Workstation Setup Guide – 2023
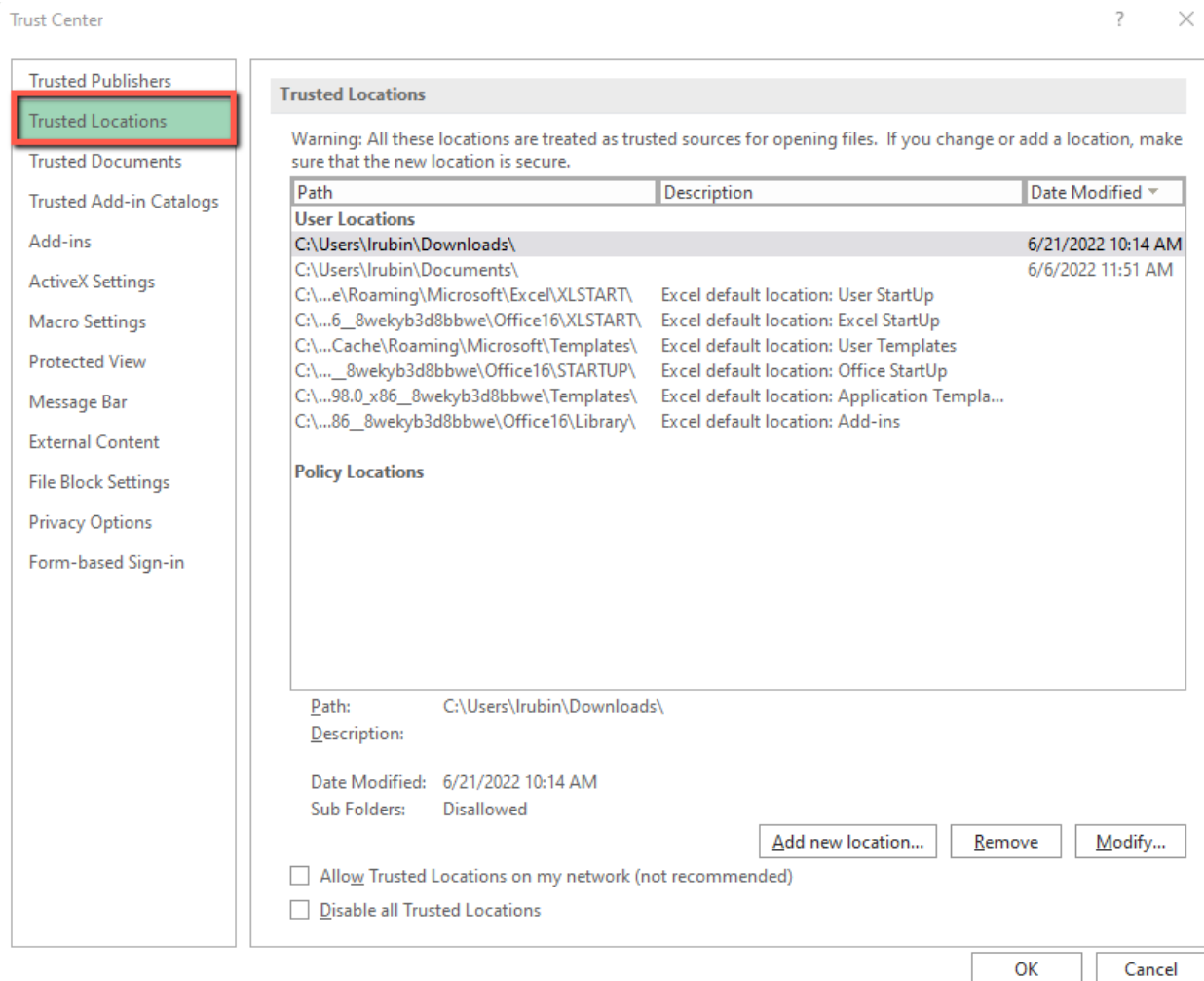
This guide includes:

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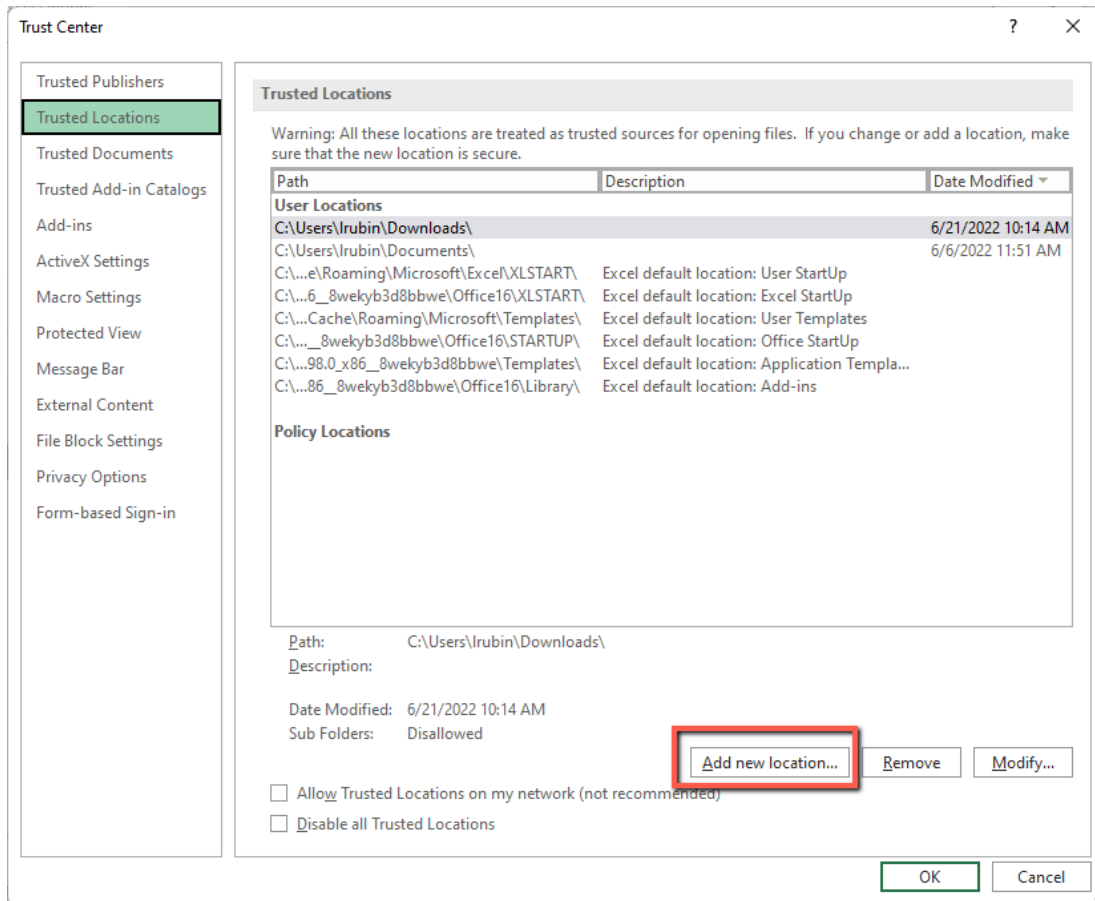C) [Adding VISTemplates Folder](#)

A) Excel Settings (Enabling Macros)
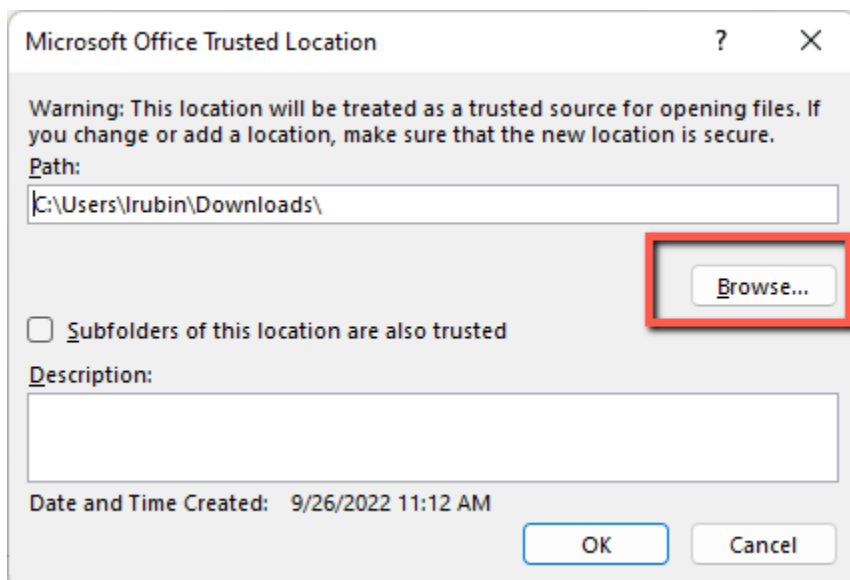*[* Watch the video here*](#)*

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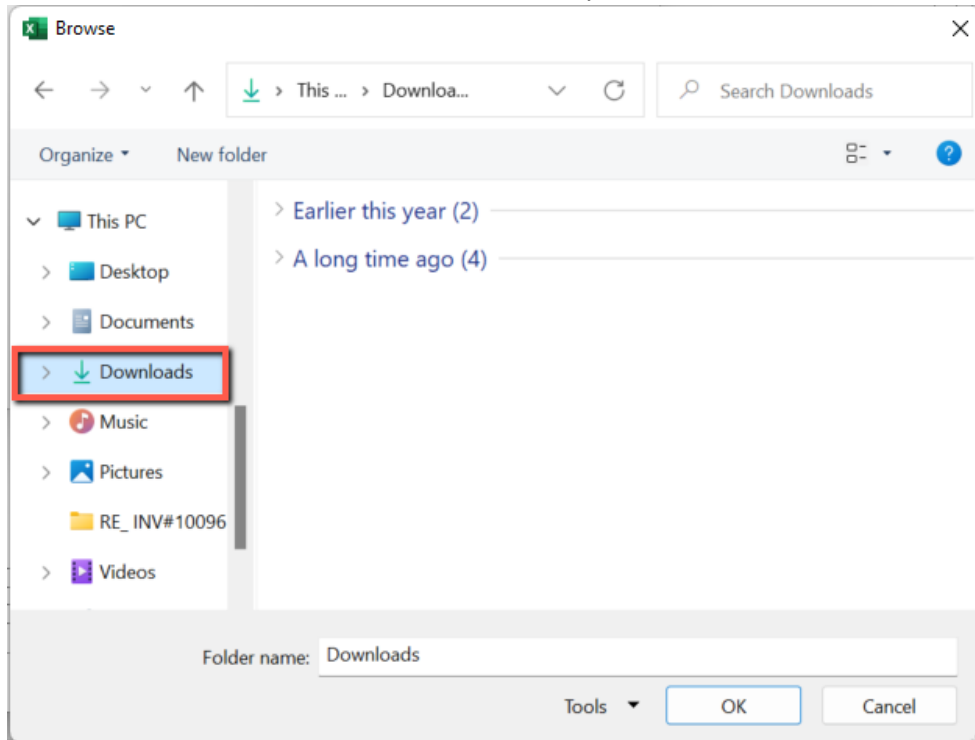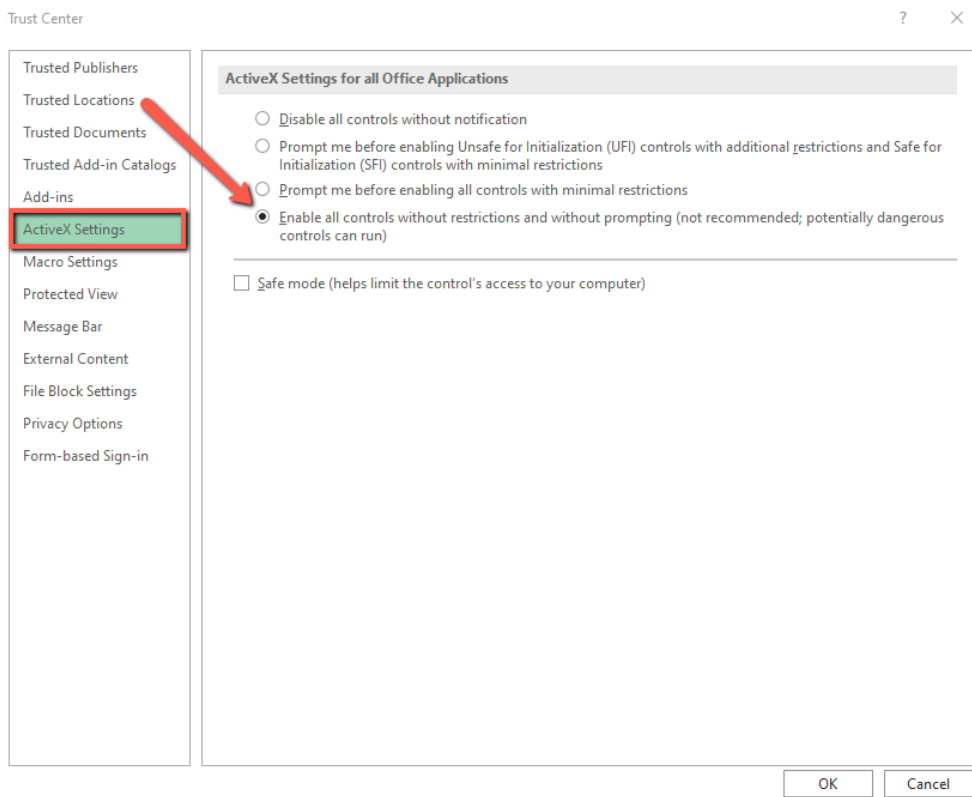
2. Trusted Locations:

Add A new Location:

Browse:

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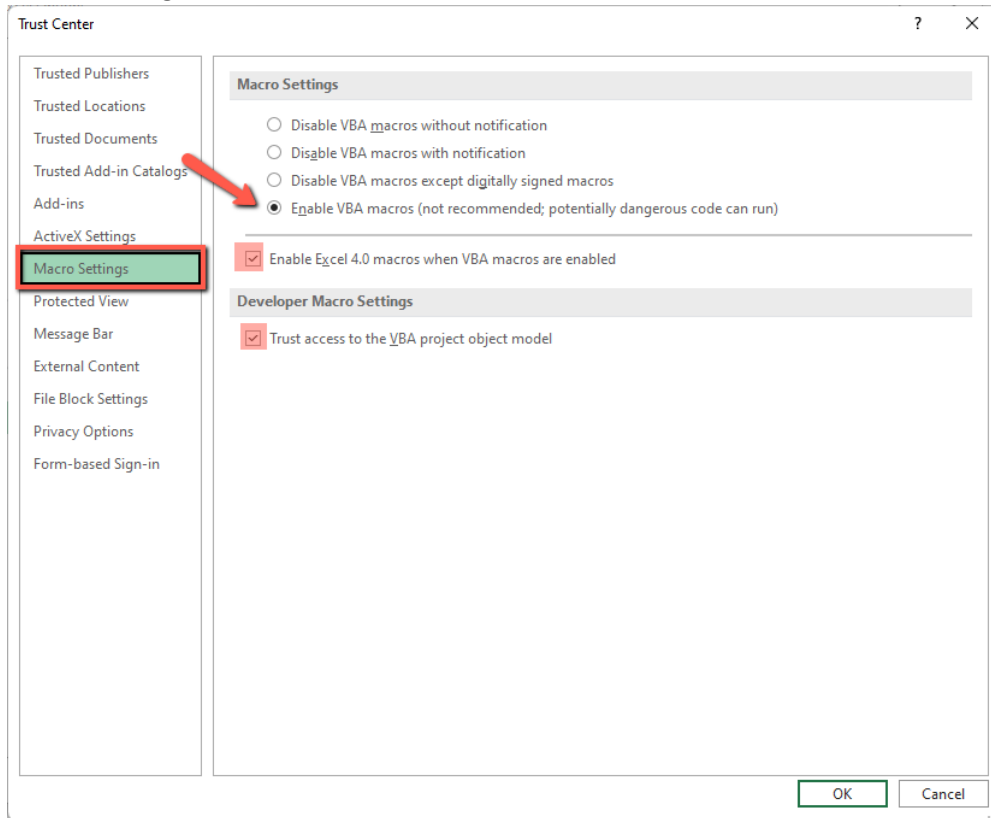

Click 'OK' and then 'OK'.
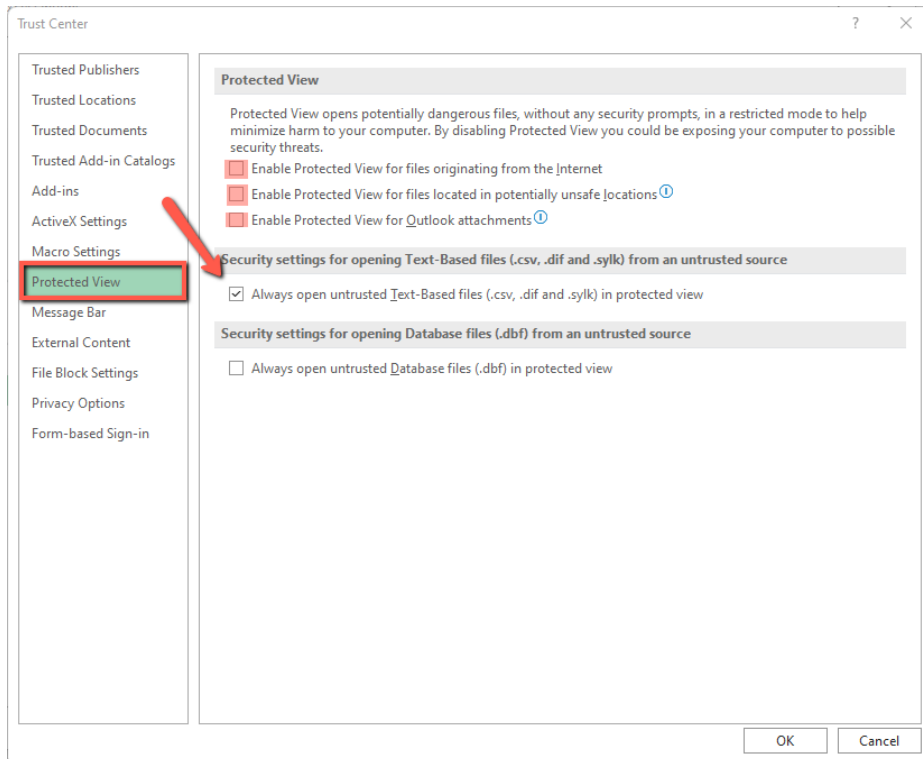
3. Active Settings:

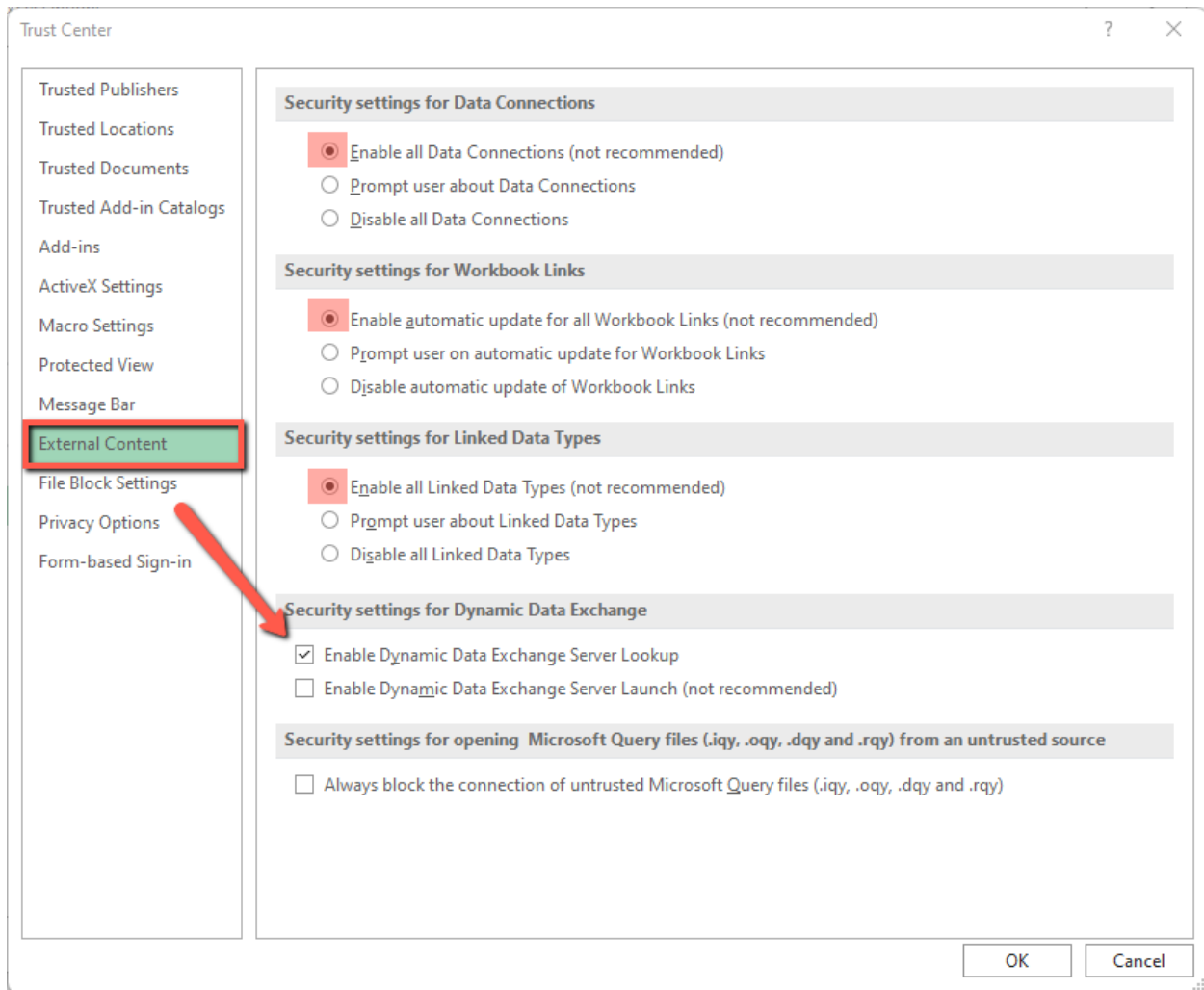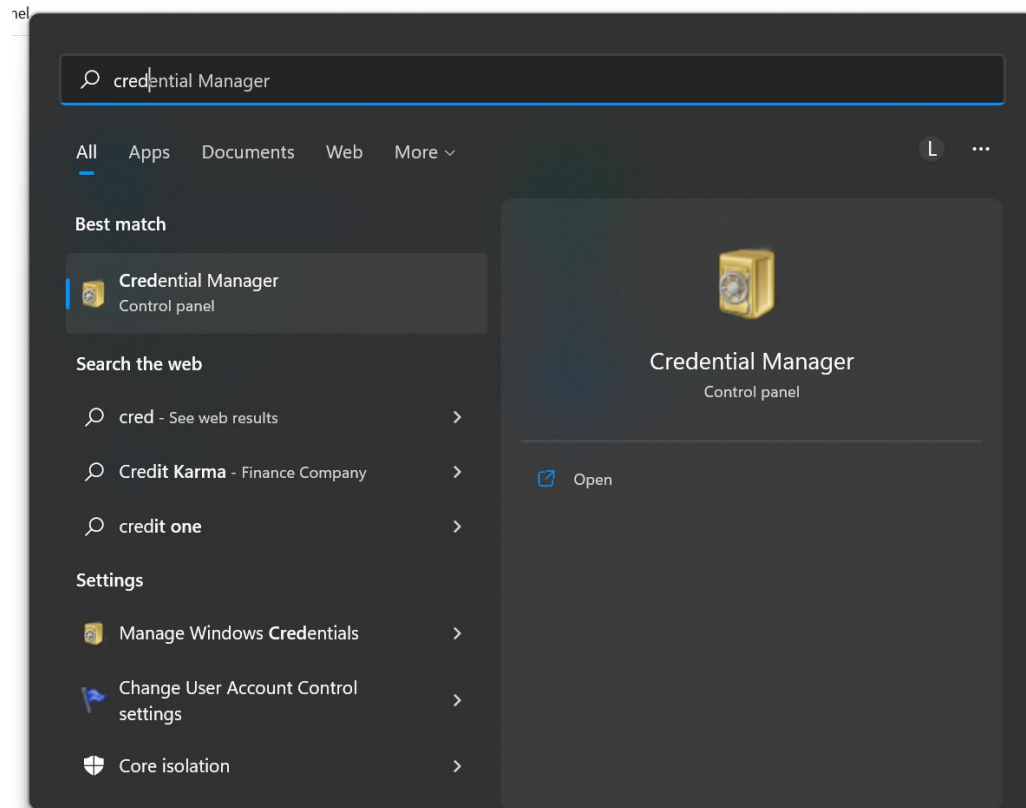4. Macro Settings:

5. Protected View

6. External Content:

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

Security settings for Data Connections

- ⦿ Enable all Data Connections (not recommended)
- ◯ Prompt user about Data Connections
- ◯ Disable all Data Connections

Security settings for Workbook Links

- ⦿ Enable automatic update for all Workbook Links (not recommended)
- ◯ Prompt user on automatic update for Workbook Links
- ◯ Disable automatic update of Workbook Links

Security settings for Linked Data Types

- ⦿ Enable all Linked Data Types (not recommended)
- ◯ Prompt user about Linked Data Types
- ◯ Disable all Linked Data Types

Security settings for Dynamic Data Exchange

- ☑ Enable Dynamic Data Exchange Server Lookup
- ☐ Enable Dynamic Data Exchange Server Launch (not recommended)

Security settings for opening Microsoft Query files (.iqy, .oqy, .dqy and .rqy) from an untrusted source

- ☐ Always block the connection of untrusted Microsoft Query files (.iqy, .oqy, .dqy and .rqy)
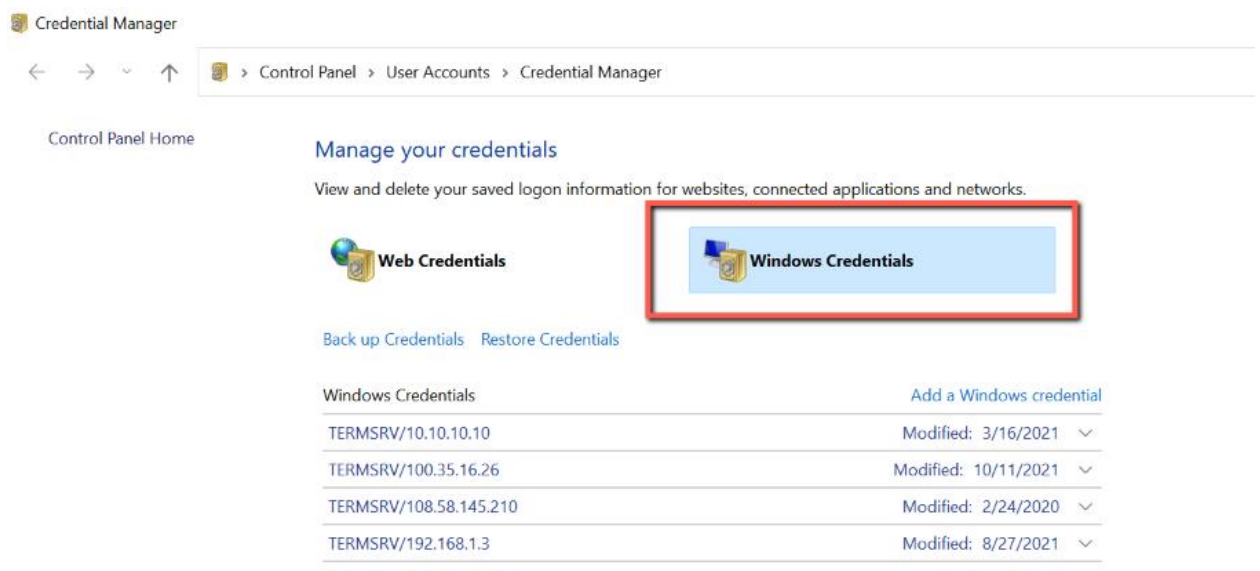
OK   Cancel

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':

Generic Credentials	Add a generic credential
Microsoft_WinInet_www.viscowebservice.com:443/ww...	Modified: 12/8/2021 ⌄
www.viscowebservice.com	Modified: 3/1/2022 ⌄
Microsoft:SSMS:18:207.126.101.150:viscosql:8c91a03...	Modified: 9/22/2022 ⌄
Microsoft:SSMS:18:38.109.180.237,7012:sa:8c91a03d-...	Modified: 8/1/2022 ⌄
Microsoft:SSMS:18:::00000000-0000-0000-0000-0000...	Modified: 8/2/2021 ⌄

4. Type or copy and paste the following information:
www.viscoglobaltrade.com
UID: VISCO-WEB01\Documents
PWD: @0cument$

Type the address of the website or network location and your credentials

Make sure that the user name and password that you type can be used to access the location.

Internet or network address
(e.g. myserver, server.company.com):   www.viscoglobaltrade.com
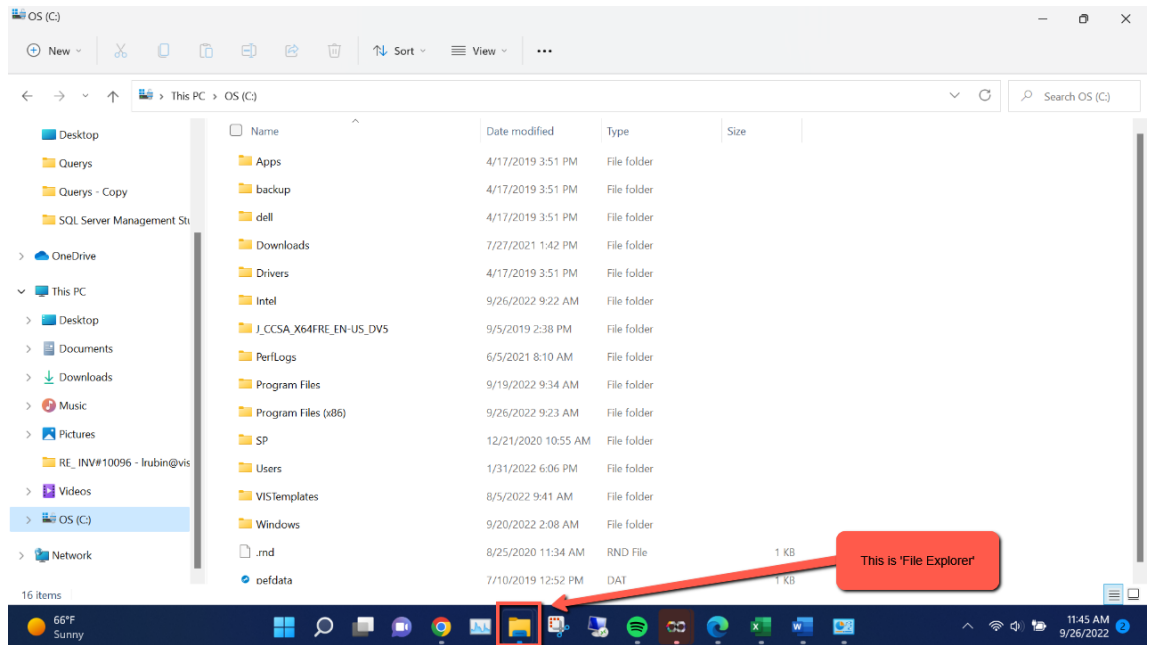
User name: VISCO-WEB01\Documents

Password: •••••••••

OK   Cancel

5. Click 'OK'

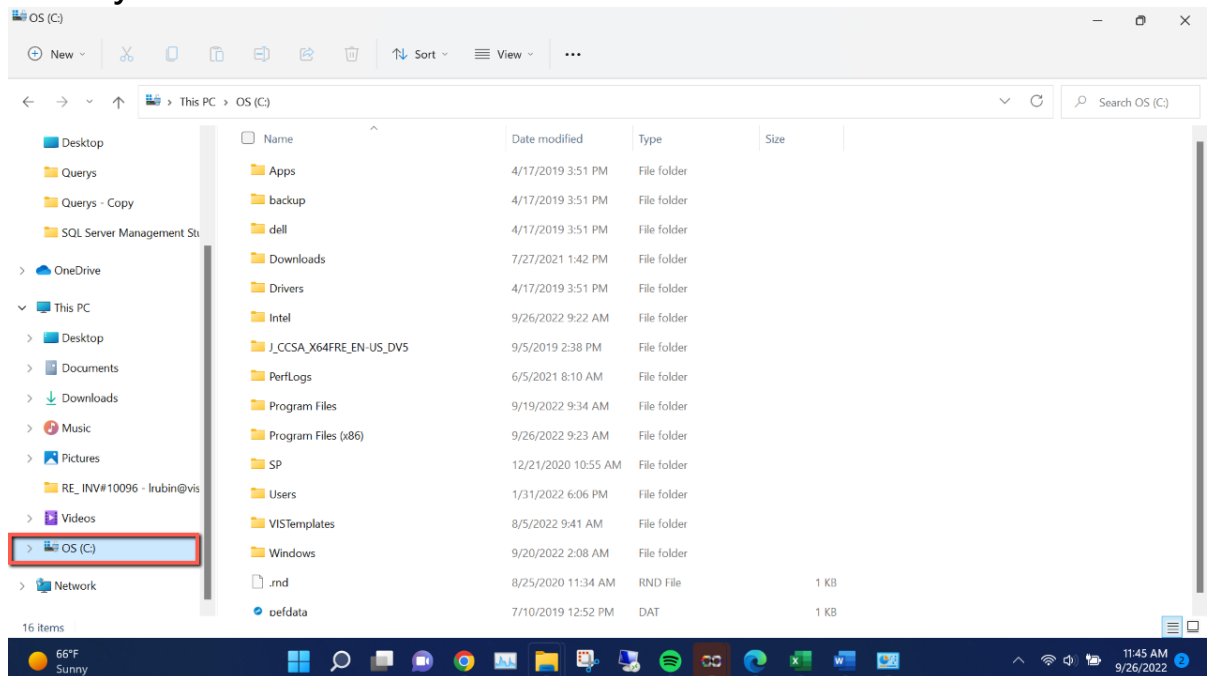## C) Adding VISTemplates Folder:

1. Open 'File Explorer':

2. Select your C: Drive:

3. Right Click → New → Folder: