

UnRisk

UnRisk Excel

Installation Guide



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Introduction

Welcome to the UnRisk Excel Add-In Installation Guide. This guide will take you through setup, license activation, and initial steps to start using UnRisk Excel.

System Requirements

Ensure your system meets the following requirements before installing the UnRisk Excel Add-In:

- **Operating System:** Microsoft Windows
- **Microsoft Excel:** Version 2208 or higher

Installing the UnRisk Excel Add-In

Step 1: Downloading the Installation File

- Please use the link provided in your “**Welcome to UnRisk email**” to download UnRisk Excel.
- Note: The link is valid for a maximum of 30 days.
- If you did not receive a welcome email, please contact support at support@unrisk.com.

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Step 2: Installing the UnRisk Excel Add-In

The installation procedure slightly differs depending on how the software is initiated. Specifically, the process varies based on who triggers the installation:

- User initiated installation: When the installation is started directly by an end user (e. g., a company employee with their user account).
- System-initiated installation: When the installation is triggered by a system process, such as via a central IT distribution tool. (e. g., Microsoft System Centre Configuration Manager or another software centre). In this case the installation is typically executed by the system user account.

Please follow the procedure below that matches your scenario.

Option A

- Please **save and close** all currently opened **Excel** Workbooks
- **Open** the downloaded **Installation File**, choose a language and follow the installation steps.
- A window with the **product information** will appear. Click **“Next”** to continue

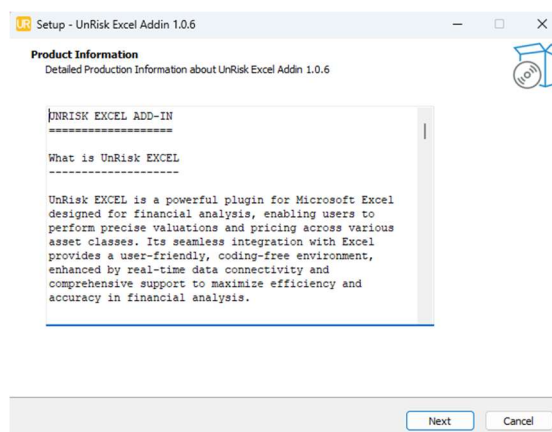


Figure 1: Product Information

- In the next step you are asked to close any opened browser. Please do so and click **“OK”** to proceed.

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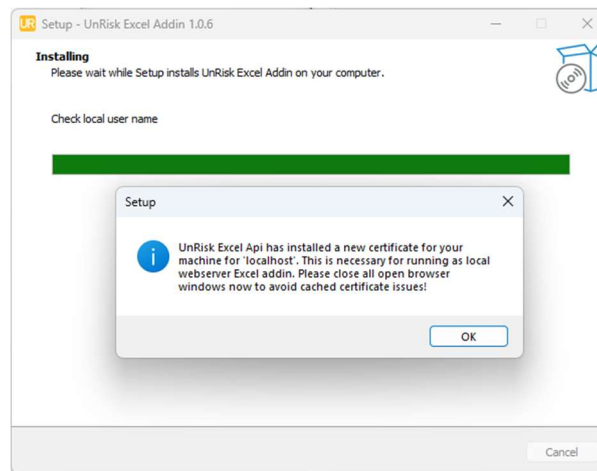


Figure 2: Close browser reminder

- **Important:** All open Excel workbooks will be closed during installation. Save any open files to prevent data loss.
- In the final step, the **User Documentation**, a **sample Excel sheet** and the Explorer with the **Excel Examples** will automatically open (the user documentation opens in your browser) if the checkboxes are selected and you clicked on "**Finish**".

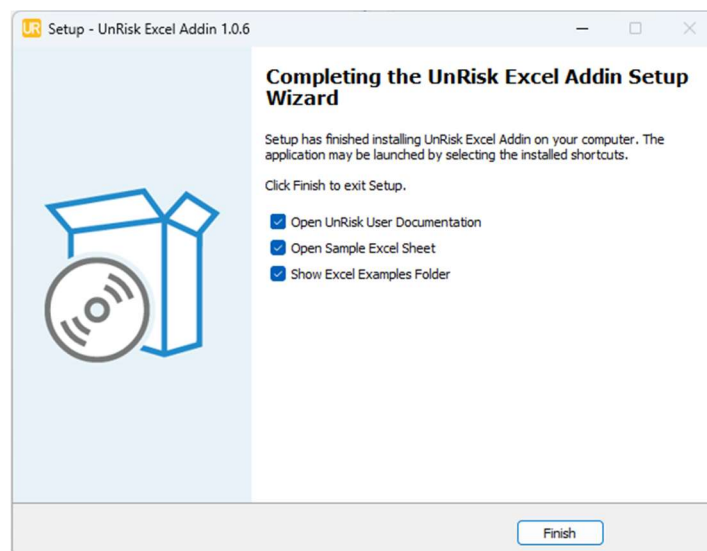



Figure 3: Last Step of the installation wizard

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- In the opened sample Excel sheet (Utilities) you can now see the  Add-In at the top right of the tool bar. Click on it to open the task pane (if not see section “Troubleshooting” at the end).

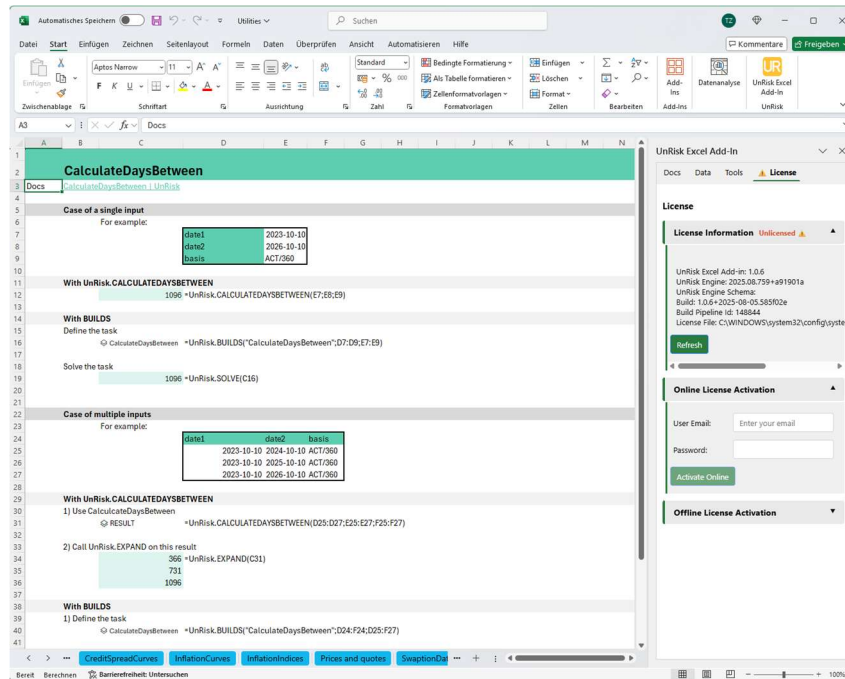
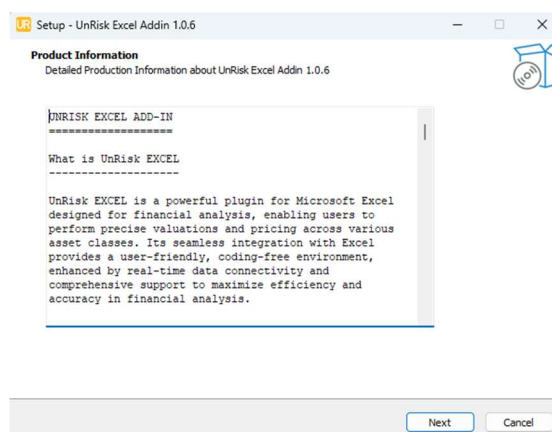


Figure 4: Excel interface after successful installation of the UnRisk Add-In, with the task pane displayed on the right side. If the side pane isn't open, click the Add-In icon in the toolbar to display it.

Option B

- Please **save and close** all currently opened **Excel** Workbooks
- **Open** the downloaded **Installation File** and choose a language and follow the installation steps.
- A window with the **product information** will appear. Click **“Next”** to continue



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Figure 5: Product Information

- You will receive a message prompting you to **sign out** of your account and **sign back in** to complete the installation of the Add-In. Click **"OK"** and proceed to sign out and sign back in after you complete the installation.

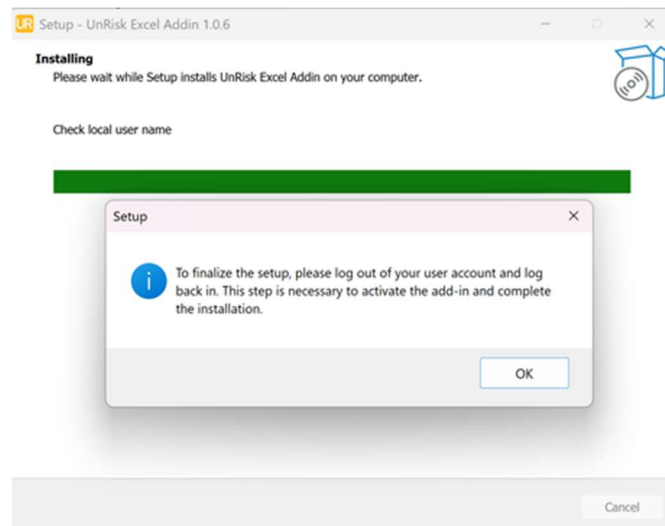


Figure 6: Sign out and sign back in to finalize the installation

- You will now receive a notification to complete the installation. You have the option to automatically open the **documentation** in your browser and to view the **sample Excel sheets** in File Explorer. **Choose** what you would like to see.

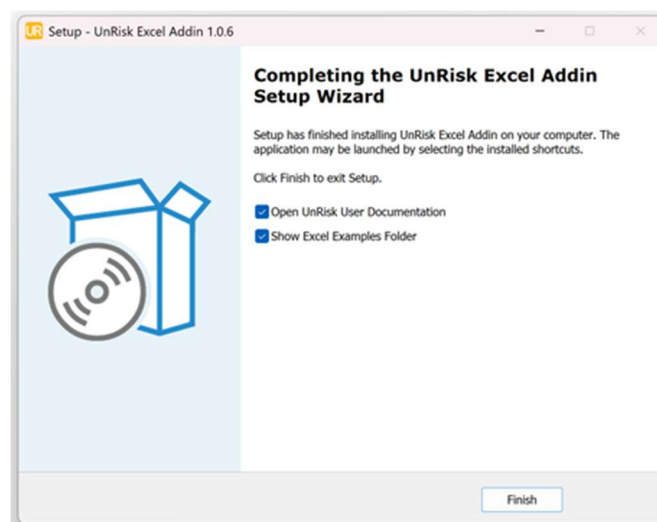


Figure 7: Last Step of the installation wizard

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- If you want to open the **sample Excel sheets** again after signing out and in, you can find them at the **following path**: *C:\Program Files\UnRisk\UnRisk Excel Addin\Excel-Examples*
- To start off using the UnRisk excel add-in, we recommend exploring the introductory **Utilities** workbook in this folder.

Troubleshooting

UnRisk Add-In not visible in Ribbon

- Navigate to Home → Add-Ins → More Add-ins → Shared Folder
- Select the UnRisk Excel Add-In and press the “Add” button

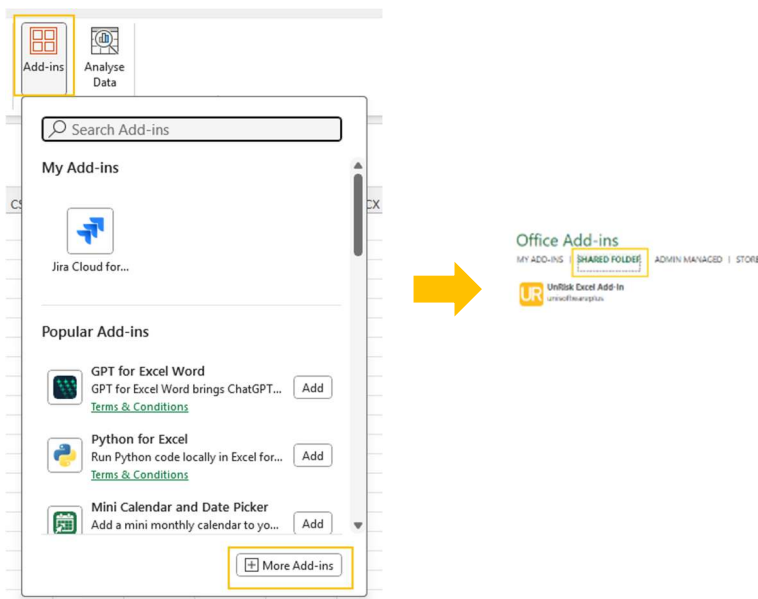


Figure 8: In rare cases, the UnRisk Excel Add-In does not appear in the ribbon after installation. If this happens, it can be added manually via Home → Add-Ins → More Add-ins → Shared Folder.

Browser Documentation

- You can also access the **documentation in your browser** anytime by visiting <https://localhost:5557/docs/welcome.html>

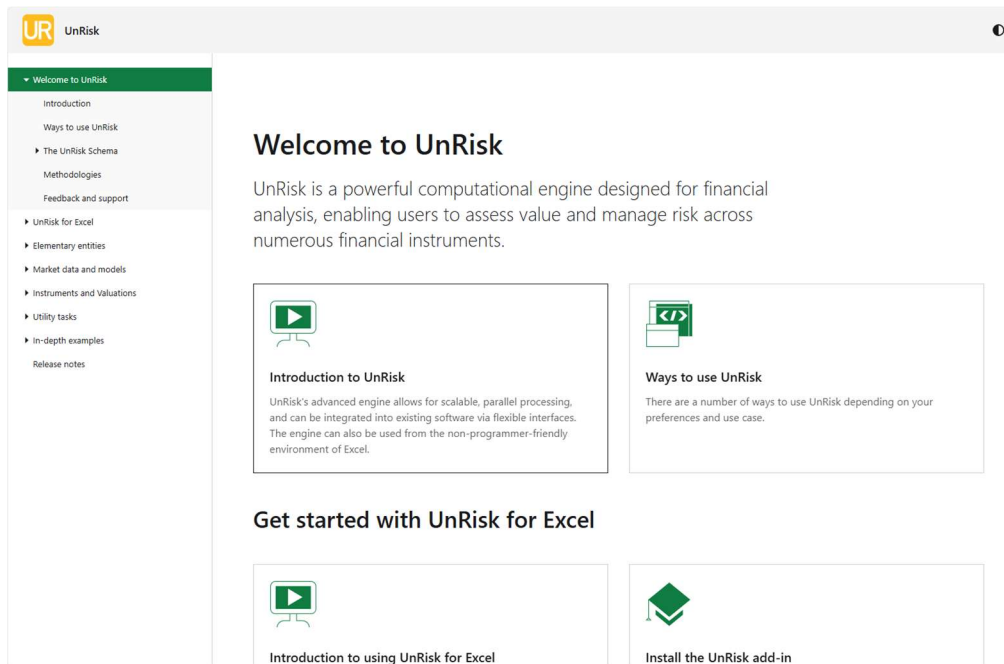


Figure 9: Landing page of the **UnRisk Excel** Documentation

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License Activation

If you already have an activated license, you can skip this section. To confirm activation, check the **License Information** tab in the UnRisk Excel side pane.

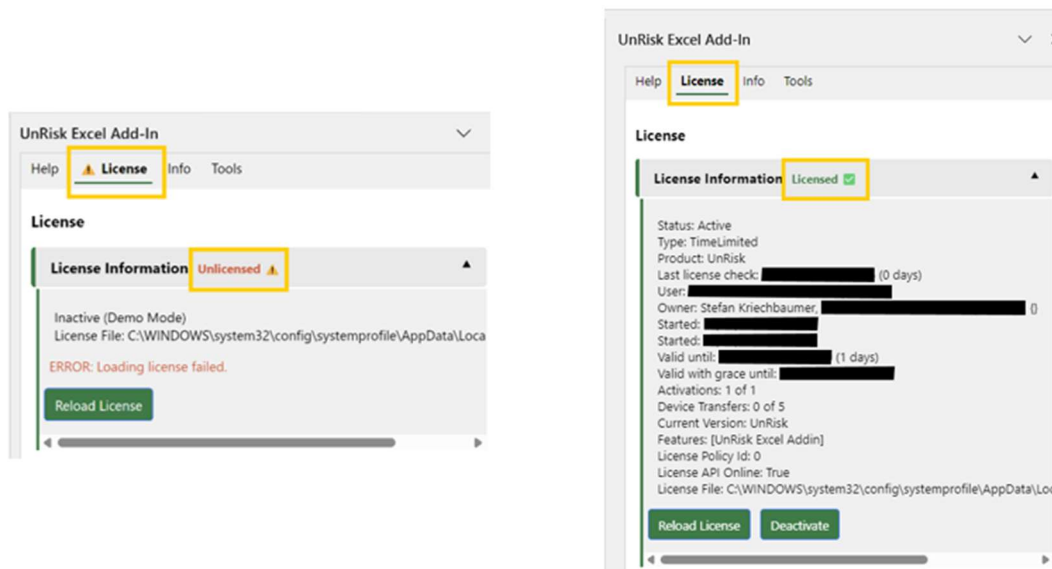


Figure 10: Left pane shows "Unlicensed" with an error; Right pane shows "Licensed" with activation details.

UnRisk Excel offers two methods for license activation. Choose either online activation or offline activation.

- **Online Activation (Standard)** – Requires an internet connection on your computer.
- **Offline Activation** – For computers without internet access to the UnRisk License Service.

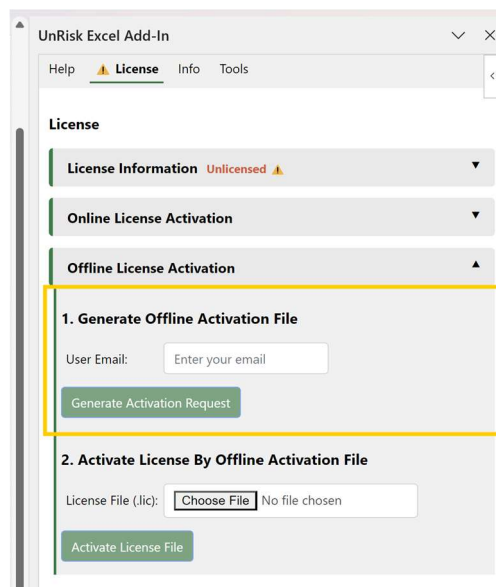
Option 1: Online License Activation

- Ensure your computer is connected to the internet.
- Enter the credentials provided by the UnRisk Support Team (e.g. Welcome email).
- Click "Activate Online." If successful, you can begin using UnRisk Excel.

Option 2: Offline License Activation

For computers without internet access, follow these steps:

- Enter the email address you registered with (the address that received the “Welcome to UnRisk Excel” email).
- Click “Generate Activation Request.”



*Figure 11: Step for generation of the activation file needed by the
UnRisk Support to generate the License File*

- Send the generated **Offline Activation File** to UnRisk support at support@unrisk.com.
- The support team will provide you with a License File.
- Select the provided file in the License File field and click “Activate License File.”

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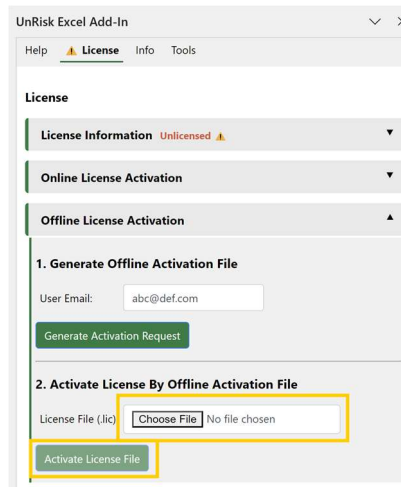


Figure 12: Step for offline license activation, selecting the license file to activate the UnRisk Excel Add-In.

- Upon successful activation, you can begin using UnRisk Excel.

First Steps with UnRisk Excel

For further guidance on using UnRisk Excel, please refer to the documentation. You can access it either:

- Within the Excel Add-In in the side pane, or
- Directly in your browser at: <https://localhost:5557/docs/welcome.html>

UnRisk Example Workbooks already prepared for productive use are installed along with the Add-In. You can find them at **C:\Program Files\UnRisk\UnRisk Excel Addin\examples**

Need Assistance?

For questions or issues, please contact our support:

- Email: support@unrisk.com
- Phone: +43 7262 52834