



# Using Summit Products in the Office 2007 Environment

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Introduction .....	3
Installation.....	4
Avoiding security warnings when Summit program is launched .....	5
Other Issues.....	14
Summit Menus .....	14
Reports can not be exported to Microsoft Excel format .....	16

## Introduction

To date, the main issues/problems with using the current versions of our software in the Office 2007 environment are:

1. Multiple security warnings are displayed whenever the software is opened.
2. The Summit menus at the top of the screen are not displayed.
3. Reports can not be exported to Microsoft Excel format.

The purpose of this document is to explain the steps needed to deal with each of these issues.

### IMPORTANT NOTE

All file and folder locations in this document assume that all Summit products and Office 2007 have been installed in their default folders. You will need to adjust these instructions if the Summit products or Office 2007 are not installed in their default folders.

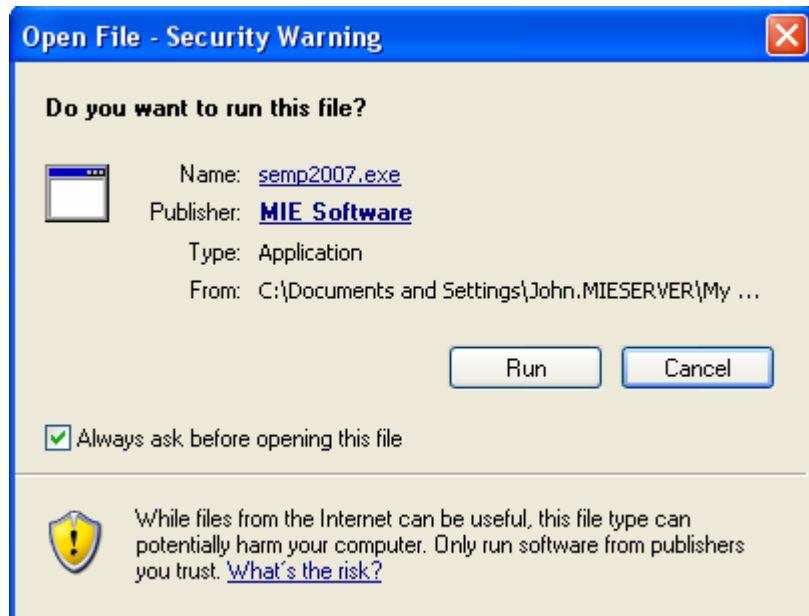
The default folder for Summit Event Manager Pro (SEMP version 9) is C:\SEMP.

The default folder for Summit Central (SCL version 4) is C:\Summit.

## Installation

You should select the Access 2007 installation of the relevant product. This example uses Summit Event Manager Pro.

The selected installation program is semp2007.exe. When you attempt to run semp2007.exe you get the following warning:



You should click on Run.

A window will appear with the heading "Install Summit Event Manager - Pro?". To continue with installation process, select 'Yes'.

The installation program should then complete successfully.

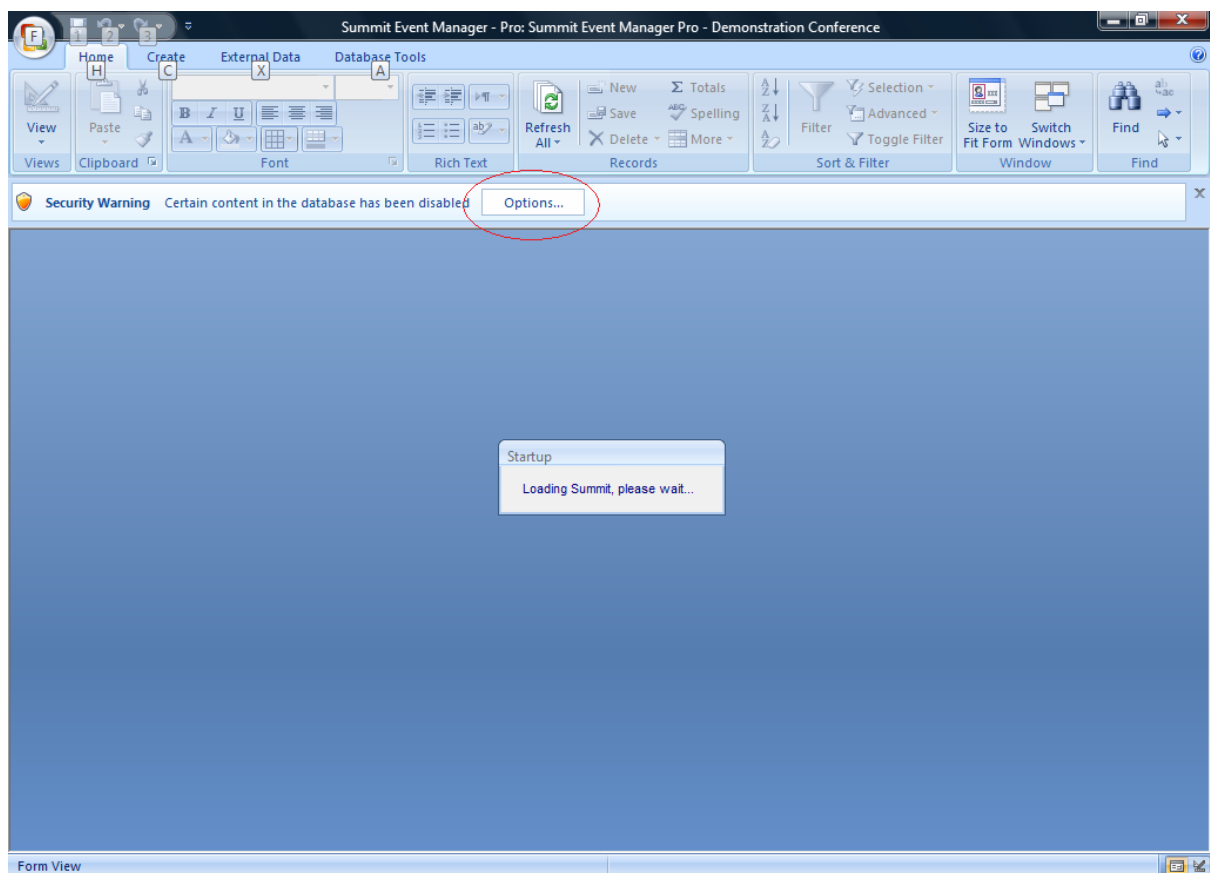
## Avoiding security warnings when Summit program is launched

If you do not advise Office 2007 that the Summit programs are in “trusted locations” a number of security warnings, similar to the one below, may be displayed when you launch Summit programs:



If this message is displayed, select Open.

The system may appear to hang displaying the image on the following page:



You should click on the Options button highlighted above. The following will then be displayed:

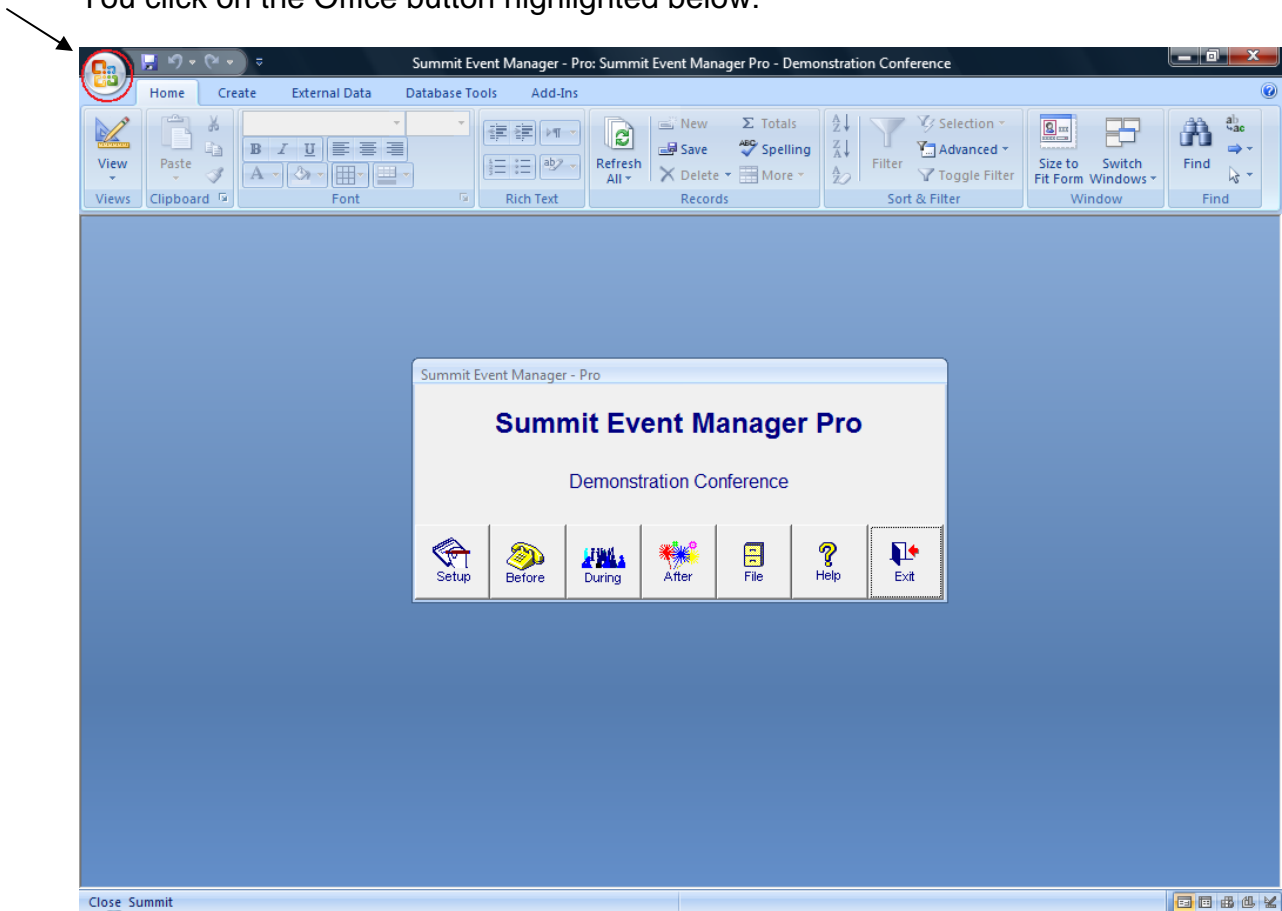


You should select Enable this content and then click OK.

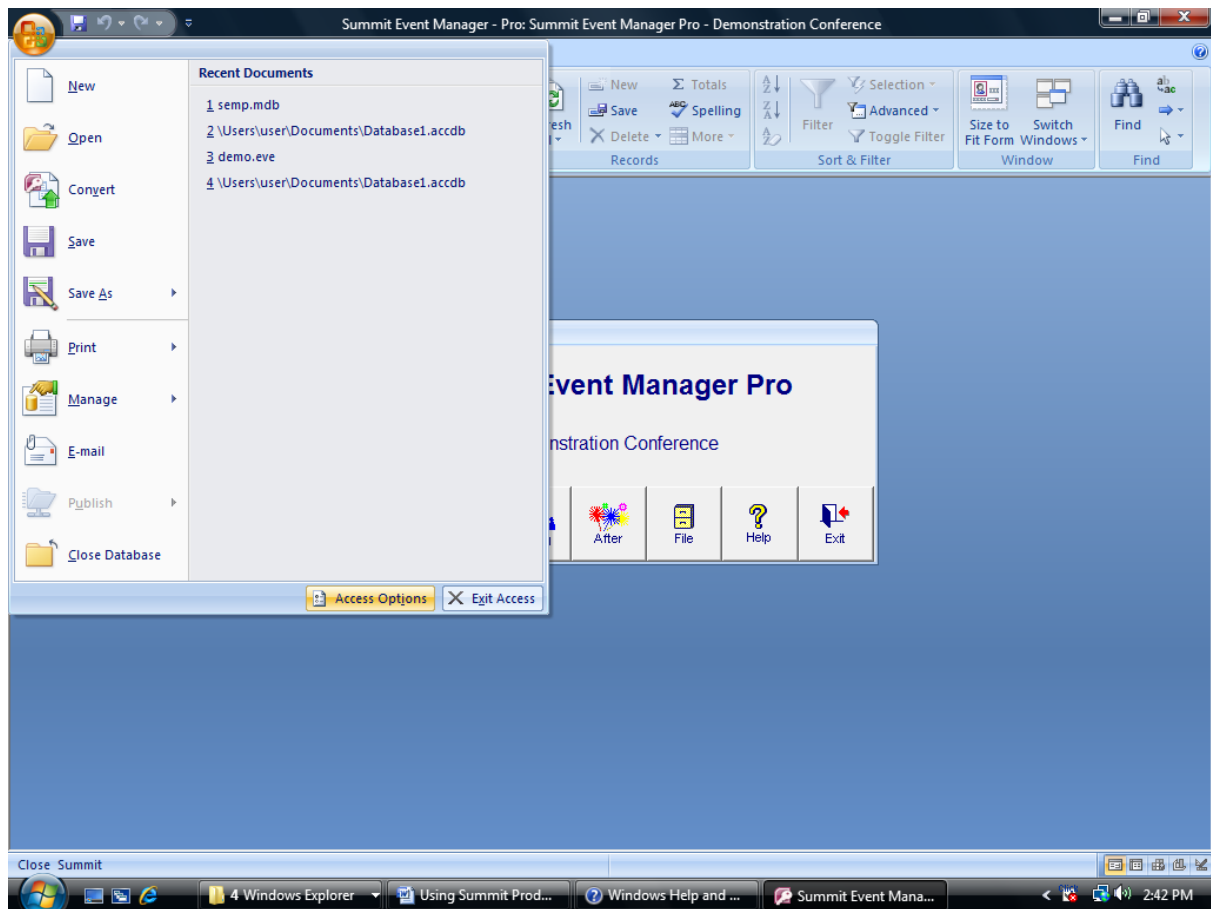
The Summit program should then open correctly.

To prevent these security warnings every time the Summit program is launched you need to tell Office 2007 that the Summit software is in a “trusted location”. This is done by taking the following steps from within Summit (or from any Access window).

You click on the Office button highlighted below:



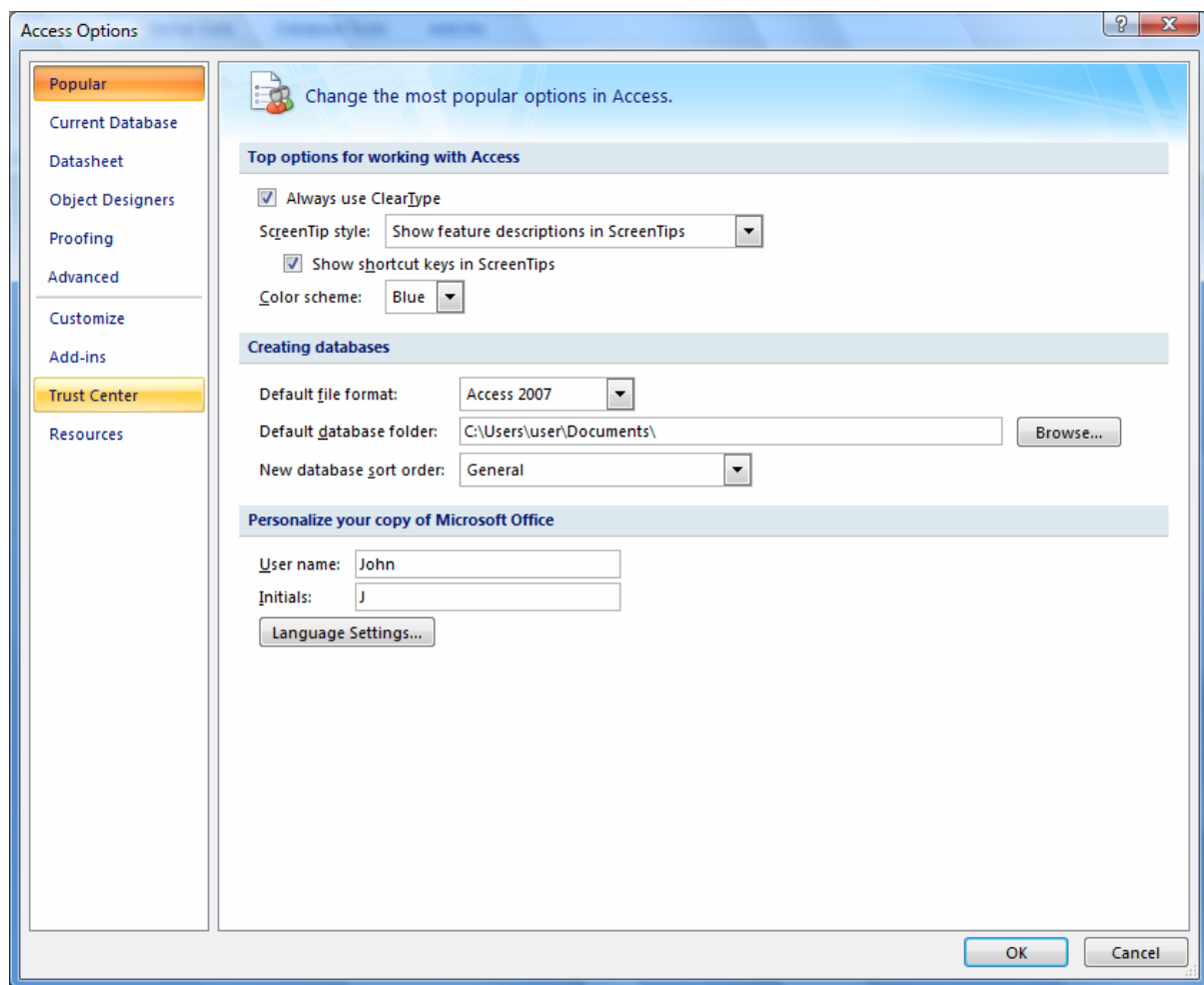
The following is then displayed:



You should click on Access Options as shown above.

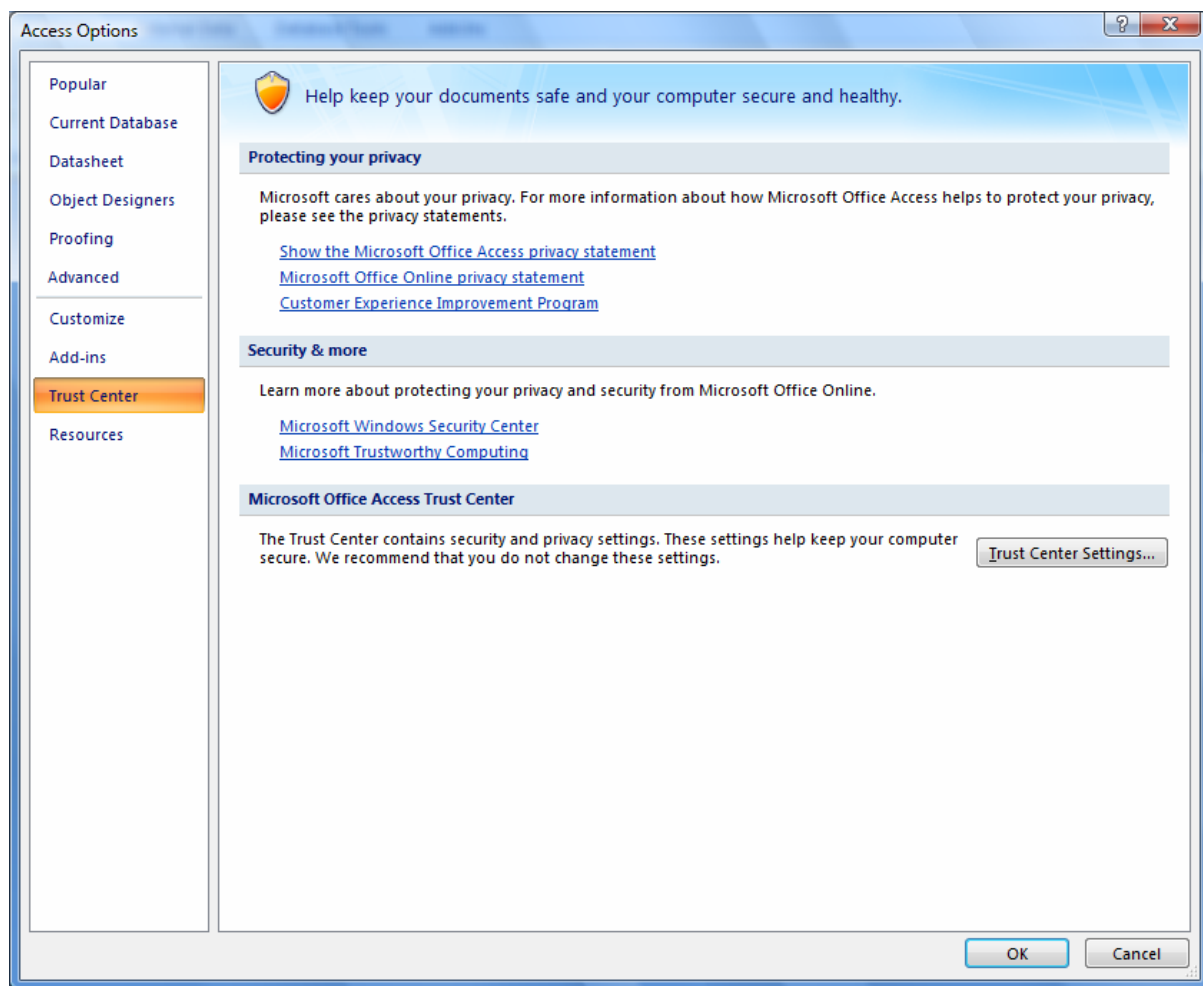


The following will then be displayed:



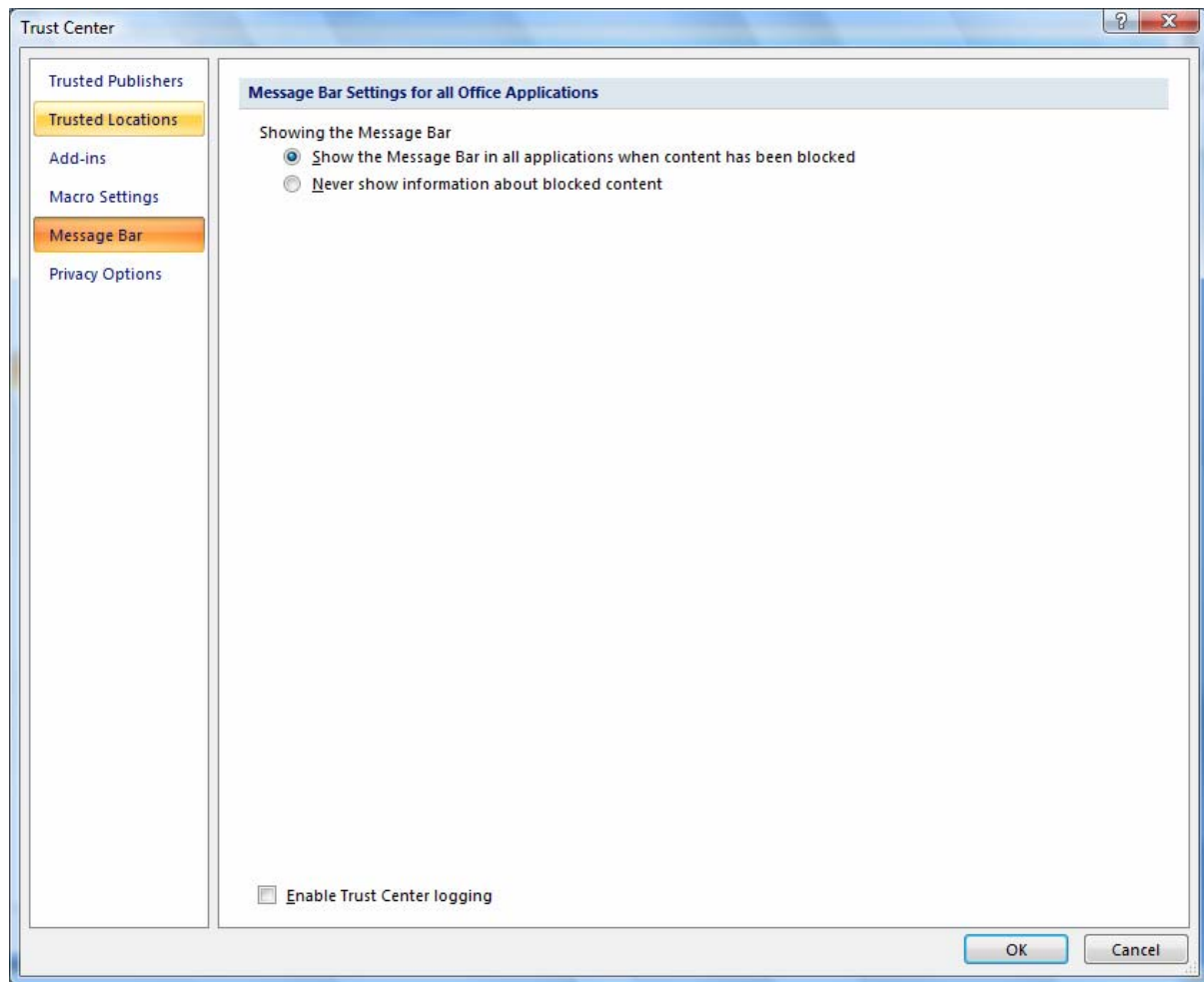
You should select Trust Center as shown above.

The following will then be displayed:



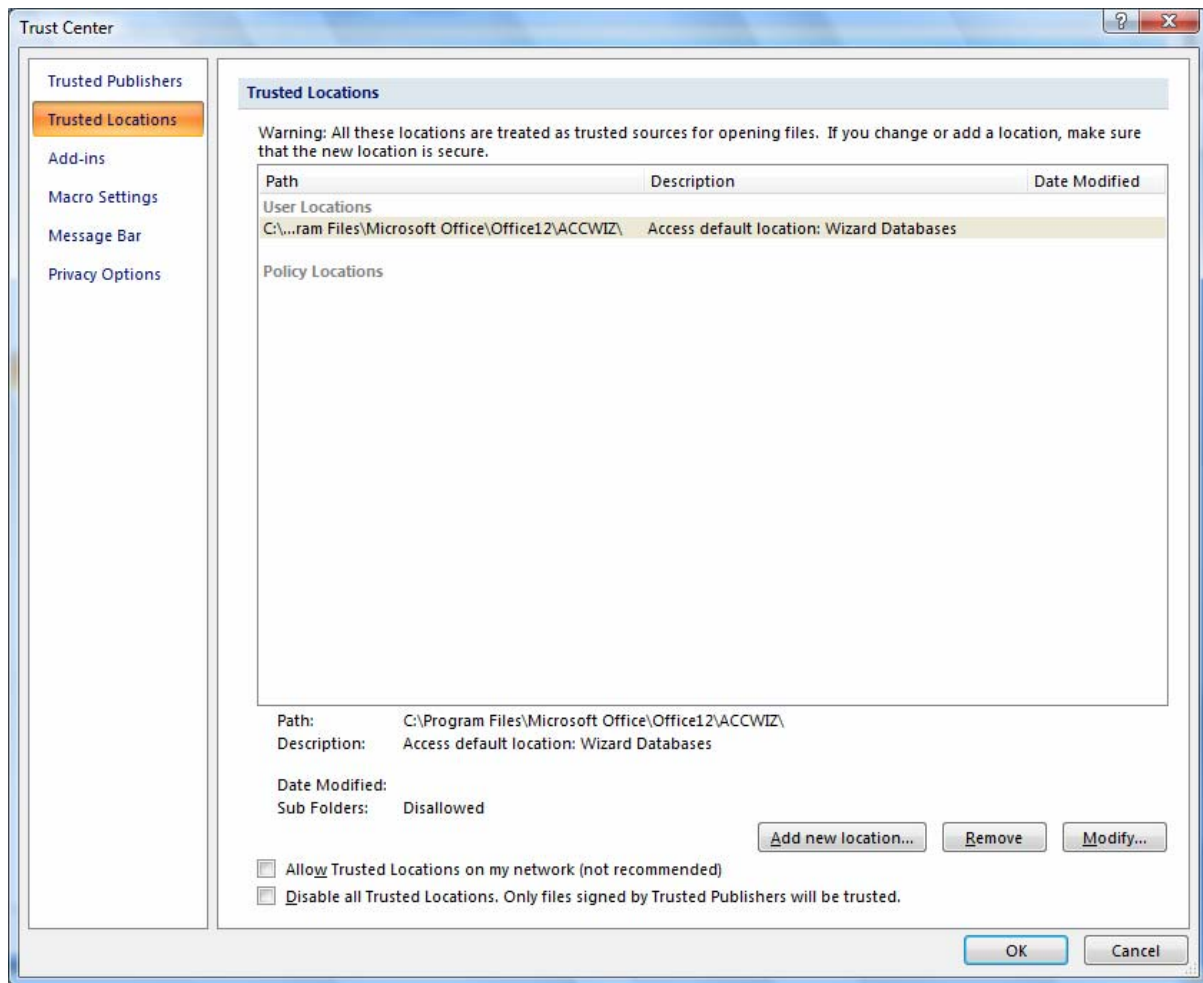
You should select Trust Center Settings.

The following will then be displayed:



You should select Trusted Locations.

The following will then be displayed:

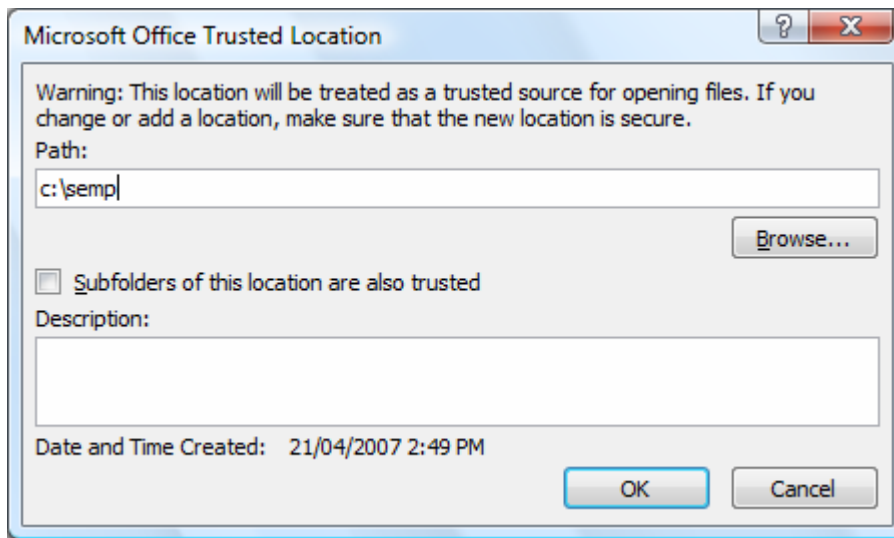


You should then select Add new location and add all of the following locations if they are present on the computer:

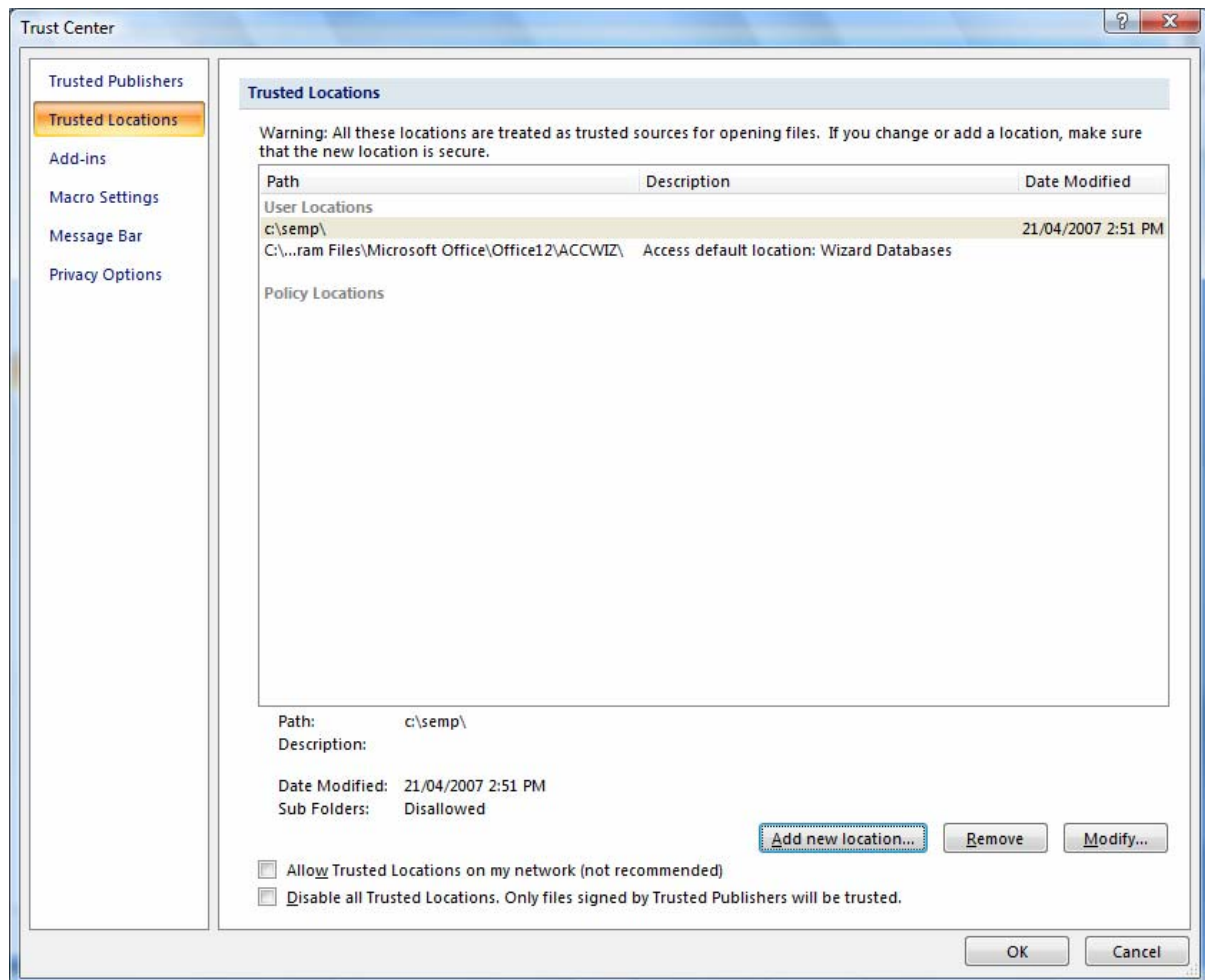
c:\semp  
c:\Summit  
c:\ssg  
c:\scm4  
c:\seml10

To do this, you will need to repeat the following process for each location.

The following example is for c:\semp (Summit Event Manager Pro Version 9).



The trusted locations should now include the c:\semp folder as shown below:

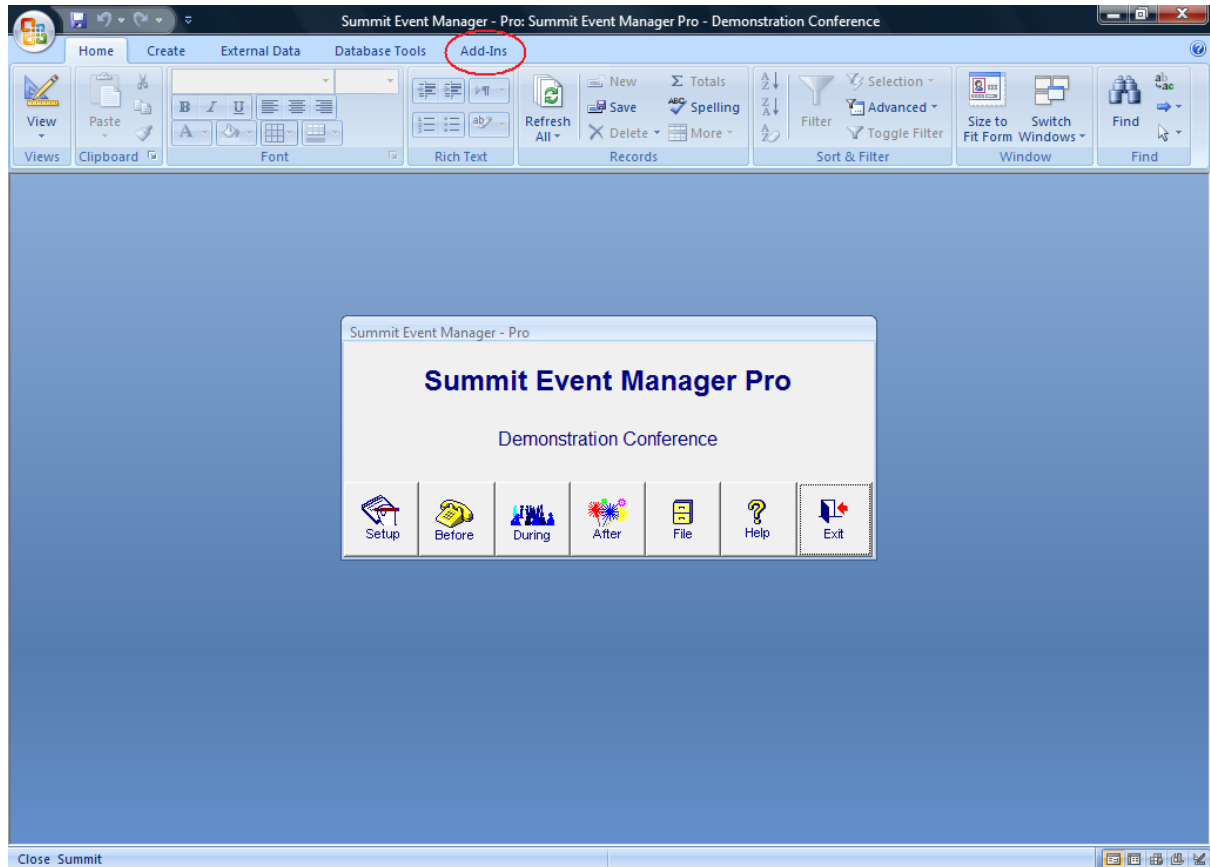


The next time you launch Summit, no security warnings should be displayed.

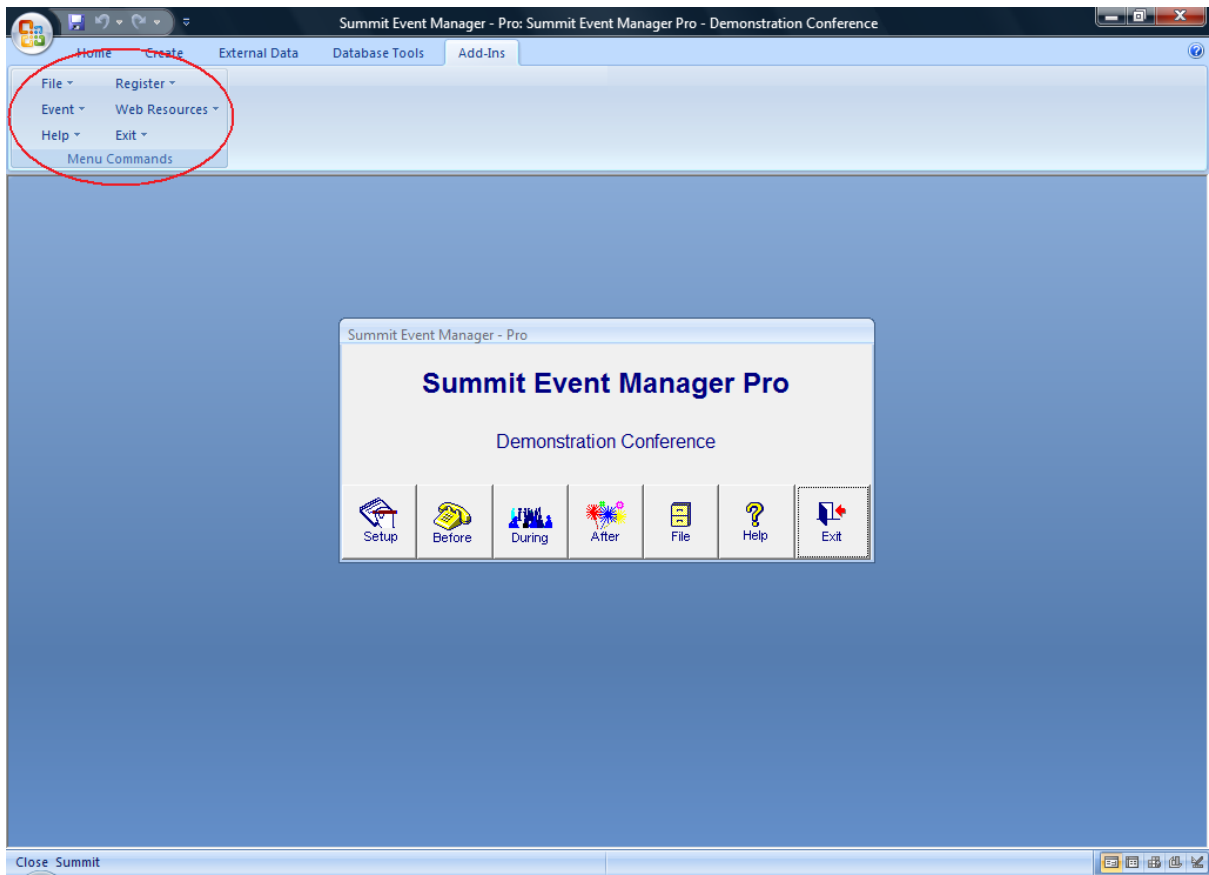
## Other Issues

### Summit Menus

When you open the Summit program the Summit menus that are normally displayed at the top of the screen are not present, as shown below:



The Summit menus are now displayed under the Add-Ins tab on the ribbon which is highlighted above. If you select the Add-Ins tab, the Summit menus are displayed as shown on the next page.



Summit menus highlighted above.

## Reports can not be exported to Microsoft Excel format

When you attempt to export a report to Microsoft Excel format from within Summit the action fails.

In Access 2007, Microsoft have removed the ability to export reports to the Excel format that was available in earlier versions of Microsoft Access.

There is no workaround for this issue, however, we have added many more export options within Summit. You will find those in the specific reports menus.

If you upgrade to Access 2010 you will be able to export reports to Excel again as Microsoft have reinstated this capability.