Distribution Manager

As an integral part of Global Software, Inc.’s suite of data analytical solutions, Distribution Manager is a powerful tool used to automate document distribution via email, print, or file archive.
Distribution Manager

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1 Distribution Manager Overview

As an integral part of Global Software, Inc.’s suite of data analytical solutions, Distribution Manager is a powerful tool used to automate document distribution via email, print, or file archive.

Distributing spreadsheets can be a very time-consuming and laborious task. Consider the following issues:

- A workbook has many worksheets but only select ones are to be distributed.
- A workbook has external references to other workbooks needed for calculating the proper figures, but linked sheets are not to be distributed.
- Worksheets to be distributed contain formulas derived from a specific Microsoft® Excel add-in (such as Global's Spreadsheet Server) or from a special Excel® macro.
- The recipients do not have the add-in or macro installed on their PC.
- Workbooks need to be encrypted to allow/disallow opening or altering of contents.
- Hours are spent organizing, assembling, calculating, copying and pasting worksheets every reporting cycle.

Distribution Manager takes into account each of the above issues and provides users with an easy and time-saving solution.

Distribution Manager assembles Distribution Controls directly in workbooks. The number of distribution entries is limited only by the number of rows in a spreadsheet. Once the distribution rows are created, users can visually see and manage "who gets what" from one worksheet.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DMSPECS&gt; Email</td>
<td>Both Duke</td>
<td>Inc Stmt 00060</td>
<td>Excel</td>
<td>None (No Col Income Statement)</td>
<td>1.5</td>
<td>Income Statement Expanded NC</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>DMSPECS&gt; Email</td>
<td>Becky Kaufman</td>
<td>Inc Stmt 00061</td>
<td>Excel</td>
<td>Global Only Income Statement</td>
<td>1.5</td>
<td>Income Statement Expanded NC</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>DMSPECS&gt; File Save</td>
<td>C:Documents and Consolidated</td>
<td>Excel</td>
<td>HTML</td>
<td>None (No Col Income Statement)</td>
<td>1.5</td>
<td>Income Statement Expanded NC</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>DMSPECS&gt; Print</td>
<td>Consolidated 2</td>
<td>PDF</td>
<td>All Formulas</td>
<td>Income Statement</td>
<td>1.5</td>
<td>Income Statement</td>
<td>NC</td>
</tr>
</tbody>
</table>
2 Installation and Registration

2.1 Additional Components

REQUIRED COMPONENTS

Microsoft® .Net Framework
Microsoft .Net Framework 4.0 is a prerequisite for Distribution Manager. If it is not installed, then the Distribution Manager setup program will force the install.

Microsoft® Visual Studio Tools for Office
Microsoft Visual Studio 2010 Tools for Office Runtime is a prerequisite for Distribution Manager. If it is not installed, then the Distribution Manager setup program will force the install.

OPTIONAL COMPONENTS

Distributor Outlook Add-In
For Excel 2010 users utilizing Outlook, Distributor Outlook Add-In is a prerequisite for Distribution Manager. If it is not installed, then the Distribution Manager Settings function will force the installation of Distributor Outlook Add-In prior to allowing the user to select Microsoft® Outlook Exchange as the Email Server option.

Microsoft® Collaboration Data Objects
For Excel 2007 users utilizing Outlook, Microsoft Collaboration Data Objects (alias CDO) is a prerequisite for Distribution Manager. If it is not installed, then the Distribution Manager Settings function will force the installation of CDO prior to allowing the user to select Microsoft Outlook Exchange as the Email Server option.
2.2 Installation

NEW INSTALLS
1. Check system compatibility: go to www.queryexchange.com, run System Compatibility Check and click Start. The system displays a message indicating the results of the test.
2. Close any open sessions of Excel.
3. Run the Setup.exe program from the installation CD -or- from the downloaded and uncompressed zip file from Global's web site. Follow and respond to the installation prompts. Global recommends taking the defaults. During the standard install process the system automatically initiates Distribution Manager add-in for Excel.

   Note: For Citrix users, run SetupCitrix.cmd instead of Setup.exe to install Distribution Manager WITHOUT having the system automatically enable the Distribution Manager add-in for Excel.

   Note: If not previously installed, the setup program will force the install of required components prior to installing Distribution Manager (see Additional Components).
4. After the installation has completed successfully, it is recommended to:
   • Reboot if directed to do so.
   • Perform a Windows Update to check for .Net Framework 4.0 updates and load them if necessary.
   • Open Excel and ensure that Distribution Manager appears as an add-in. If for any reason it does not appear as an add-in, then it must be manually registered (see Register Add-In).
   • Go to the Settings function and assign and/or verify setting options (see Settings).
5. Repeat the steps above for each Distribution Manager user.

UPGRADE INSTALLS
Generally upgrade installs follow the same process as a new install. Occasionally there are exceptions, so it is important to read Upgrade Guidelines published when a new version is released.
2.3 Register Add-In

During the install process the system automatically registers and initiates the Distribution Manager add-in for Excel. If for any reason Distribution Manager is not registered during installation, then it must be manually registered. In addition, if multiple users are using Distribution Manager on the same PC, then subsequent users must manually register the add-in. The registration process registers and initiates the add-in for Excel.

**Note:** If the add-in is not registered on the PC, then Distribution Manager will not appear in the list of available add-ins for Excel.

**To Register the Add-In**
1. From the desktop, click Start>All Programs>Global Software Distribution Manager>Register Add-In. The Register Add-In panel appears.
2. Click OK to register the add-in. A panel appears indicating that the registration process is complete.
3. Click OK.

**To Unregister the Add-In**
1. From the desktop, click Start>All Programs>Global Software Distribution Manager>Unregister Add-In. The Unregister Add-In panel appears.
2. Click OK to unregister the add-in. A panel appears indicating that the unregister process is complete.
3. Click OK.
2.4 Uninstall Process

Generally, it is not necessary to uninstall Distribution Manager prior to installing new versions. An uninstall should only be performed in order to completely remove the product from the PC.

To Unregister and Uninstall the Add-In
1. From the desktop, click Start>All Programs>Global Software Distribution Manager>Unregister Add-In. The Unregister Add-In panel appears.
2. Click OK to unregister the add-in. A panel appears indicating that the unregister process is complete.
3. Click OK.
4. Ensure that Excel is not open.
5. From the desktop, click Start>Control Panel>Add or Remove Programs -or- Programs and Features.
6. Select the Global Software Distribution Manager program and click the Change/Remove -or- Uninstall.
3 Getting Started

3.1 Navigation

Distribution Manager uses the following navigation methods for processing functions within Excel. Each function is not always available from each method.

- DistMgr Menu (see DistMgr Menu)
- Distribution Manager Toolbar (see DM Toolbar)
- Spreadsheet Server or Executive Dash Ribbons (see DM Ribbon)

For Excel 2003:
- The DistMgr menu is accessible from the Excel menu bar.
- The Distribution Manager toolbar is accessible in the standard toolbar section.
- The Spreadsheet Server or Executive Dash ribbons are NOT applicable.

For Excel 2007 and Above:
- The DistMgr menu and Distribution Manager toolbar are accessible from the Add-Ins ribbon.
- The Spreadsheet Server or Executive Dash ribbons are only available when Spreadsheet Server or Executive Dash are selected as an add-in to Excel.

NAVIGATION TIPS:
Throughout the manual navigation tips, noted by the convention "NAV TIP", will be listed indicating the various paths available to access a function.
3.1.1 DistMgr Menu

After Distribution Manager is initiated as an add-in to Excel, the DistMgr menu is added to Excel. The menu is used to access/process various functions within the application.

For Excel 2003:
The DistMgr menu is accessible from the Excel menu bar.

For Excel 2007 and Above:
The DistMgr menu is accessible from the Add-Ins ribbon.

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Distribution Manager</td>
<td>Opens the About panel, displaying company information and allowing the user access to the Log Viewer panel, where the user may see information and error log entries, copy selected log entries, email or clear the log file. Refer to View Log Entries for more information.</td>
</tr>
<tr>
<td>Settings</td>
<td>Opens the Settings panel, allowing the user to define various criteria to control processing. Refer to Settings for more information.</td>
</tr>
<tr>
<td>Create New Distribution Control Worksheet</td>
<td>Creates a new distribution control worksheet. Refer to Create a Distribution Control Worksheet for more information.</td>
</tr>
<tr>
<td>Distribute All</td>
<td>Distributes all specifications within the workbook. Refer to Distribute Specifications for more information.</td>
</tr>
</tbody>
</table>
3.1.2 DM Toolbar

After Distribution Manager is initiated as an add-in to Excel, a Distribution Manager (DM) toolbar is added to Excel. The DM toolbar may be used as a convenient alternative to various DistMgr menu functions.

For Excel 2003:
The DM toolbar is accessible in the standard toolbar section.

For Excel 2007 and Above:
The DM toolbar is accessible from the Add-Ins ribbon.

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute All</td>
<td>Distributes all specifications within the workbook. Refer to Distribute Specifications for more information.</td>
</tr>
<tr>
<td>DM Settings</td>
<td>Opens the Settings panel, allowing the user to define various criteria to control processing. Refer to Settings for more information.</td>
</tr>
<tr>
<td>Maintain Specs</td>
<td>Opens the Maintain Specifications panel, allowing the user to create and/or maintain distribution criteria. Refer to Add Specification Rows and Maintain Specification Rows for more information.</td>
</tr>
</tbody>
</table>
3.1.3 DM Ribbon

After Global's Spreadsheet Server or Executive Dash are installed, custom ribbons are added for Excel 2007 (and above) users. The custom ribbons may be used as a convenient alternative to various DistMgr menu functions.

For Excel 2003:
The custom ribbons are **NOT** applicable.

For Excel 2007 and Above:
The custom ribbons only appear when either Spreadsheet Server or Executive Dash are selected as an add-in to Excel.

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute</td>
<td>Distributes all specifications within the workbook. Click on the arrow to access additional functions. Refer to Distribute Specifications for more information.</td>
</tr>
<tr>
<td>All</td>
<td>Distributes all specifications within the workbook.</td>
</tr>
<tr>
<td>Selected</td>
<td>Distributes only selected specifications.</td>
</tr>
<tr>
<td>Clone Sheet</td>
<td>Creates a copy of the current worksheet, leaving all formulas intact.</td>
</tr>
<tr>
<td>Clone Sheet as Values</td>
<td>Creates a copy of the current worksheet, converting all formulas to values.</td>
</tr>
<tr>
<td>Create New Control Sheet</td>
<td>Creates a new distribution control worksheet. Refer to Create a Distribution Control Worksheet for more information.</td>
</tr>
<tr>
<td>Maintain Specs</td>
<td>Opens the Maintain Specifications panel, allowing the user to create and/or maintain distribution criteria. Refer to Add Specification Rows and Maintain Specification Rows for more information.</td>
</tr>
<tr>
<td>Settings</td>
<td>Opens the Settings panel, allowing the user to define various criteria to control processing. Refer to Settings for more information.</td>
</tr>
</tbody>
</table>
3.2 **Settings**

Once the program is added to Excel, it is necessary to define settings. Settings allow the user to define various criteria to control processing.

1. In Excel from the DistMgr menu, select Settings. The Settings panel appears.

   **Nav Tip:** This panel may also be accessed by selecting the DM toolbar or ribbon equivalent (see DM Toolbar or DM Ribbon).

2. Use the table to enter data on the Settings panel, or to access other functions.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Server:</td>
<td>Specify the email server to be used for email distributions. When SMTP is selected, additional setting options become available for input.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> For Excel 2007 users, Collaboration Data Objects (CDO) must be installed for the Microsoft Outlook Exchange option to be available.</td>
</tr>
<tr>
<td></td>
<td>When applicable, a link is available to install the component.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> For Excel 2010 users, Distributor Outlook Add-In must be installed for the Microsoft Outlook Exchange option to be available.</td>
</tr>
<tr>
<td></td>
<td>When applicable, a link is available to install the component.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> When using SMTP certain mail configurations may prevent the transmission of messages. Contact your IT department for assistance.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SMTP Mail Server</td>
<td>When the SMTP email server option is selected, specify the SMTP mail server to be used for email distributions.</td>
</tr>
<tr>
<td>SMTP Sent &quot;From&quot; Address</td>
<td>When the SMTP email server option is selected, specify the “from” email address to be assigned to email distributions.</td>
</tr>
<tr>
<td>HTML Email</td>
<td>When using email server options Outlook 2010 or greater or SMTP, specify to use HTML email editor for the email body contents. If not selected then plain text editor is utilized.</td>
</tr>
<tr>
<td>Convert Formulas to Values Default:</td>
<td>Specify the option to default for the Convert Formulas to Value field when adding a new distribution specification row.</td>
</tr>
<tr>
<td>General Settings:</td>
<td></td>
</tr>
<tr>
<td>Enhanced Logging</td>
<td>When the option is selected, additional logging is recorded. Once an error has been resolved, it is suggested to clear the log file and to deselect the option for optimal processing. Refer to <a href="#">View Log Entries</a> for more information.</td>
</tr>
<tr>
<td>Always Save Workbook Prior to Distribution</td>
<td>Specify to automatically save all workbook changes prior to distribution.</td>
</tr>
<tr>
<td>Consolidate Emails</td>
<td>When a recipient is included on multiple specification rows in a distribution run, specify to consolidate into a single email with multiple attachments (one for each specification row). Otherwise, one email will be issued per specification row.</td>
</tr>
<tr>
<td>Include Members When Only Master Selected</td>
<td>When the option is selected and only the group master specification row is selected for distribution, the system distributes the master and all member rows (as if the master and all member rows have been individually selected). When the option is not selected, the system only distributes selected specification rows.</td>
</tr>
<tr>
<td>Text Right to Left</td>
<td>When the option is selected, all text fields are right justified.</td>
</tr>
<tr>
<td>Use &quot;Microsoft Save as PDF&quot; for PDF Creation</td>
<td>Specify to use the abilities of Excel 2007 (and above) to convert workbooks to PDFs. If selected, this option overrides the value in the PDF Printer Name field.</td>
</tr>
<tr>
<td><strong>Note:</strong> For Excel 2007 users, the 2007 Microsoft Office Add-In Microsoft Save as PDF or XPS must be downloaded to the user's PC to utilize this feature.</td>
<td></td>
</tr>
<tr>
<td>PDF Printer Name</td>
<td>If the Use &quot;Microsoft Save as PDF&quot; for PDF Creation check box is not selected, then click the ellipse button and select the printer to be used to convert objects to PDF. If blank, the system uses the Adobe PDF printer (if it exists), else it uses the default printer.</td>
</tr>
<tr>
<td><strong>Note:</strong> When using Adobe, the Adobe Distiller product is required to convert a document to a PDF file. The Distiller is not available for those users with only the Adobe Reader installed.</td>
<td></td>
</tr>
<tr>
<td>Button</td>
<td>Function</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Advanced...</td>
<td>When the SMTP email server option is selected, if necessary, click the Advanced button to specify optional settings for the authentication account name and password, the SMTP port number, and SSL (secured socket layer) support.</td>
</tr>
<tr>
<td>View Log</td>
<td>Displays the Log Viewer panel, where the user may see information and error log entries, copy selected log entries, email or clear the log file. Refer to View Log Entries for more information.</td>
</tr>
</tbody>
</table>

3. Click OK to write the changes and exit.
4 Create a Distribution Control Worksheet

The columns on a distribution control worksheet are predefined by Global and should not be changed. However, the rows defined on a distribution control worksheet will depend upon an organization's reporting requirements.

Note: The examples in this documentation are meant only to demonstrate the capabilities of the product.

1. In Excel from the DistMgr menu, select Create New Distribution Control Worksheet. The Create a New Distribution Control Worksheet panel appears.

   Nav Tip: This panel may also be accessed by selecting the DM ribbon equivalent (see DM Ribbon).

2. Enter the New Worksheet name, and click Create. The Maintain Specifications panel appears.
3. Use the table to enter data on the General tab of the Maintain Specifications panel.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination:</td>
<td>Specify the destination type for the distribution. Valid types are Email, File Save, Group (member specification row that distributes only to the group master), and Print. Click the down arrow and select the desired type. <strong>Note:</strong> When printing, the system prints to the user’s default printer.</td>
</tr>
<tr>
<td>Name</td>
<td>Specify the name to be assigned to the distribution. The name must be unique for each specification row. If left blank, the current workbook name is used. If left blank on multiple specification rows, the current workbook name and an appended sequence number is used. This option does not apply when Destination Type = Group.</td>
</tr>
<tr>
<td>File Type</td>
<td>Specify the file type to be assigned to the distribution. Valid types are Excel, Excel (xls), Excel (xlsx), Excel (xlsm), HTML, and PDF. When the type Excel is selected, the system assigns the current workbook type. Click the down arrow and select the desired type. This option does not apply when Destination Type = Group. <strong>Note:</strong> Excel (xlsx) and (xlsm) file types only apply to Excel 2007 (and above) users.</td>
</tr>
<tr>
<td>Folder</td>
<td>When Destination Type = File Save, specify the location of the folder where the document will be saved. Click the Browse button to locate the desired file location or type the destination path. The destination location must be different than the source location. This option does not apply when Destination Type = Email, Group or Print. See the example below.</td>
</tr>
</tbody>
</table>

**Modify Cells:**

This section indicates the worksheet cells to receive designated values.

- To add cell parameters, click the down arrow and select the worksheet, enter the cell and value information, and then click the Add button. The parameters are displayed in the window below.
- To modify cell parameters, select the line in the window, and make the appropriate change(s).
- To remove a cell parameter, select the line in the window, and click the Remove button.
- To clear all parameter lines, click the Clear button.

In the example below, for worksheet Income Statement, cell H4 will contain the value 5 (reporting period), and cell H6 will contain the value 00060 (reporting company).
Create a Distribution Control Worksheet

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet</td>
<td>Indicates the worksheet to receive the data.</td>
</tr>
<tr>
<td>Cell</td>
<td>Indicates the cell to receive the data.</td>
</tr>
<tr>
<td>Value</td>
<td>Indicates the value to be placed in the defined cell.</td>
</tr>
</tbody>
</table>

**Specify Worksheets:**

This section indicates the worksheets and chart objects from the active workbook to be included in the distribution. If blank, then all worksheets in the workbook will be distributed. When Destination Type = HTML, at least one worksheet must be specified.

- To select a worksheet, click the down arrow and select the desired worksheet, select whether or not to hide zero lines, and then click the Add button. The selected worksheet displays in the window below.
- To remove a worksheet, select the worksheet in the window, and click the remove button.
- To clear all worksheets, click the Clear button.
- To control the order of worksheets in the distributed workbook, select the worksheet in the window, and click the appropriate arrow button to move the selected worksheet up or down in the list.

In the example below, the Income Statement and Expanded Report worksheets have been selected, the target sheet names have been assigned and the hide zero lines option has been selected for both worksheets.

<table>
<thead>
<tr>
<th>Worksheet</th>
<th>Target Sheet Name</th>
<th>Hide Zero Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Statement</td>
<td>=&quot;IncStmt_3&quot;!Income Statement!A1</td>
<td></td>
</tr>
<tr>
<td>Expanded Report</td>
<td>=&quot;Expanded Report&quot;!A1</td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>=&quot;Report!&quot;!Merged Data!E8</td>
<td></td>
</tr>
</tbody>
</table>

**Worksheet**

Indicates the worksheet to be distributed.

**Target Sheet Name**

Hardcode, use a cell reference, or use merge data to specify the name to be assigned to the distributed worksheet.

**Note:** When using cell reference, syntax should begin with "=" (i.e. "=Sheet2!A3"). The "=" is not required when using merge data syntax (see Merge Data).

**Hide Zero Lines**

Specify to hide worksheet rows with zero values. This option only applies to rows with Global formulas.

**Note:** The Hide Zero Lines check box in the header section of the grid is the default value to be assigned when a worksheet is added to the selection. When no worksheets are selected, the check box in the header section determines whether or not to hide zero lines for all distributed worksheets.

**Convert Formulas to Values**

Specify which formulas, if any, should be converted to values. Valid types are Global Only (formulas created from Spreadsheet Server or Executive DASH products), All Formulas (all formulas in the worksheet), None (no conversions), and Global Only (Excel 2000) (for Excel 2000 users only). Click the down arrow and select the desired option.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recalculate Before Sending</td>
<td>Specify whether or not to recalculate the worksheet(s), or to clear and recalculate PC cache before distributing. <strong>Note:</strong> If using DM to modify a cell, the worksheet is always recalculated regardless of the Recalculate Before Sending option selected.</td>
</tr>
<tr>
<td>Generate GXEs</td>
<td>Specify to generate all GXE formulas (Spreadsheet Server) prior to distribution.</td>
</tr>
<tr>
<td>Generate EXDs</td>
<td>Specify to generate all EXD formulas (Executive DASH) prior to distribution.</td>
</tr>
<tr>
<td>Zip Destination</td>
<td>Specify to zip the workbook prior to distribution. This option does not apply when Destination Type = Group or Print.</td>
</tr>
<tr>
<td>SPECS Row Placement:</td>
<td>This section indicates on which Excel row to place the specifications.</td>
</tr>
<tr>
<td>Replace Active Row</td>
<td>Select to place specifications on the current active row of the Distribution Control worksheet.</td>
</tr>
<tr>
<td>Insert After Active Row</td>
<td>Select to insert specifications on a new row below the current active row on the Distribution Control worksheet.</td>
</tr>
<tr>
<td>Current SPECS Row</td>
<td>Displays the row number of the specifications being displayed on the panel.</td>
</tr>
<tr>
<td>Active Row</td>
<td>Displays the current active row on the Distribution Control worksheet.</td>
</tr>
</tbody>
</table>
4. Use the table to enter data on the Email tab of the Maintain Specifications panel.

**Note:** The Email tab is only available when Destination Type = Email.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Specify the email address(es) to which to distribute the associated document. Multiple addresses should be separated by a semicolon (;) or comma (,) depending on the email server type. When applicable click the To button to select desired email addresses. <strong>Note:</strong> Use the Settings Consolidate Emails option to control whether a recipient included on multiple specification rows in a distribution run receives one email with multiple attachments or one email per specification row (see <strong>Settings</strong>).</td>
</tr>
<tr>
<td>Subject</td>
<td>Specify the subject line for the email.</td>
</tr>
<tr>
<td>Body</td>
<td>Specify the body text for the email. Generally a plain text editor is utilized; however, when using the SMTP email server and HTML Email (see <strong>Settings</strong>) various editing options are available (i.e. fonts, tables, insert pictures).</td>
</tr>
</tbody>
</table>
5. Use the table to enter data on the Grouping tab of the Maintain Specifications panel.

**Note:** Grouping is used to combine multiple specification rows' specified worksheet(s) into a single workbook for distribution purposes. Refer to the example given on the panel.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Master SPEC</td>
<td>Specify that the specification row is a group master. When pushed to the Distribution Control worksheet, the system assigns the value [GROUP SPEC #n] (where n is a system assigned number) in the SPEC Group Control column. <strong>Note:</strong> Multiple group masters may be defined per workbook.</td>
</tr>
<tr>
<td>Member of Group</td>
<td>Specify the destination name of the group master to which the specification row is a group member. Click the down arrow and select the destination name associated with the desired group master. When pushed to the Distribution Control worksheet, the system assigns the number associated with the group master in the SPEC Group Control column.</td>
</tr>
</tbody>
</table>
6. Use the table to enter data on the Misc tab of the Maintain Specifications panel.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workbook Protection Options:</strong></td>
<td></td>
</tr>
<tr>
<td>Open Password</td>
<td>Specify the password, if necessary, required to open the distributed workbook.</td>
</tr>
<tr>
<td>Modify Password</td>
<td>Specify the password, if necessary, required to modify the distributed workbook.</td>
</tr>
<tr>
<td><strong>Workbook Macros:</strong></td>
<td></td>
</tr>
<tr>
<td>Beginning (Prior to Processing)</td>
<td>Specify the name of the macro, if any, to be executed prior to distribution.</td>
</tr>
<tr>
<td>Middle (Default)</td>
<td>Specify the name of the macro, if any, to be executed during distribution.</td>
</tr>
<tr>
<td>Ending (After Processing)</td>
<td>Specify the name of the macro, if any, to be executed after distribution.</td>
</tr>
</tbody>
</table>
7. Once all data has been properly entered, use the table to select the appropriate row to be updated.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Attachments:</td>
<td>This section indicates additional documents to attach during the distribution process.</td>
</tr>
<tr>
<td>Attachment</td>
<td>Indicates the name and location of the item to be sent as an attachment to the distribution.</td>
</tr>
<tr>
<td>Merge Document Source (Range Name)</td>
<td>Specify the range name from which to pull refreshed data elements into the associated attachment (see Merge Data).</td>
</tr>
</tbody>
</table>

8. Click the Push button to replace or insert the specifications on the Distribution Control worksheet.

9. Repeat steps 3 - 8 as necessary to create additional specification rows.

10. Click the Quit button. The Distribution Control worksheet appears.

11. Save the workbook.
5 Add Specification Rows

Additional specification rows may be added to an existing Distribution Control worksheet by creating a new row or copying an existing row.

To Add a New Specification Row
1. On the Distribution Control worksheet, select a blank row, right-click and select Maintain DM Specs -or- select the DM toolbar or ribbon equivalent (see DM Toolbar or DM Ribbon). The Maintain Specifications panel appears.

2. Continue with step 3 in the Create a Distribution Control Worksheet section.

To Copy an Existing Row to Create a New Specification Row
1. On the Distribution Control worksheet, select the desired specification row to be copied, right-click and select Maintain DM Specs -or- select the DM toolbar or ribbon equivalent (see DM Toolbar or DM Ribbon). The Maintain Specifications panel appears.

2. Continue with step 3 in the Create a Distribution Control Worksheet section. To create a new specification row, ensure that the Insert After Active Row radio button is selected.

3. To copy an additional existing row to create a new row:
   - On the Distribution Control worksheet, select the next specification row to be copied.
   - On the Maintain Specifications panel, click the Retrieve SPECS From Current Excel Row button. The specifications from the current active row will default on the panel.
   - Continue with step 3 in the Create a Distribution Control Worksheet section. To create a new specification row, ensure that the Insert After Active Row radio button is selected.
6 Maintain Specification Rows

Existing specification rows may be maintained by accessing the Maintain Specifications panel or by manually typing changes on the Distribution Control worksheet.

To Maintain an Existing Row Via the Maintain Specifications Panel
1. On the Distribution Control worksheet, select the desired specification row to be maintained, right-click and select Maintain DM Specs -or- select the DM toolbar or ribbon equivalent (see DM Toolbar or DM Ribbon). The Maintain Specifications panel appears.

2. Continue with step 3 in the Create a Distribution Control Worksheet section. To maintain the existing specification row, ensure that the Replace Active Row radio button is selected.

3. To maintain an additional existing row:
   • On the Distribution Control worksheet, select the next specification row to be maintained.
   • On the Maintain Specifications panel, click the Retrieve SPECS From Current Excel Row button. The specifications from the current active row will default on the panel.
   • Continue with step 3 in the Create a Distribution Control Worksheet section. To maintain the existing specification row, ensure that the Replace Active Row radio button is selected.

To Maintain an Existing Row Manually
1. On the Distribution Control worksheet, select the desired cell to be modified, and click on the down arrow to change data in the cell -or- type the desired information into the cell.

   Note: To avoid errors, it is recommended to use the Maintain Specifications panel (see above) for making changes instead of typing the desired information into the cell.

2. Save the workbook.
7 Distribute Specifications

Distribution specifications for a workbook may be distributed all at the same time or individually selected specifications may be distributed at the same time.

**Note:** If the Settings option Always Save Prior to Distribution is not selected, it is imperative to save the workbook prior to distributing specifications.

**Note:** Outlook must be open prior to distributing emails via Outlook.

To Distribute All Specifications
1. Open the desired Distribution Control worksheet.
2. In Excel from the DistMgr menu, select Distribute All -or- select the DM toolbar or ribbon equivalent (see DM Toolbar or DM Ribbon). During the distribution process, a panel briefly appears displaying the various procedures being processed. This panel disappears when the distribution process is complete.

To Distribute Individual Specifications
1. Open the desired Distribution Control worksheet.
2. Select the desired specification row(s) to be distributed:
   - To select a single specification -- select the desired specification row.
   - To select multiple specifications -- press and hold the Ctrl key as specifications rows are selected.
   - To select multiple specifications in a range -- select the first specification row in the range and drag the mouse to select additional desired rows in the range.
3. After the desired specification row(s) are selected, right click and select Distribute Selected -or- select the DM ribbon equivalent (see DM Ribbon). During the distribution process, a panel briefly appears displaying the various procedures being processed. This panel disappears when the distribution process is complete.

To Distribute Group Master and All Member Specifications Using Single Row Selection
1. Access the Settings panel, select the Include Members When Only Master Selected option and click OK.
2. Open the desired Distribution Control worksheet.
3. Select the desired group master specification row to be distributed, right click and select Distribute Selected -or- select the DM ribbon equivalent (see DM Ribbon). The system distributes the group master and all member specification rows.

To Distribute Group Master and Selected Member Specifications
1. Open the desired Distribution Control worksheet.
2. Select the desired group master and member specification rows to be distributed, right click and select Distribute Selected -or- select the DM ribbon equivalent (see DM Ribbon). The system distributes the group master and selected member specification rows.
8 Miscellaneous Items

8.1 Merge Data

Distribution Manager allows the user to add merge fields (place holders for data) in various specification fields, and then replace the merge fields with values during the distribution process. In addition, these merge fields may be used to update associated fields within an attached document. See below for one example of how this feature may be set up and utilized.

Syntax: {'sheetname'!cellreference}

Setup 1: Define merge fields within the spreadsheet, and assign a range name.

Setup 2: Use Modify Cells to replace word merge data, and specify merge data in part of target sheet name. If desired, specify merge data within the Destination Name and Target Sheet Name fields.
Setup 3: Specify merge data within the email To, Subject and Body fields.

![Maintain Specifications](image)

Hello `{Word Merge Data!B5}` `{Word Merge Data!C5}`,

Attached you will find an Excel spreadsheet containing the comparative balance sheet and a word document that summarizes the data. Please let me know if you have any questions.

Bob Distribution Manager

Setup 4: Add an attachment and assign the range name from which to retrieve values.

![Maintain Specifications](image)

Results: The system modifies cells and replaces text within the curly brackets `{ }` with the actual values from the cells. In addition, the destination name is automatically added as a prefix to the distributed merge data attachment and the data in the merge range is merged into the attachment.

![Email Attachment](image)

Hello Beth Duke,

Attached you will find an Excel spreadsheet containing the comparative balance sheet and a word document that summarizes the data. Please let me know if you have any questions.

Bob Distribution Manager
8.2 View Log Entries

During the distribution process, the system records various logging information. If the Settings option Enhanced Logging is selected, then the system records additional logging data. Log entries may be viewed, copied and/or emailed if desired.

**Note:** The email feature is only available for Outlook users.

1. In Excel from the DistMgr menu, select About Distribution Manager. The Distribution Manager panel appears displaying Global's information.

2. On the Distribution Manager panel, click View Log. The Log Viewer panel appears displaying the level, date, time, action, status, description and workbook for each log entry. In addition, in the bottom right hand corner the panel displays a count of the number of entries listed.

**Nav Tip:** This panel may also be accessed by selecting the View Log button on the Settings panel (see *Settings*).

3. To copy selected records to the clipboard, on the Log Viewer panel first select the desired record(s) and then either click the Copy Selected Errors button -or- right click on the list and select Copy Selected Errors on the popup panel:
   - To copy a single record -- select the desired record.
   - To copy select multiple records -- press and hold the Ctrl key as records are selected in the list.
   - To copy multiple records in a range -- select the first record in the range, press and hold the Shift key, and select the last record in the range.

**Note:** To select a different size font, click on the drop down arrow in the bottom right hand corner.
4. To email the entire error log to the help desk, click the Email Error Log button. The system opens a new Outlook email panel with the error log attached. Modify the email address and/or text of the email body as necessary and click the Send button.

5. To filter log entries for a specific workbook, click the Workbook down arrow and select the desired workbook. The system displays only entries for the selected workbook.

6. To filter for a specific date range of entries in the error log file, select the Filter on Date check box and specify the desired date range. The system displays only entries for the selected date range.

7. To filter for a specific level of entries in the error log file, select the desired level(s) in the Filter list. The system displays only entries for the selected level(s).

8. To search for a specific value in the error log file Action column, key the desired value in the Find What field and click the Find Next button. The system will highlight the first log entry containing the value. Click the Find Next button again, to find the next occurrence of the selected value.

9. To clear the error log file, click the Clear Log button.

10. To display the full details of a log entry, double click the selected entry in the list. The Error Properties panel appears. Use the arrow buttons on the Error Properties panel to scroll up or down through the log entries in the list. To copy detail data for a single log entry to the clipboard, click the Copy button. Click the Close button to return to the Log Viewer panel.

11. To exit the Log Viewer panel, click the Close button.
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