

## Split and Distribute the Project Status & Activity Report

This *How To* document gives an overview of an Excel add-in developed to help departments split and distribute output from the [Project Status and Activity](#) (PSA) report. Once the PSA report has been run in Oracle and the output saved, this add-in can split the templated output into a Microsoft Excel workbook with one worksheet per project. These can be reviewed and comments added before the worksheets are distributed to recipients as defined by you in a separate distribution list.

### Using this How To document

Text in **bold** identifies form/window titles, field or button names, or text to be input

Text in *italic* identifies an area of a window or a tabbed region name

[Text] indicates where your own department/name should be inserted

## Package and Contents

The Add-In for the Project Status & Activity report consists of three files:

- PSA Distribution Instructions (this file)
- PSA Distribution Add-in (Excel .xlam file)
- PSA Distribution List (Excel .xlsx file)
- PSA Add-In Support Document (.pdf file)

## Installation and Setup

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### Installation/Upgrade of the PSA Distribution Add-In

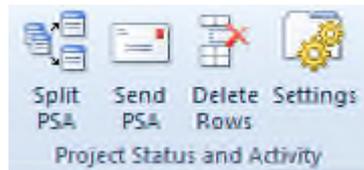
1. Open the PSA Distribution zip file in Windows Explorer.
2. Copy the PSA Distribution Add-in Excel file to an appropriate folder and make a note of the location.



**Note:** If you are upgrading from a previous version, it is a good idea to save this file in the same folder as the previous version.

3. If you are installing for the first time, also copy the PSA Distribution List Excel file to the same folder as the Add-in Excel file.
4. Click the **File** tab (Excel 2010) or the **Office** button  (Excel 2007).
5. Click **Options**.
6. Click **Add-Ins**.
7. In the **Manage** dropdown list make sure that **Excel Add-Ins** is selected and click **Go**.
8. Click **Browse**.

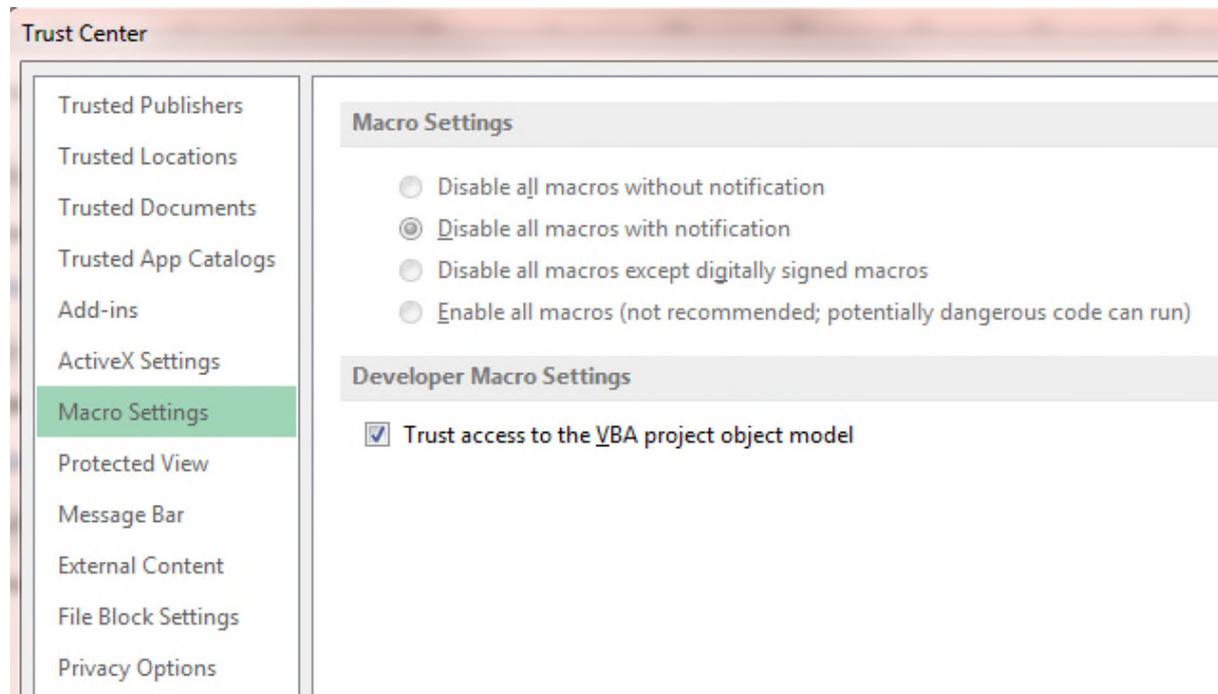
9. Find and select the PSA Distribution Add-in file from step 2, and click **OK**.
10. If you are upgrading from a previous version, un-tick old versions of the PSA Distribution Add-in in the **Add-Ins** window, ensuring that only the latest version is ticked.
11. Click **OK**. There should now be a *Research Accounts* tab on Excel's ribbon interface, with a *Project Status and Activity* section as below:



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### Checking Security Options

12. Click the **File** tab (Excel 2010) or the **Office** button  (Excel 2007).
13. Choose **Options**, then **Trust Center**.
14. Click **Trust Center Settings**.
15. Select **Macro Settings**.
16. Ensure **Trust access to the VBA project object model** is ticked.



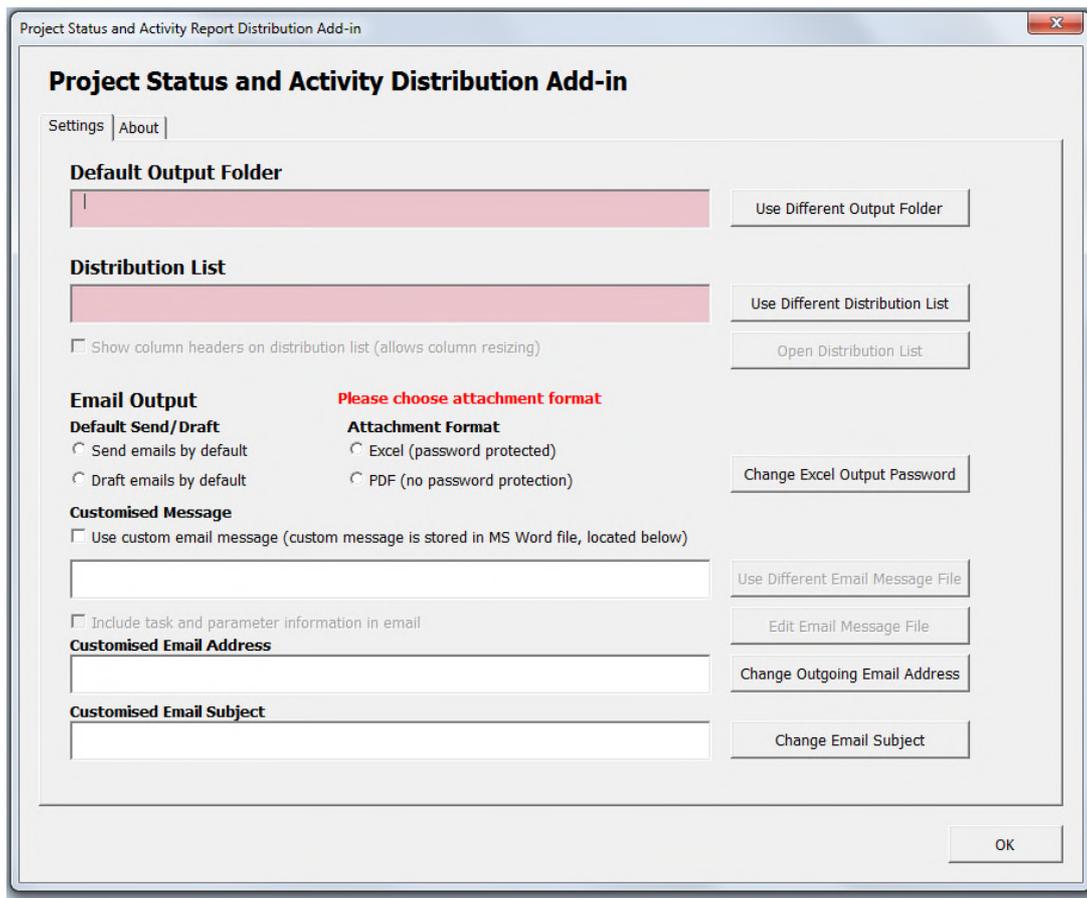
17. Click **OK**, then click **OK** again to return to the main Excel window.

## Check Output Settings

You need to tell the add-in where it should save output, and where the distribution list file is saved. These settings are then automatically saved in a text file.

 **Note:** If you are upgrading from a previous version and saved the add-in file in the same location as the previous version (as advised in step 2), the output settings will be carried over into the new version and steps 18-22 are not required.

18. Click the **Settings** button on the Excel ribbon interface. The following window will appear:



19. Click the **Use Different Output Folder** button.
20. Choose or create a folder to contain all output.

 **Note:** Each time the split or send routines are run, they use time-stamped subdirectories within this folder.

21. Click the **Use Different Distribution List** button.
22. Find and select the saved Distribution List file.

 **Note:** The add-in recognises this as the active distribution list file. It is possible to maintain several different distribution lists if you wish, changing the one you use before running the split or send routines.

## Other Settings

There are a number of other optional settings which can be adjusted to suit the way you want the distribution add-in to work.

23. To allow column re-sizing on the distribution list, tick the **Show column headings on distribution list** checkbox in the **Settings** window.
24. To open the distribution list for editing, click the **Open Distribution List** button in the **Settings** window.
25. To choose whether to send emails or create draft emails by default, select the appropriate option in the *Default Send/Draft* area of the **Settings** window.



**Note:** The Send/Draft default can be overridden each time the **Send PSA** routine is run.

26. To choose the default attachment format (Excel or PDF), select the appropriate option in the *Attachment Format* area of the **Settings** window.



**Important:** The Attachment Format must be set before the **Send PSA** routine can be run.

27. To set a password to protect Excel attachments, click the **Change Excel Output Password** button in the **Settings** window.
28. To use a custom email message, tick the **Use custom email message** checkbox in the **Settings** window, and follow step 29 to create a custom message.
29. To edit (or create) a custom email message, click on the **Edit Email Message File** button in the **Settings** window. This will open the existing custom message file if there is one, or create a new custom message file if not.



**Note:** The add-in recognises this as the active custom email message file. It is possible to maintain several different custom email messages if you wish, changing the one you use before running the send routine.

30. To use a different custom email message, click on the **Use Different Email Message File** button in the **Settings** window, and find and select the required Word document.
31. To add the task list and date parameter information to a custom email message, tick the **Include task and parameter information** checkbox in the **Settings** window.
32. To send emails from an alternative email address, click the **Change Outgoing Email Address** button in the **Settings** window.
33. To use a different subject for outgoing emails, click the **Change Email Subject** button in the **Settings** window.

## Using the PSA Distribution Add-In

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### Running and Splitting a PSA Report File

34. Switch to Oracle Financials and run the **UO Project Status and Activity Report** as normal.



**Note:** Notes on running this report can be found at:

<https://finance.web.ox.ac.uk/uo-project-status-and-activity>

35. Once the report has completed, open the **EXCEL(UO PSA.....)** output from the **EXCEL(XML Publisher)** output group.



**Important:** It is important to choose the correct output option as the add-in has been designed in conjunction with the **EXCEL(UO PSA.....)** outputs and won't work as intended with other options.

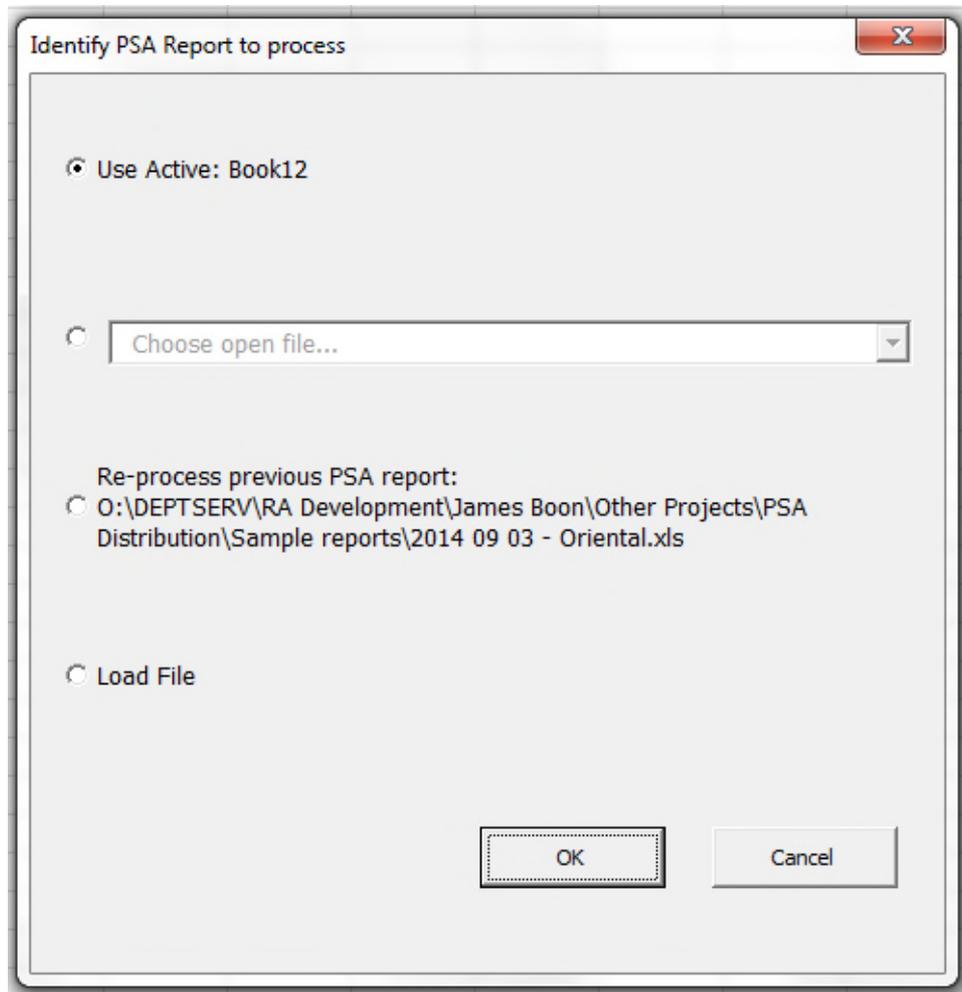
36. **Save** the resulting output file.



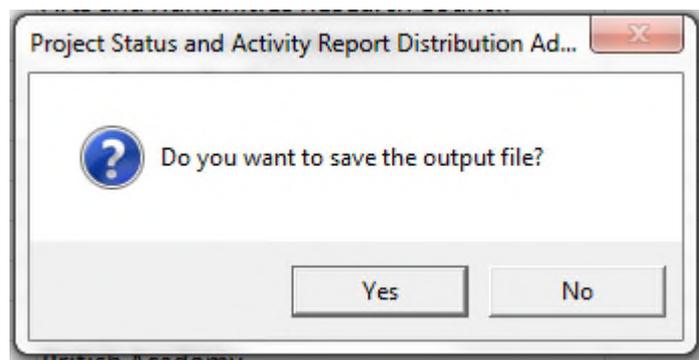
**Note:** It is advised that when saving give the output file an appropriate name:

UO PSA TopTasks GroupBy Project

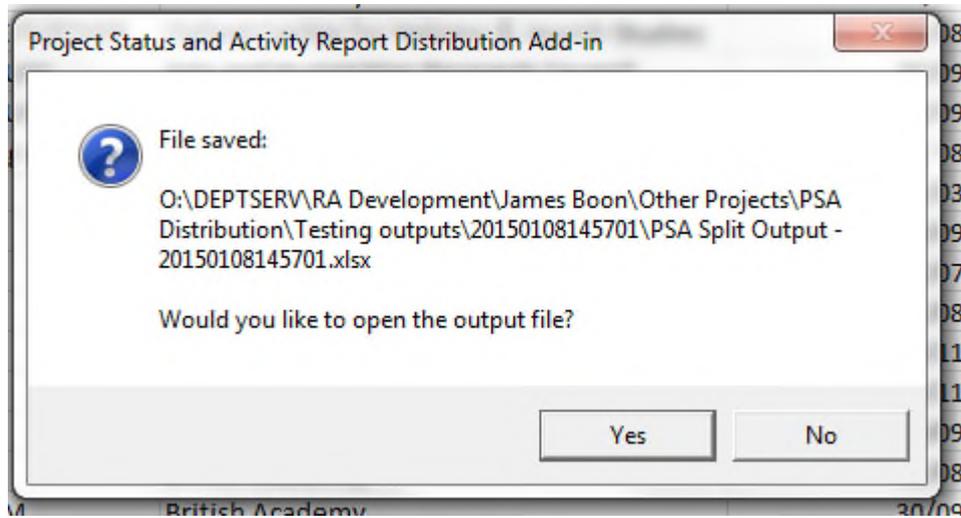
37. Click the **Split PSA** button on the Excel ribbon interface. If all required settings are in place (steps 18-22), the following dialog appears:



38. You now have the option to use the active workbook, use another open file (listed in the dropdown), re-split the previous report, or load another file. Choose the relevant option and click **OK**. If you chose to load another file, find the file using the resulting dialog and click **OK** again.
39. The add-in then creates a new workbook with a worksheet for each project or billable task in the report output file. This may take up to a minute, depending on the size of the file. Once finished, the following dialog appears:

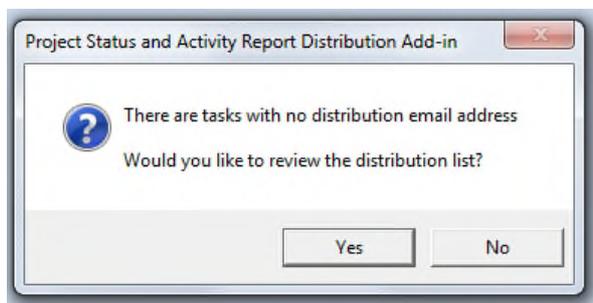


40. If required, click **Yes** to save the file (clicking **No** would leave the file opened and unsaved). If you clicked Yes, the file will save and the following dialog appears:



## Reviewing the Distribution List

41. During the Split PSA operation the add-in checks that all projects or billable tasks exist in the active distribution list, and if any are missing, they are added. The add-in also checks that all projects or billable tasks in the report have an associated email address in the distribution list. If there are any blanks, the add-in displays the following dialog:



42. If required, click **Yes** to review the file (clicking **No** closes and saves the file).
43. The rows in the distribution list file are colour-coded and ordered as follows:  
 If the task has no email address, it is shaded **red**.  
 If the task has an email address, it is shaded **green**.  
 If the task is not on the most recent report output, it is shaded **grey**.



**Note:** If a task worksheet needs sending to more than one email address, the addresses should be separated by a semi-colon “;”.

## Deleting Rows from the Distribution List

44. Ensure the distribution list is active (i.e. visible).
45. Select rows you want to delete by highlighting the email addresses.
46. Click the **Delete Rows** button on the Excel ribbon interface.

## Reviewing the Output

47. Review the output, adding any comments as required.

Project	Project Manager	Task	Task Manager	Project Name	Funder	Announced End Date	Funds Available	Worksheet
CRUD010		CK00		Artefacts of Excavation	Arts and Humanities Research Council	29/04/2017		CKR0010-CK00
CR00010		CK0A		Artefacts of Excavation	Arts and Humanities Research Council	29/04/2017		CKR0010-CK0A
CR00010		ED00		Artefacts of Excavation	Arts and Humanities Research Council	29/04/2017		CKR0010-ED00
CR00100		CK00		Egyptological Bibliography	Andrew W Mellon Foundation	31/12/2014		CKR0010-CK00
CR00100		CK0A		Egyptological Bibliography	Andrew W Mellon Foundation	31/12/2014		CKR0010-CK0A
CR00100		CK0B		Egyptological Bibliography	Andrew W Mellon Foundation	31/12/2014		CKR0010-CK0B

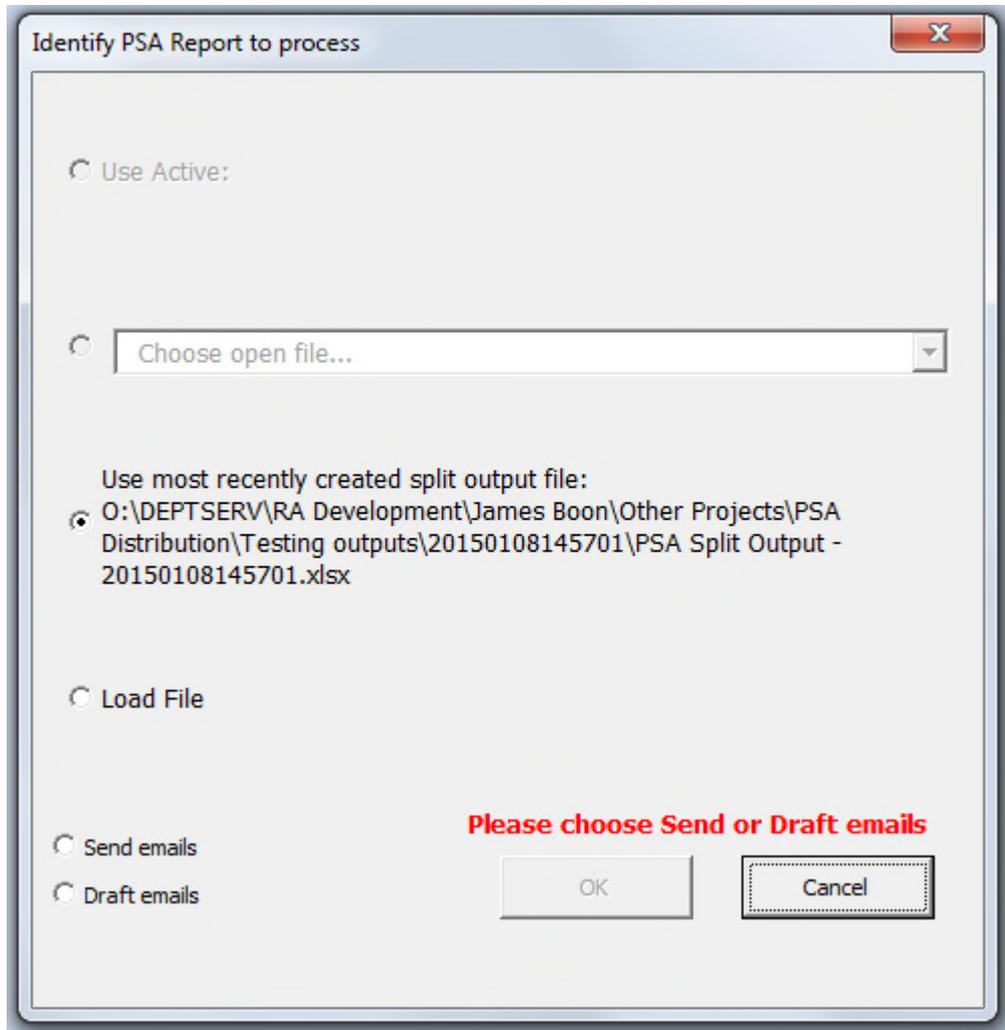


**Note:** Each split output file has an index (pictured above) as the first worksheet, which has links to each of the other worksheets. The project or billable task worksheets have a link back to this index in the top left corner. The worksheet names should not be altered, otherwise the distribution routine will fail.

The worksheets in the split output file are distributed as exact copies, so any changes made here will be visible to the final recipients.

## Distributing the Output

48. Click the **Send PSA** button on the Excel ribbon interface to distribute the output. If all required settings are in place (steps 18-22, 26), the following dialog appears:



49. You now have the option to use the active workbook, use another open file (listed in the dropdown), send the most recently created split output file, or load another file. You also have the option to override the default setting for sending or drafting emails. Choose the relevant options and click **OK**. If you chose to load another file, find the file using the resulting dialog and click **OK** again.

The add-in creates a new workbook for each recipient, generates an email for each workbook, attaches the workbook and sends or drafts each email depending on your selection. The individual workbooks are saved in the same folder as the split output file.

## **PSA Add-In Support Document**

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### **Issues with running the add-in**

50. If an issue is found whilst using the add-in, review the PSA Add-In Support Document. If the symptoms are detailed in the document then follow the solution instructions. If the symptoms are not in the document, or if the solution does not fix the issue, then do raise an Incident with the FSSC Service Desk as normal.