VENA™

ADD-IN DEPLOYMENT GUIDE

Pre-Requisites

Client Machine Pre-requisites:

- Windows XP Professional SP3 or newer (Windows 7 or higher recommended)
- Microsoft Office 2007 or higher. Latest service packs and security updates applied - Recommended to use Microsoft Office 2010 or higher
- .NET Framework 4.0 or higher
- Recommended to have a minimum of 4GIG of RAM
- Internet Explorer 10 or higher, Google Chrome, or Mozilla Firefox 12.0 or higher (This is the minimum version required to access the vena page https://vena.io)

Network Requirements:
- The following websites need to be added to the whitelist:
    - vena.io
    - proxy.vena.io

- If there are any additional security measures, such as a SSL intercept, please add the above websites as exceptions.

How to Install the Vena Add-in

Because Vena is an add-in to Microsoft Office products, you can install the add-in only on Windows platforms. The add-in can be installed through a web browser.

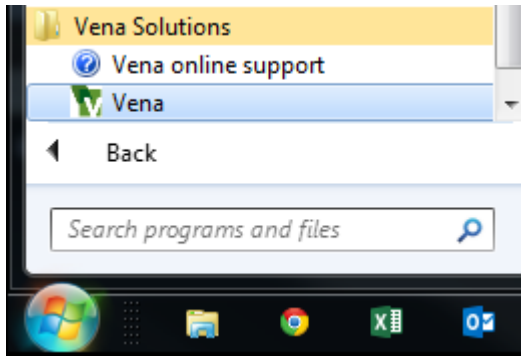### Installing the Vena Add-in through a browser

The Vena add-in is an ADX COM add-in and can be deployed through a browser with minimal user interaction.

Installing the Vena add-in

- Make sure all the pre-requisites are installed.
- Uninstall the Vena add-in through Control Panel if a previous version of the add-in is installed.
- Close all Office programs, such as Word, Excel, Outlook
- Click on the vena add-in link **http://addin.vena.io/release/vena.application** to install the add-in.

Upgrading the add-in

- When a new version of the add-in is available it will automatically update when the user closes a Vena file in Excel.
- The add-in can also be updated on demand when the user selects Start>All Programs>Vena Solutions>Vena

Post-install checks

Users can verify if the add-in has been installed properly by opening Excel and verifying if Vena is available in the Excel ribbon as shown below.