

Downloading and Installing Infor Spreadsheet Designer

Downloading (once only, works for all Luma environments)

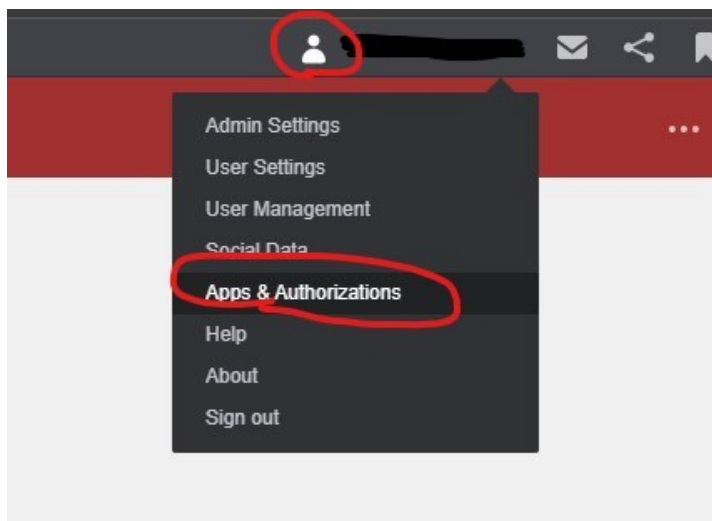
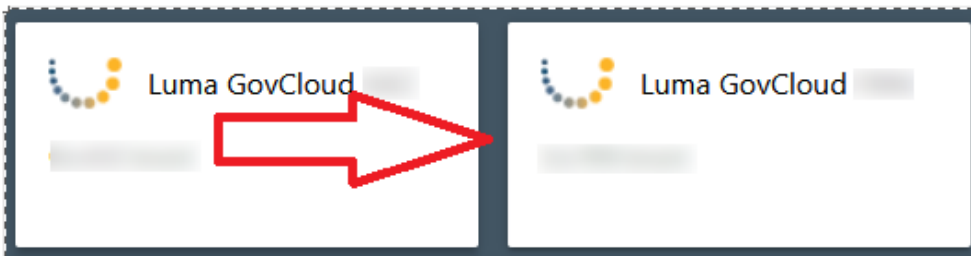
****Before downloading or installing Infor Spreadsheet Designer, all users must install the Microsoft Edge WebView2 Runtime. Click the link below.**

<https://developer.microsoft.com/en-us/microsoft-edge/webview2/>

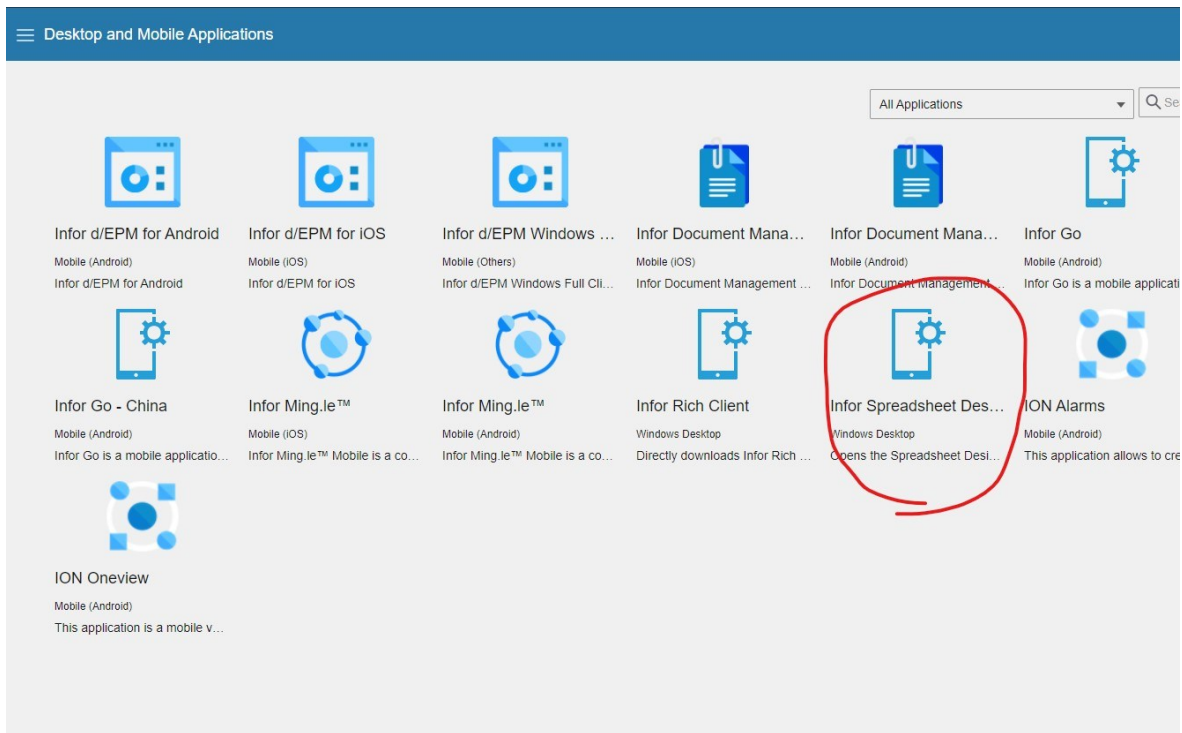
Once open, Go to the bottom of the page in the "Download the WebView2 Runtime" area and select the "Evergreen Standalone Installer", x64 option. Accept and download, then run the installer when the download is completed.

You may then proceed with these instructions:

Sign-in to Luma using the SCO Enterprise Dashboard. From the Enterprise Dashboard, select one of the Luma Tenants that you have access to.



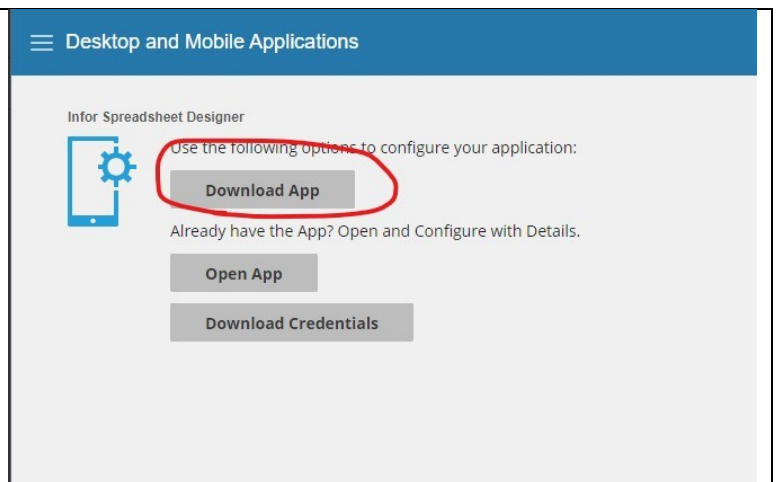
Upon entering a Luma tenant, look in the upper right-hand corner of the page, and you should see your name, as well as a person icon. Select the person icon, and a drop down window should appear.



Click the section for **Infor Spreadsheet Designer**

Select **DOWNLOAD APP**.

A new browser tab will then open displaying the page shown below.



Infor Spreadsheet Designer Excel Add-In Installation

Install with Prerequisites (requires Administrator rights)

This will automatically download and install all prerequisites as well as clean up the ClickOnce cache and ISD registry entries from previous installations.

1. Close Microsoft Excel
2. Download Infor Spreadsheet Designer Installer
3. Run command prompt as Administrator
4. In command prompt, navigate to the location where you have downloaded setup.bat and run it

Install without Prerequisites

Visual Studio 2010 Tools for Office Runtime and .NET Framework 4.8 needs to be installed before running setup.bat

1. Close Microsoft Excel
2. Download Infor Spreadsheet Designer VSTO Installer
3. Run command prompt
4. In command prompt, navigate to the location where you have downloaded setup.bat and run it

Install Once. All subsequent updates will be done automatically.

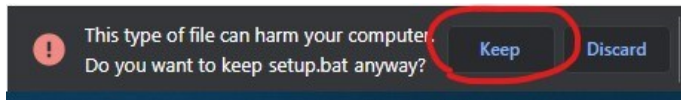
You are faced with Two(2) install options for Infor Spreadsheet Designer

- If you have WINDOWS 10 and either Office 2016/2019/2021 installed:
 - You already have the Infor prerequisites, so select the Step 2 link under INSTALL WITHOUT PREREQUISITES.
 - The file you download will be named Setup_vsto.bat.
- If you have WINDOWS 10 and Office 365 (O365):
 - You need the second prerequisite. Download the Visual Studio 2010 Tools file here, then install:
 - <https://www.microsoft.com/en-us/download/details.aspx?id=56961>
 - This install WILL require Administrator Rights, so you may need to engage your agency's IT staff for assistance
 - The file you download will be named Setup.bat
- Most State Employees do NOT have Administrator rights to their workstations and so cannot select the first "Install with Prerequisites" option unless they engage their agency's IT staff for assistance. We do not recommend this option.
- *Infor Spreadsheet Designer cannot be used on an Apple computer, even if it has Office for Mac or O365.*

Whichever download link you select, you will likely be faced with a security warning. Select the proper option to keep the file based on your browser.

FOLLOW THIS LEFT COLUMN DOWN THE PAGE FOR:

Google Chrome

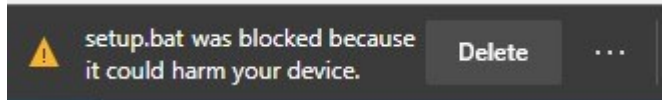


Select Keep.

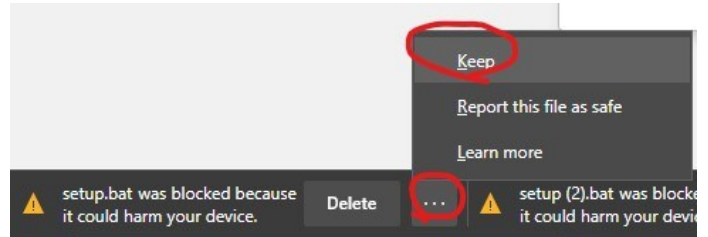
(Skip to INSTALLING section below)

FOLLOW THIS RIGHT COLUMN DOWN THE PAGE FOR:

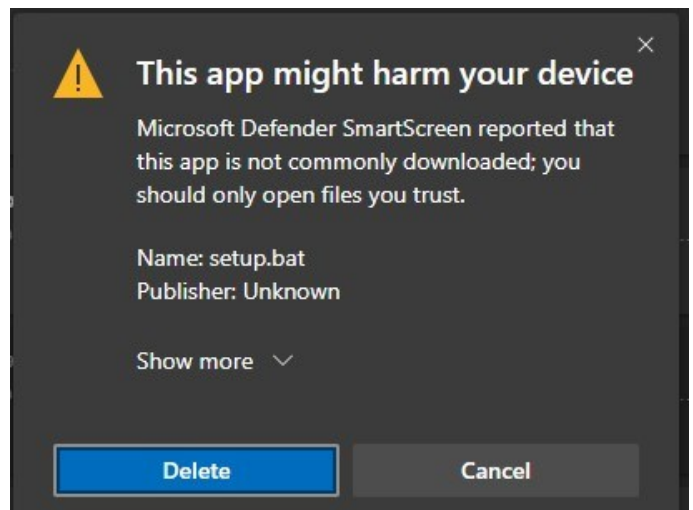
Microsoft Edge Chromium



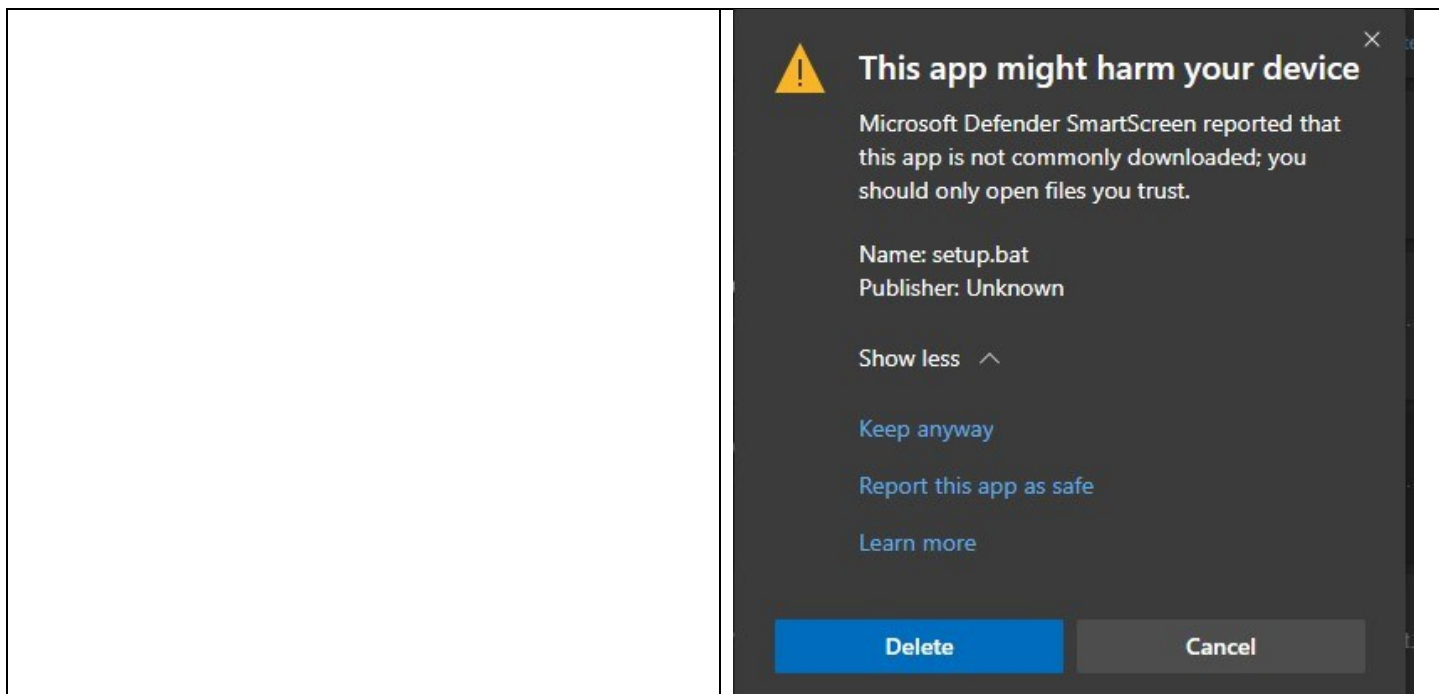
Click the Ellipses, then Keep.



Select Show More



Select Keep Anyway



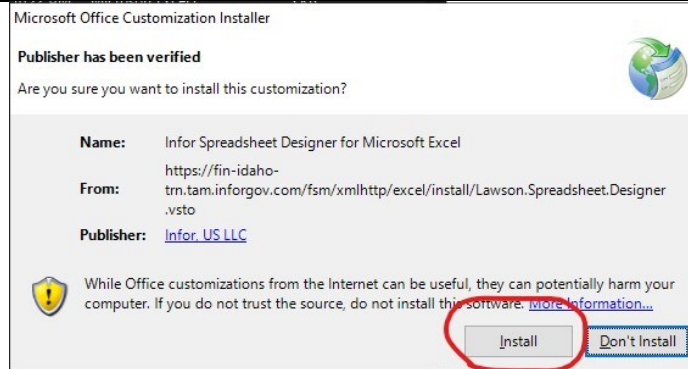
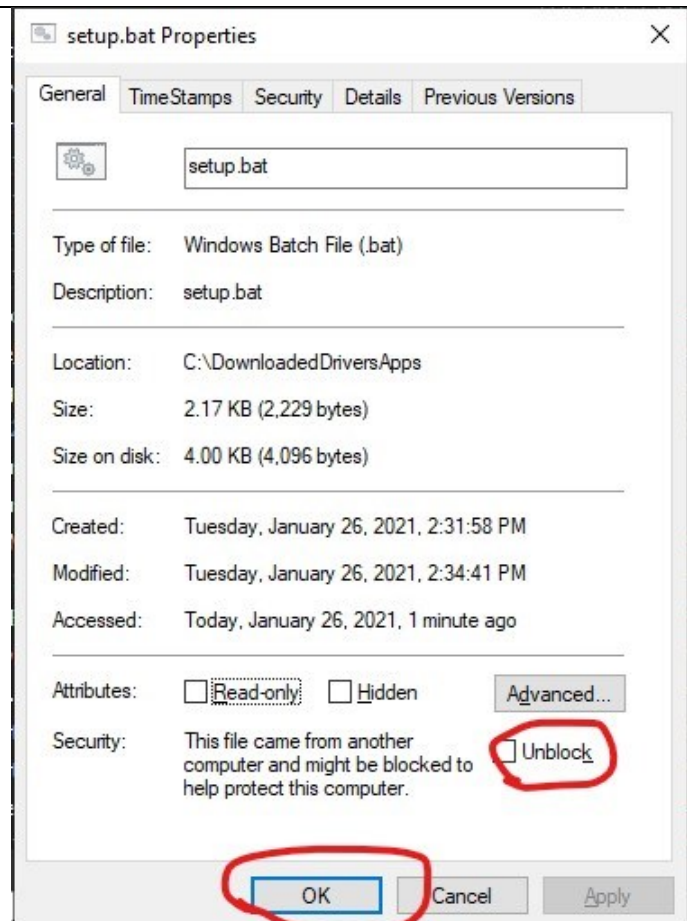
*Firefox and Internet Explorer browsers are not fully supported nor recommended for use with Infor tools or sites. Apple MacOS/iOS is not supported.

Installing

Please close any Excel windows before Continuing	
A screenshot of a Windows security warning dialog box. The title bar says "Windows protected your PC". The main text reads: "Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk." Below this is a link "More info". At the bottom right is a button "Don't run".	<p>Once the file is successfully downloaded, you can install it. The file may also have been “blocked” by Windows Smartscreen Defender, a local security tool on your Windows workstation.</p> <p>If you double-click SETUP.BAT (or setup_vsto.bat), you may see this error, or nothing at all. If this is the case, you will need to unblock the file.</p>

Right-click SETUP.BAT (or setup_vsto.bat), then select Properties.

As shown, put a CHECK in the "Unblock" box, then select OK.

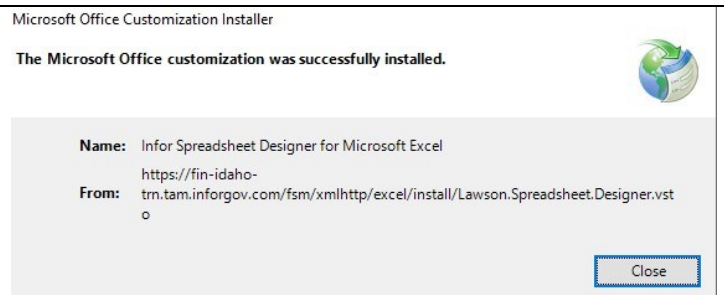


Once you have unblocked the installer, double-click the SETUP.BAT (or setup_vsto.bat) file again, and the installer will begin.

Select INSTALL.

Select CLOSE when installation complete.

***If the installation ends in any type of error, please contact the SCO ServiceDesk.**

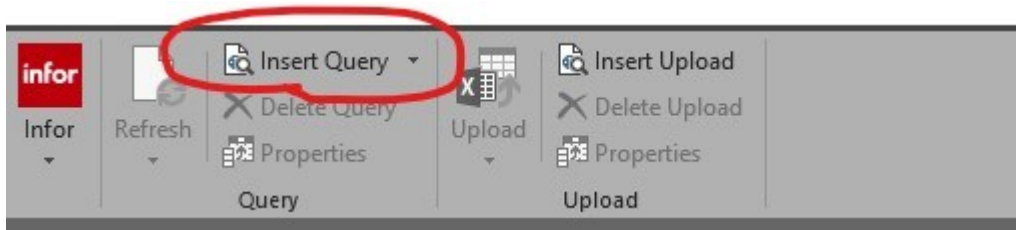


If you had Excel open while you installed Spreadsheet Designer, please close it now, then open Excel again. You should see the Infor ribbon on the top ribbon bar.



Authenticating during use

When you click the Infor ribbon, you see the Infor Spreadsheet Designer menu.



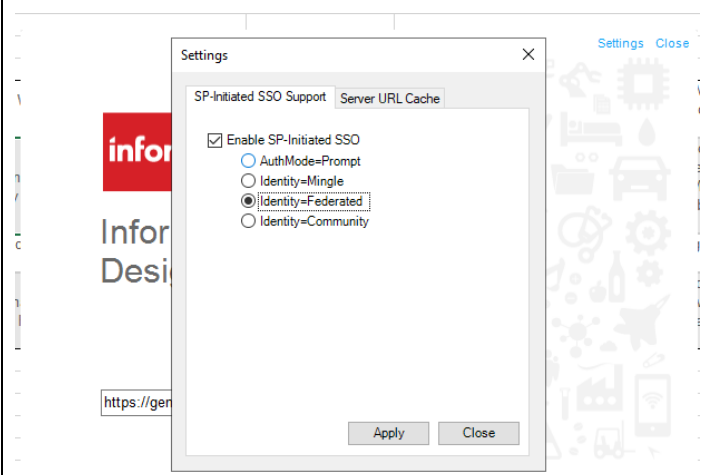
Click "Insert Query" in the Infor ribbon.

*****If this is your first use of Infor Spreadsheet Designer, click the Settings link in the upper right, then on the displayed screen, place a dot next to:**

Identity=Federated

...and press Apply and Close.

This only needs to be done once.



Infor Spreadsheet
Designer

Server URL

When the Infor Spreadsheet Designer window opens, you must manually enter the Server URL.

This URL has one important part that you will change based on what environment you are accessing:

<https://gen-idaho-ax2.tam.infor.gov.com>

To connect to another Luma environment, simply replace the highlighted section with the tenant code

Potential Infor tenant codes are:

tst, trn, ax1, ax2, ax3, ax4, ax5, ax6, dem, prd

Then Press CONNECT.

The Infor Spreadsheet Designer tool will sign-in the very same way you sign-in to the SCO Enterprise Dashboard, including DUO MFA authentication.

Authenticating to https://gen-staho-dm1.sco.infor.gov

SCO STATE OF IDAHO
CONTROLLER'S OFFICE
VERSION 5.100.0.0

SCO Enterprise Dashboard Sign-In

StateID:

Password:

[Sign In](#)

[Forgot your password?](#)

[New User? Register Here.](#)

Hosted by State of Idaho Controller's Office. Displayed users by System

SCO
STATE OF IDAHO
CONTROLLER'S OFFICE

The applications on the SCO Enterprise Dashboard are supported for functionality when using Microsoft (Internet Explorer) or Google Chrome web browsers only. Using any other browser for these applications will not provide full function and may result in unsatisfactory performance.

File Home Insert Page Layout Formulas Data Review

infor Refresh Insert Query Delete Query Properties Upload Delete Upload Properties

infor Insert Business Class Query

-- Select a Data Area --

-- Select a Business Class --

Filter

Showing Persistent Fields Only

Fields Select All Required Key Fields Show Value

Search:

[Insert](#) [Cancel](#)

Many screens will flash during the authentication process, this is normal.

You have successfully authenticated when you see the Insert Business Class Query window.

Proceed to use the product.