

# Workstation Setup Guide – 2022

This guide includes:

- A) [Excel Settings \(Enabling Macros\)](#)
- B) [Adding Credentials](#)
- C) [Adding VISTemplates Folder](#)

## A) Excel Settings (Enabling Macros)

1. Open Excel → File → Options → Trust Center → Trust Center Settings
2. Trusted Locations:

Trust Center

Trusted Publishers  
**Trusted Locations**  
Trusted Documents  
Trusted Add-in Catalogs  
Add-ins  
ActiveX Settings  
Macro Settings  
Protected View  
Message Bar  
External Content  
File Block Settings  
Privacy Options  
Form-based Sign-in

**Trusted Locations**

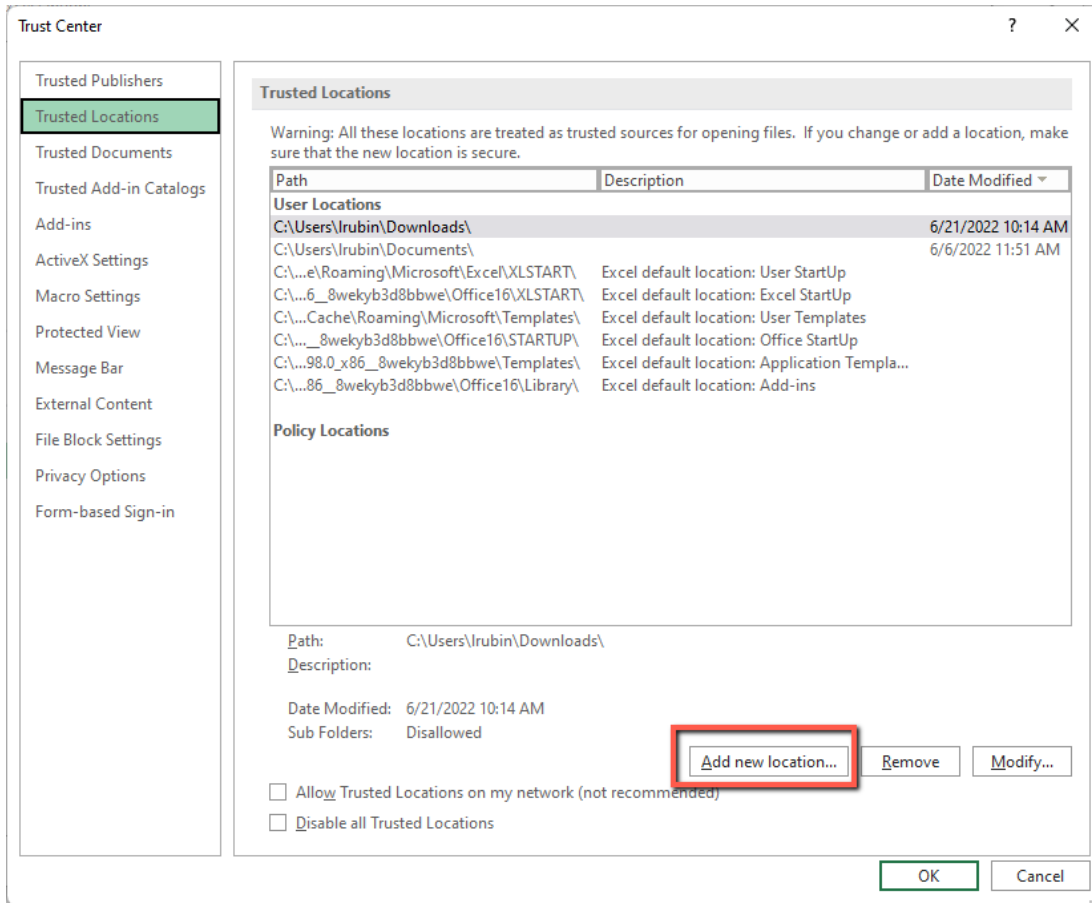
Warning: All these locations are treated as trusted sources for opening files. If you change or add a location, make sure that the new location is secure.

Path	Description	Date Modified
<b>User Locations</b>		
C:\Users\lrubin\Downloads\		6/21/2022 10:14 AM
C:\Users\lrubin\Documents\		6/6/2022 11:51 AM
C:\...e\Roaming\Microsoft\Excel\XLSTART\	Excel default location: User StartUp	
C:\...6_8wekyb3d8bbwe\Office16\XLSTART\	Excel default location: Excel StartUp	
C:\...Cache\Roaming\Microsoft\Templates\	Excel default location: User Templates	
C:\..._8wekyb3d8bbwe\Office16\STARTUP\	Excel default location: Office StartUp	
C:\...98.0_x86_8wekyb3d8bbwe\Templates\	Excel default location: Application Templa...	
C:\...86_8wekyb3d8bbwe\Office16\Library\	Excel default location: Add-ins	
<b>Policy Locations</b>		

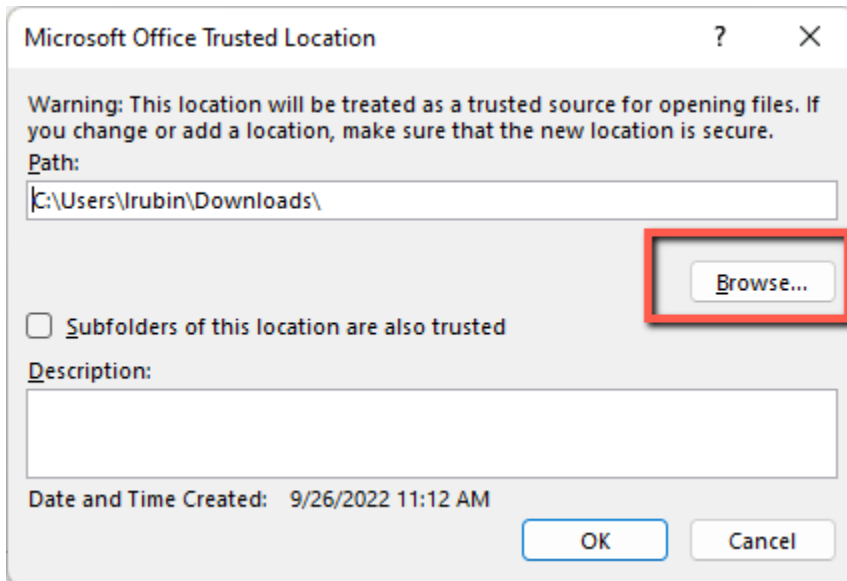
Path: C:\Users\lrubin\Downloads\  
Description:  
Date Modified: 6/21/2022 10:14 AM  
Sub Folders: Disallowed

Allow Trusted Locations on my network (not recommended)  
 Disable all Trusted Locations

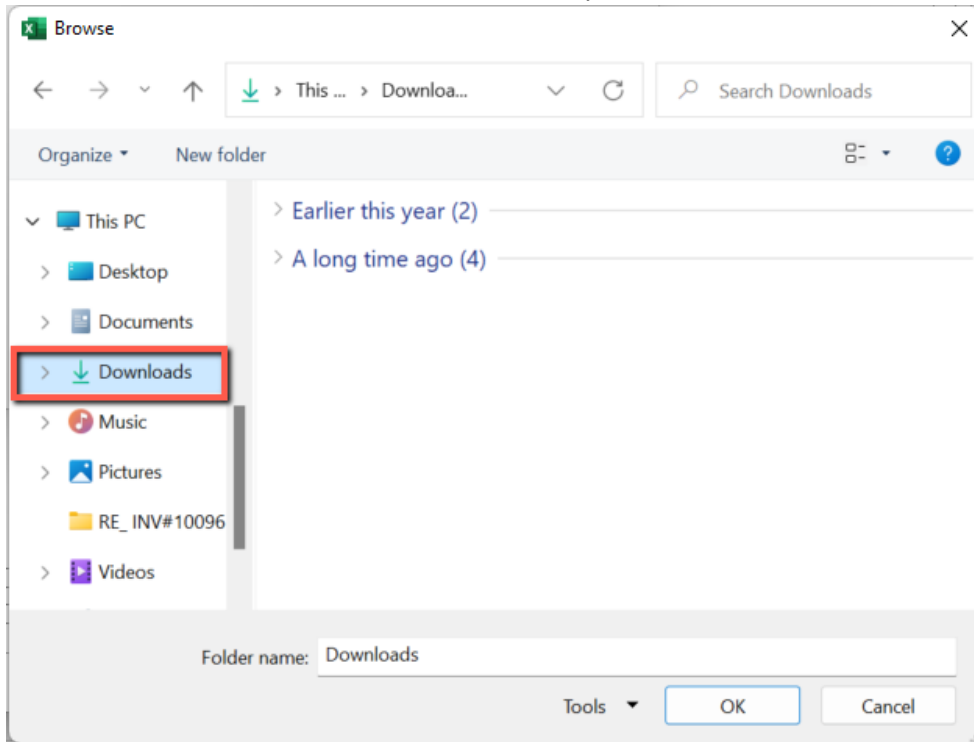
Add A new Location:



Browse:

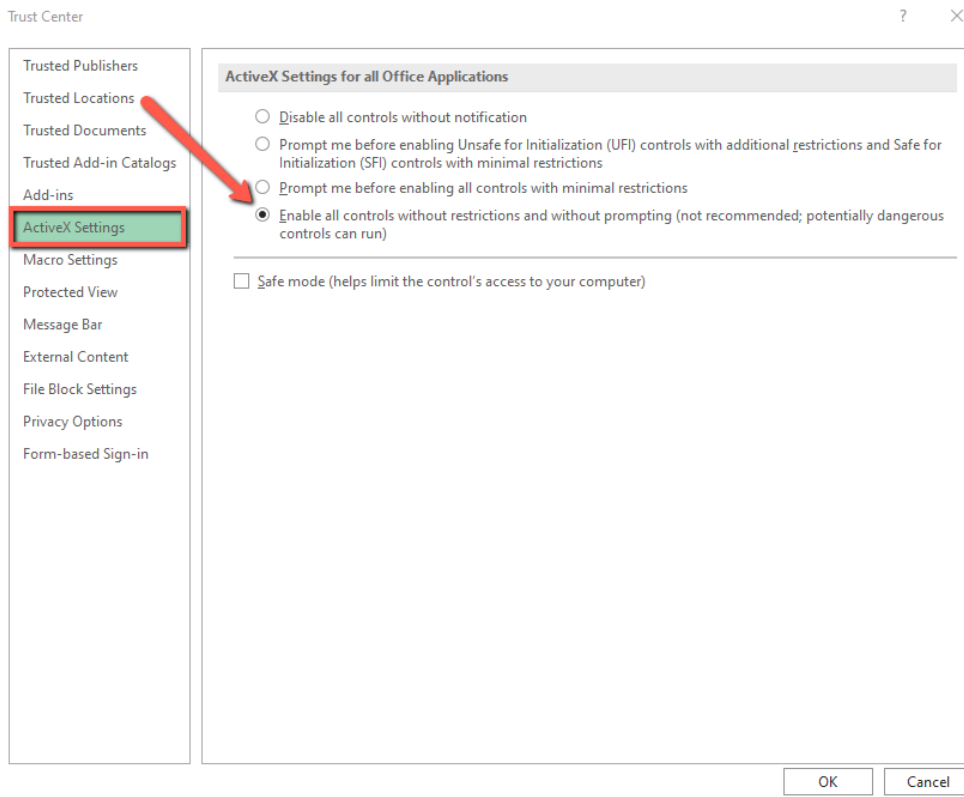


Select the downloads folder, or whatever folder you download documents from VISCO into:

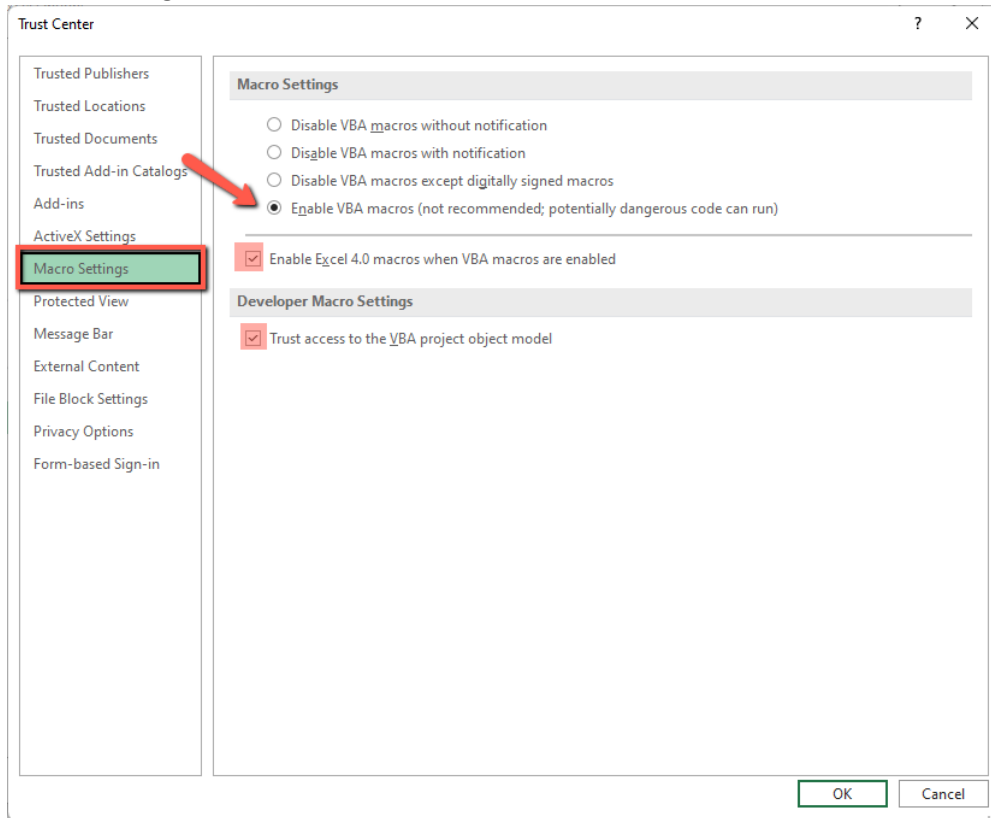


Click 'OK' and then 'OK'.

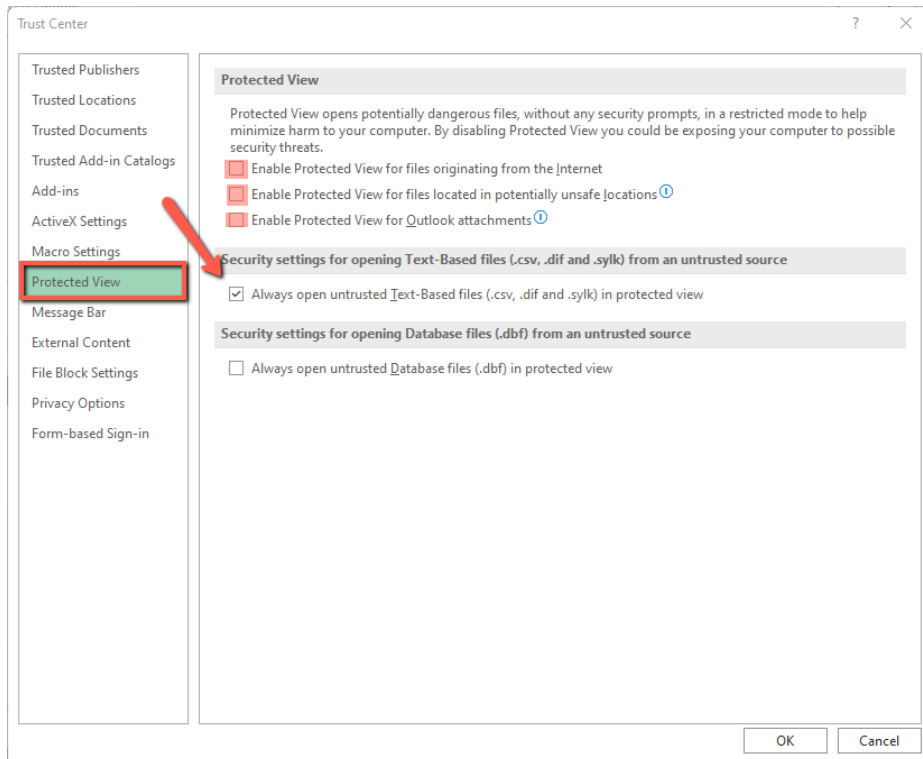
### 3. Active Settings:



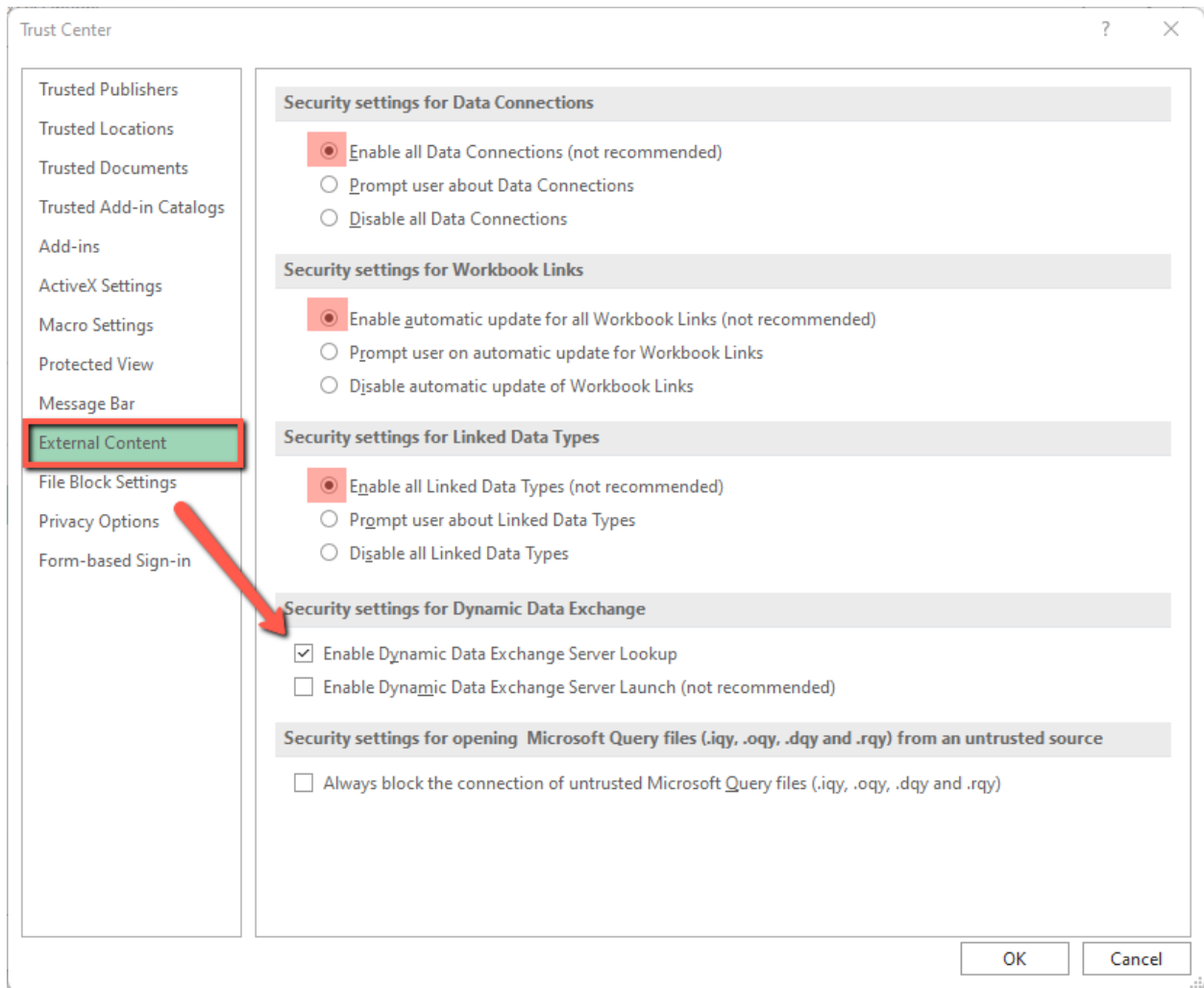
#### 4. Macro Settings:



#### 5. Protected View

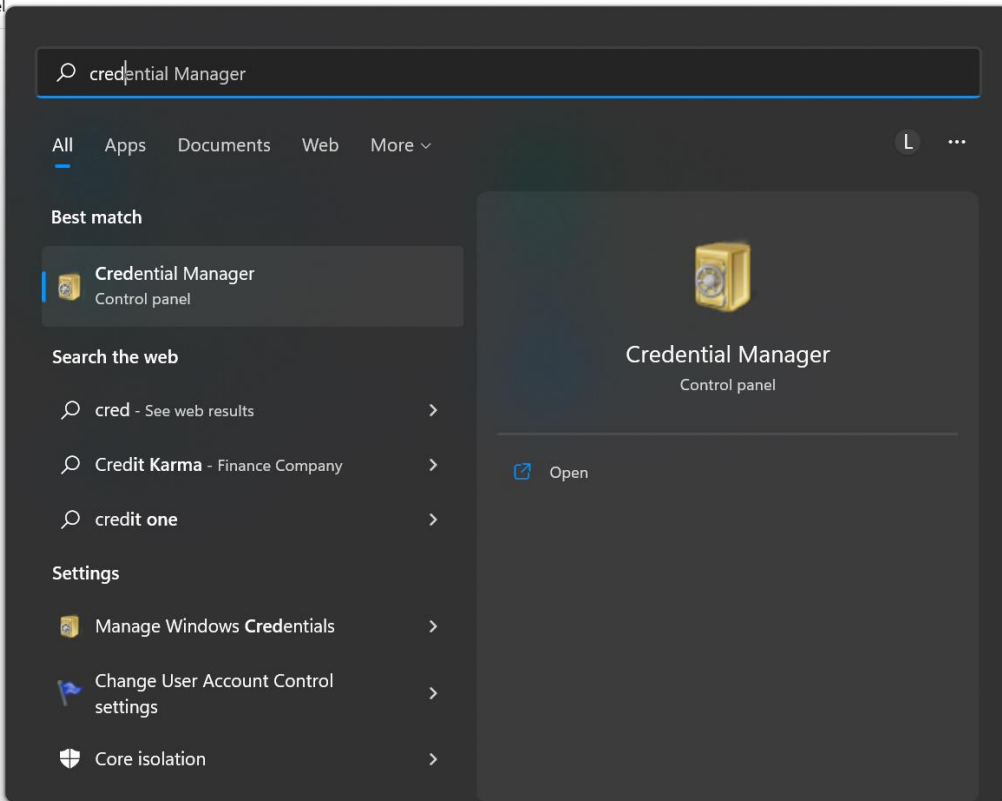


## 6. External Content:

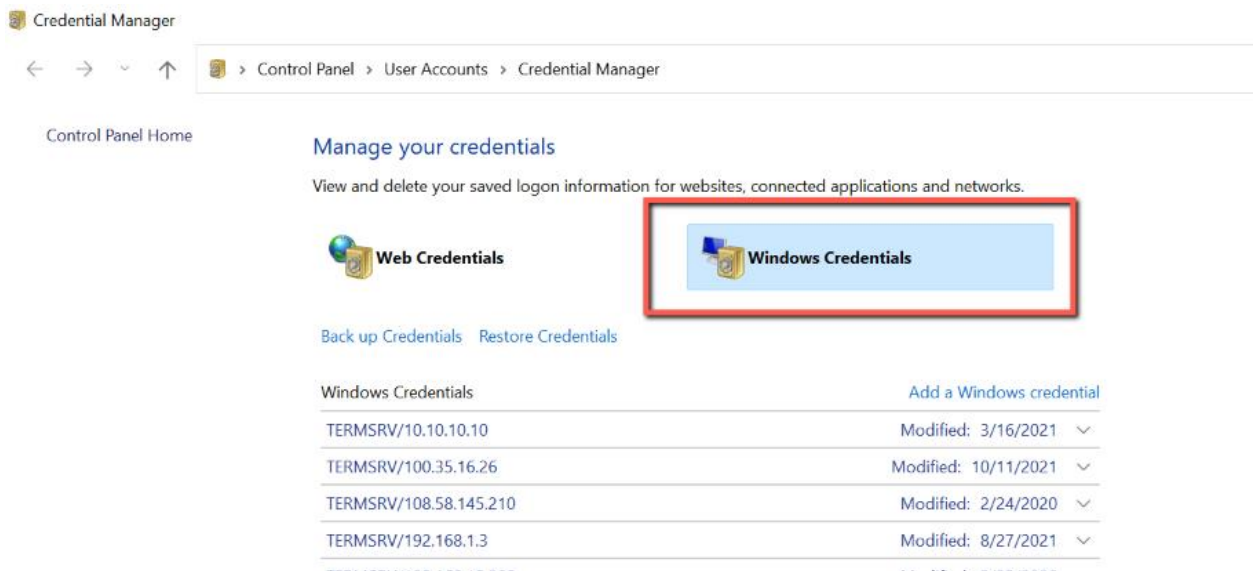


## B) Credentials

1. Search for 'Credential Manager' on your computer:



2. Select 'Windows Credentials':

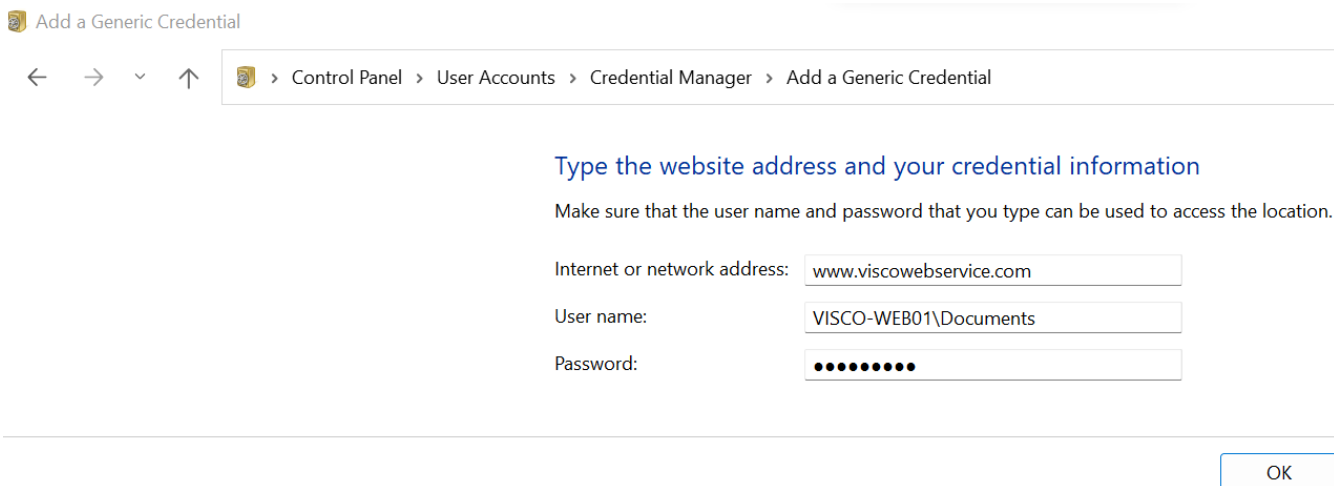


3. Scroll down to 'Generic Credentials' and click 'Add Generic Credentials':



4. Type or copy and paste the following information:

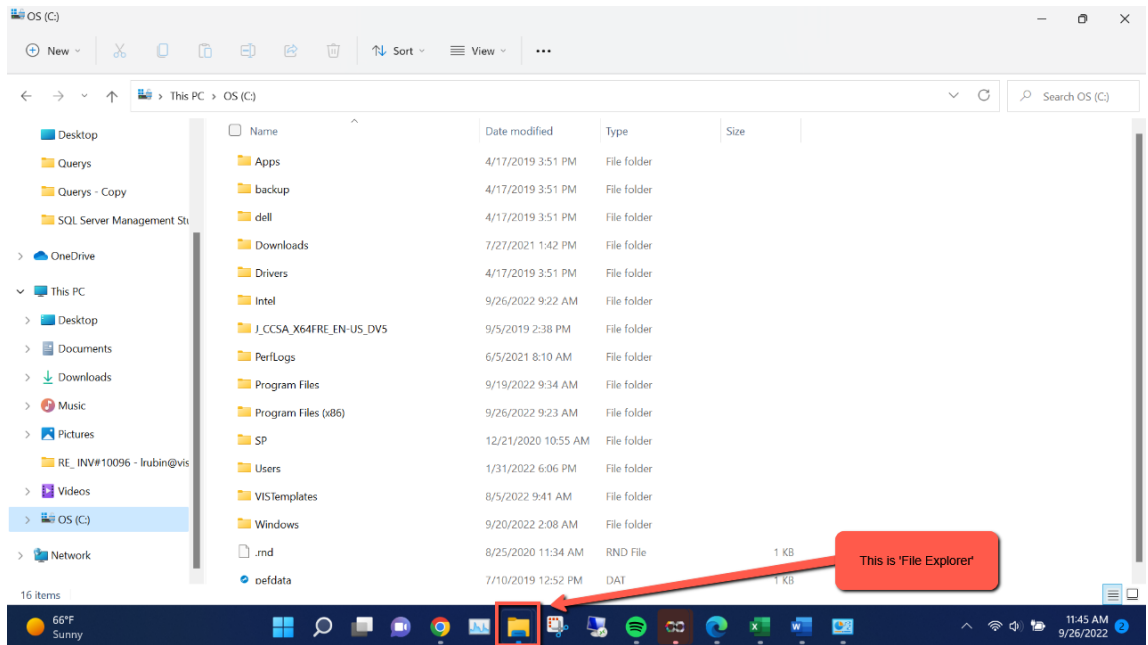
www.viscowebservice.com  
UID: VISCO-WEB01\Documents  
PWD: @Ocument\$



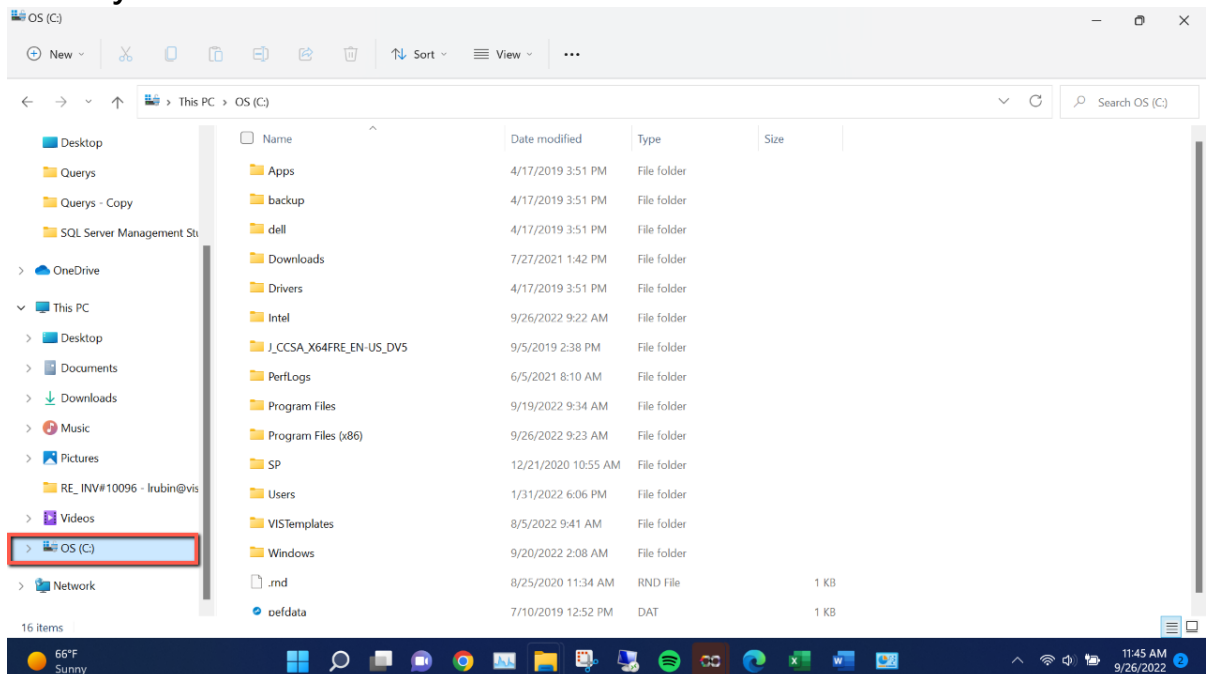
5. Click 'OK'

## C) Adding VISTemplates Folder:

### 1. Open 'File Explorer':



### 2. Select your C: Drive:





### 3. Right Click → New → Folder:

