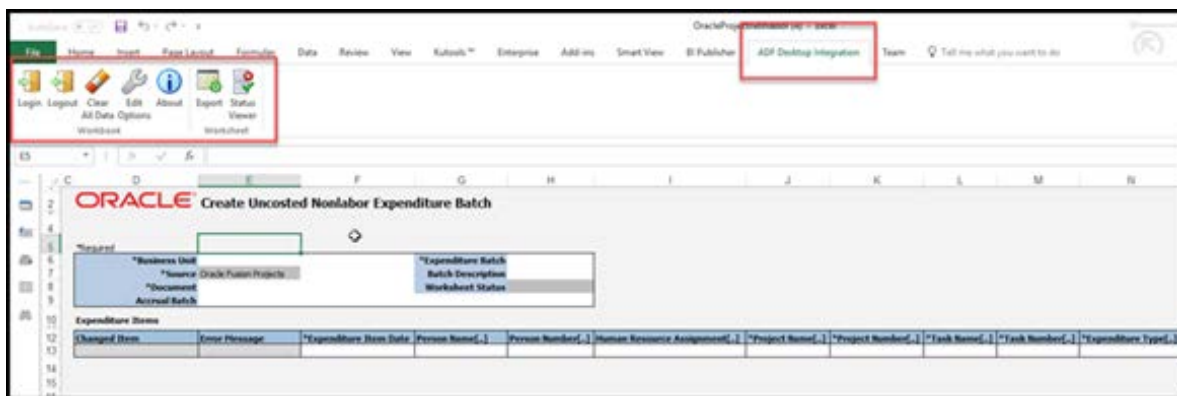
5. The file will start to install.



6. Once the file is successfully installed, select **Close**.



7. The Export button is on the *Task Bar* under the ADF Desktop Integration tab in Excel.



ADFDI TEMPLATE INSTALLATION FROM THE SYSTEM

1. If wait until after the November 19, 2018, you can also install the ADFdi template from the financial management system instead of the file on the Controller’s website. Login to the Financial Management System (FMS) through the my.rutgers.edu portal.
2. Select the **Navigator icon**. From the *Tools* menu, select the **Download Desktop Integration Installer**.



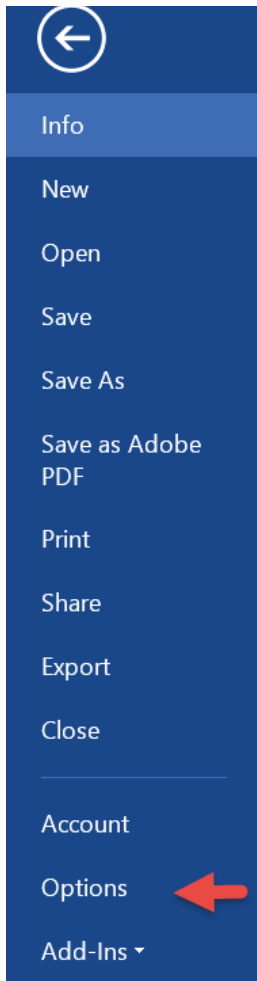
3. Select **Save** File in the pop-up window (*except in Chrome*)
4. Depending on your browser, select from the following options:
 - a. *Firefox*: Select the blue download arrow from the browser toolbar and then select the *.exe file*
 - b. *Internet Explorer*: Select **Run** in the pop-up window at the bottom of the screen
 - c. *Chrome*: Double-click on the *.exe file* in the pop-up window at the bottom of the screen
5. Select **Install** in the *Desktop Integration* pop-up window
6. Select the **Close** button

CONFIGURATIONS

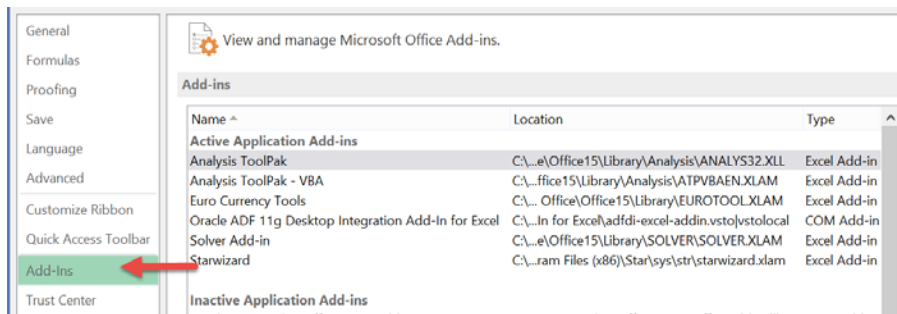
Note: Only do the configurations if this is the first time you are installing the ADFDi template. If you are upgrading to a newer version, the configuration should already be set from your prior installs.

****Make sure your Pop Up blockers are unchecked in your browser.****

1. In *Excel*, select **File**. Select **Options**.

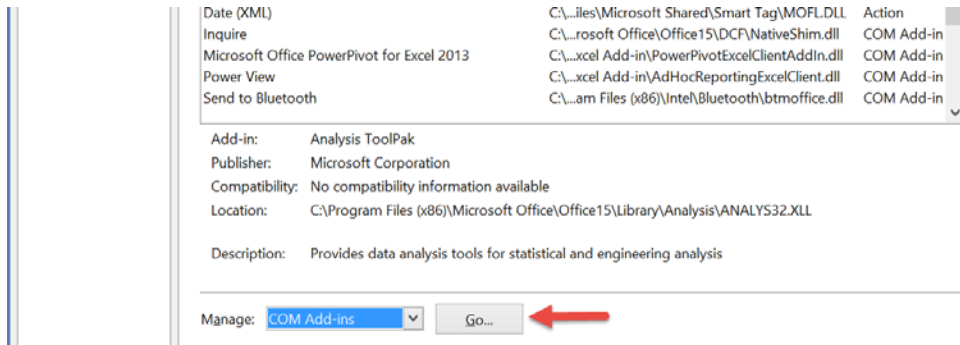


2. Select **Add-Ins**.

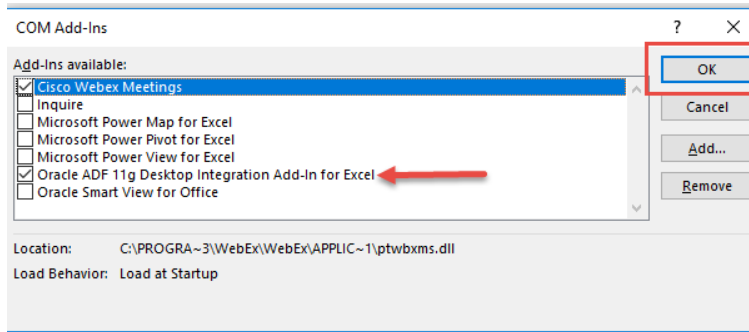


3. From the *Manage* drop-down, select **COM Add-ins**.

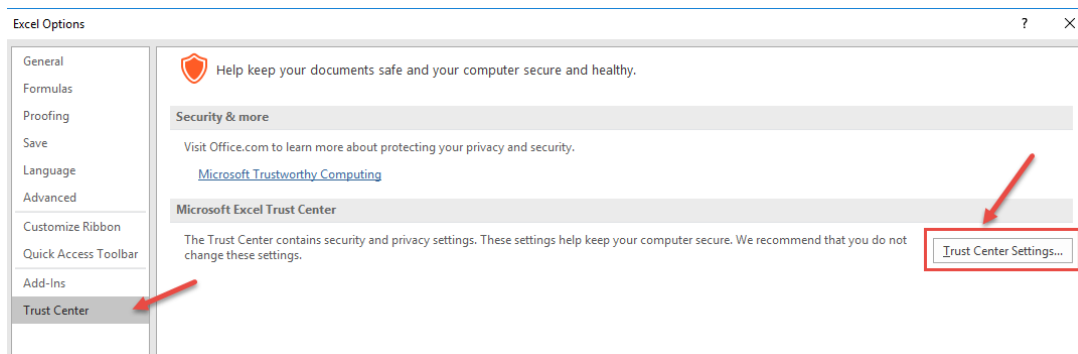
4. Select **Go**.



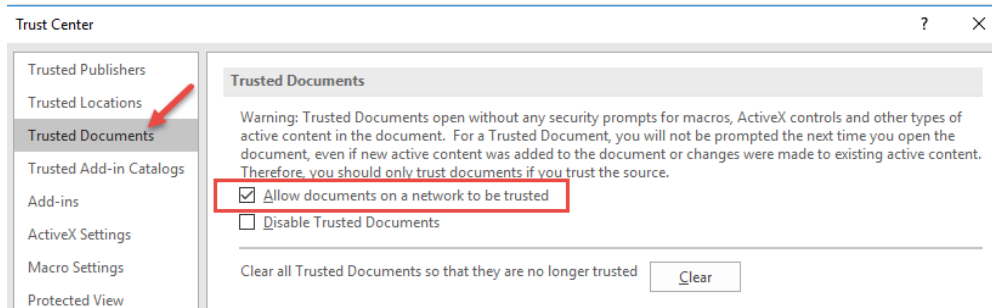
5. Make sure the Oracle ADF option is selected. Select **OK**.



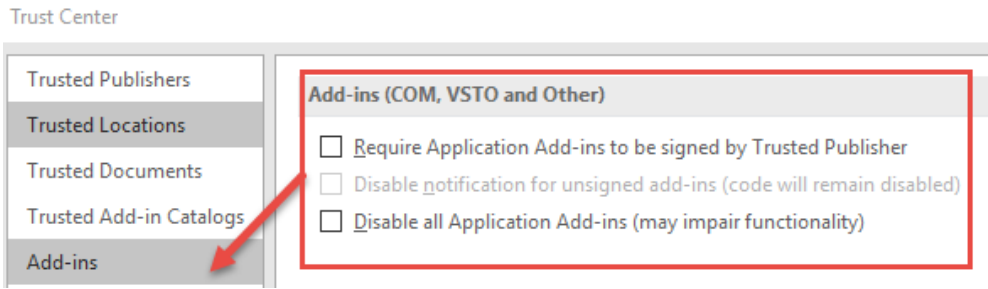
6. Now select **Trust Center>Trust Center Settings**.



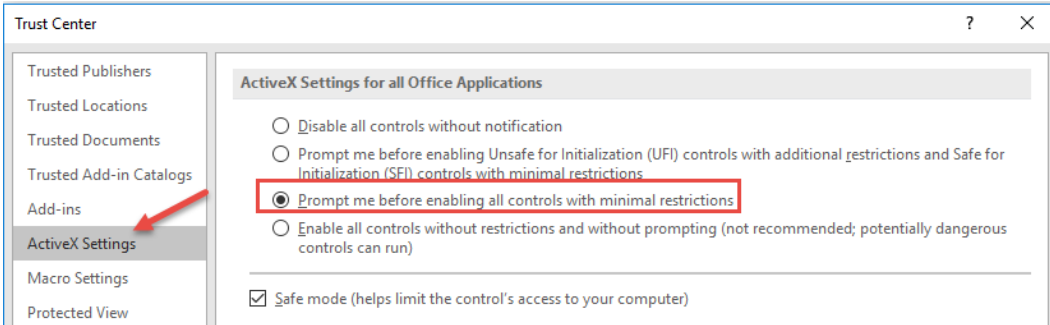
7. Select **Trusted Documents** and verify that **ONLY** the Allow documents on network to be trusted is selected.



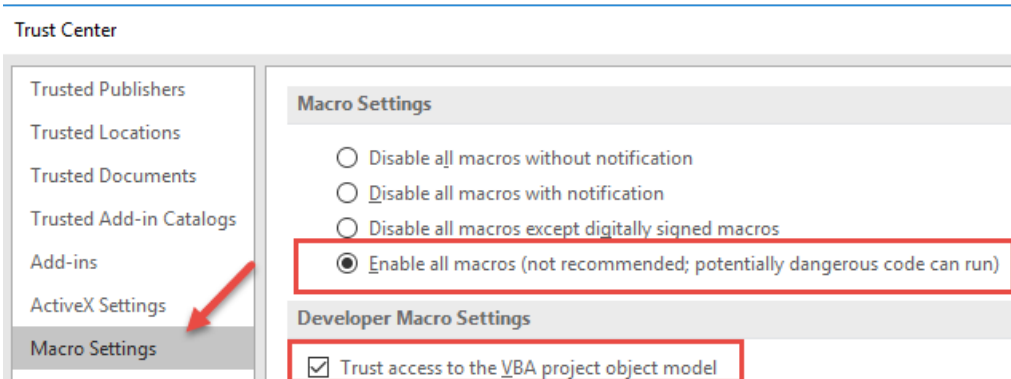
8. Select **Add-Ins** and verify that all boxes are deselected.



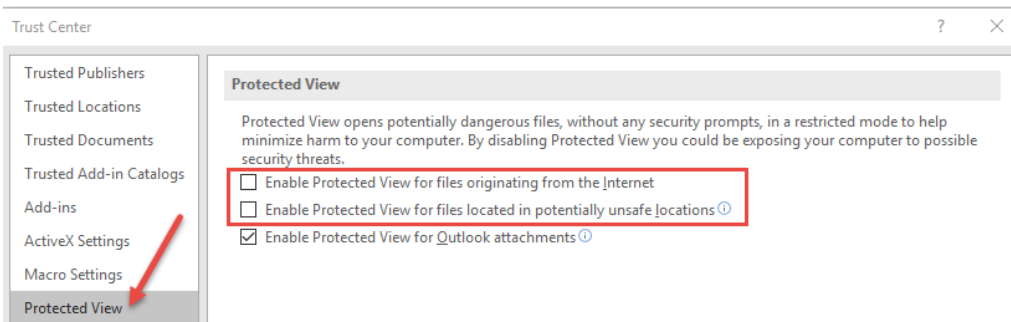
9. Select **ActiveX Settings** and verify that *ONLY* the *Prompt me before enabling all controls with minimal restrictions* option is selected.



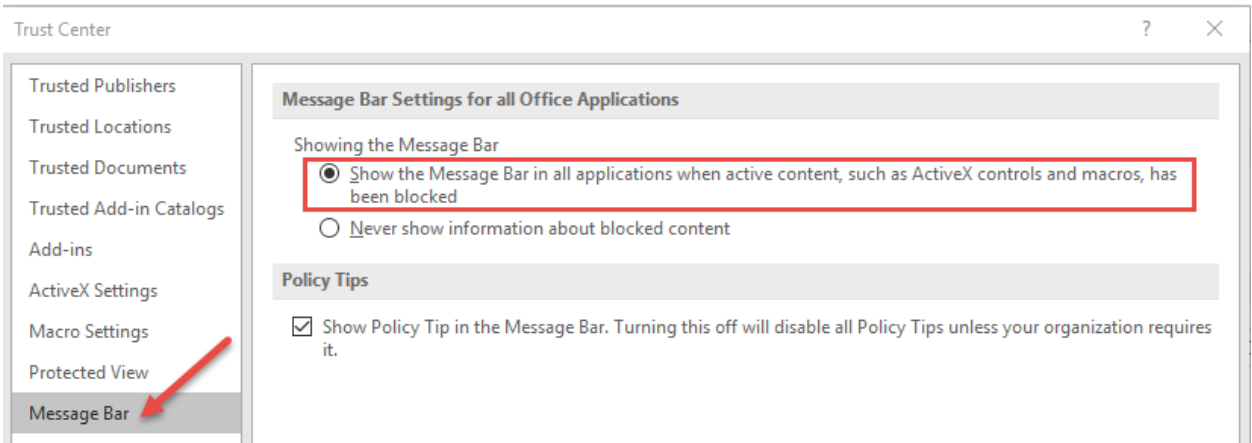
10. Select **Macro Settings** to verify that *ONLY* *Enable All Macros* and *Trust Access to the VBA* options are selected.



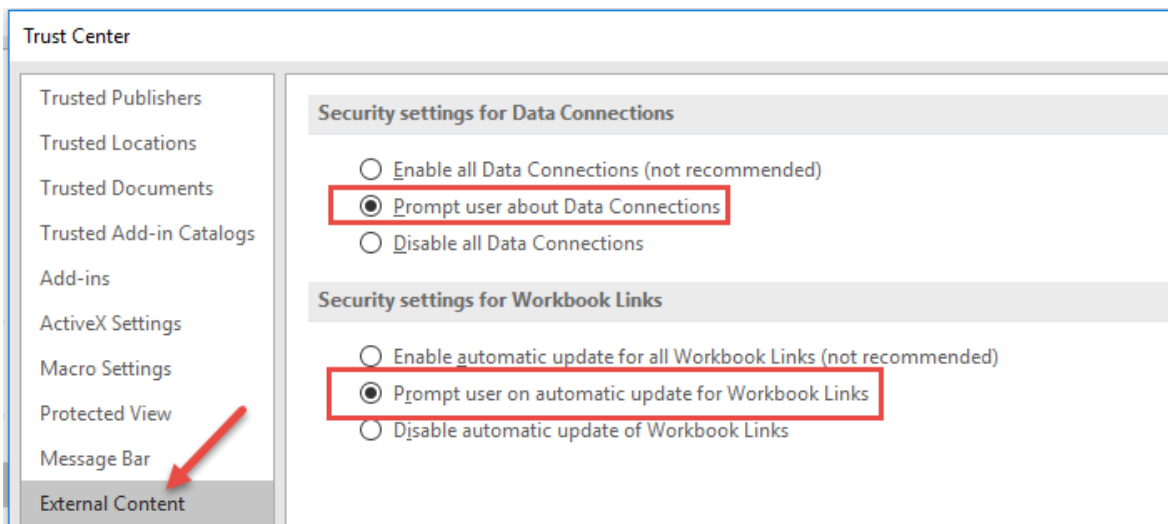
11. Select **Protected View** and verify that the first two boxes are deselected.



12. Select **Message Bar** and verify that the first box is selected.



13. Select **External Content** and verify that the *Prompt user boxes* are selected.



14. Select **OK**. Select **OK** again.

15. Close Excel and ensure ALL Excel documents are closed to activate the settings.