

# Add Fundwave Report Builder to MS-Excel

*Prerequisites:* Microsoft Office 2013 or above, including online versions of Microsoft Office.

## Step by Step Guide

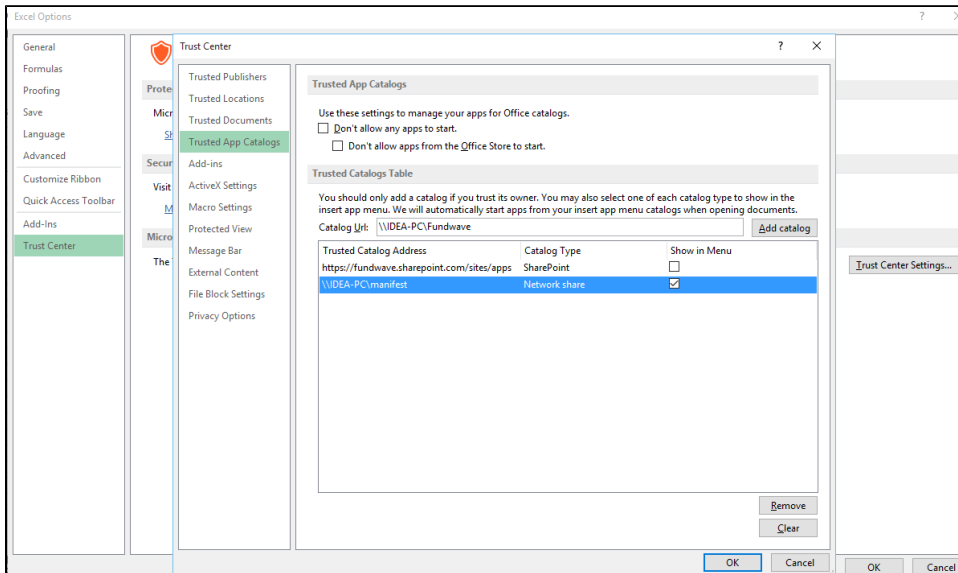
### 1. If you have a Microsoft account

- a. Go to the [Microsoft Office Store](#) to get the Fundwave Report Builder add-in. (see [screenshot guide](#))

### 2. If you don't have a Microsoft account

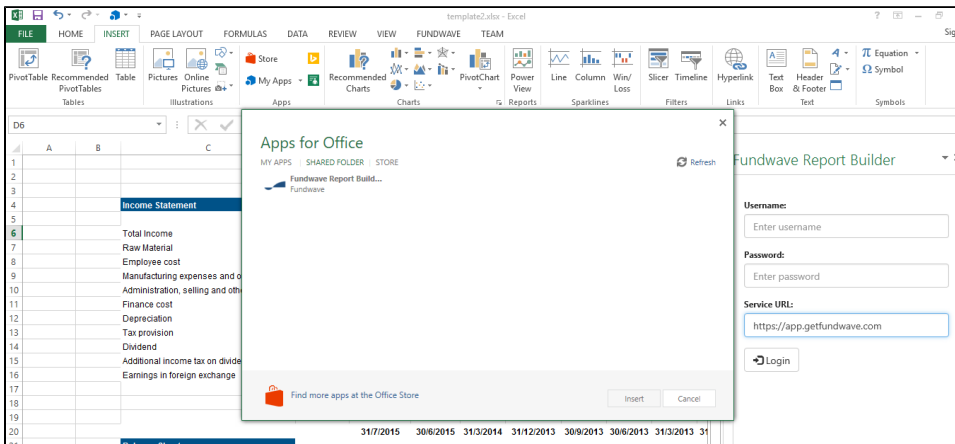
This guide outlines the process to add the 'Fundwave Report Builder' to MS-Excel using a network share.

- a. Create a folder on a network share. For example, `\\MyShare\Fundwave`
- b. Alternatively, if you're not connected to a local network, create a network share folder on your computer. For example, `\\My-PC\Fundwave`
- c. Put the [manifest file](#) provided by Fundwave in the above file share.
- d. Open a new document in Excel.
- e. Choose the File tab, and then choose Options.
- f. Choose Trust Center, and then choose the Trust Center Settings button.
- g. Choose Trusted App Catalogs.
- h. In the Catalog Url box, enter the path to the network share you created in Step 1 / 2, and then press 'Add Catalog'.



- i. Close the window and restart Excel.

3. On the Insert Tab, select 'My Apps'. You should now see 'Fundwave Report Builder' under 'Store' or 'Shared Folder' depending upon whether you followed instruction in Point 1 or Point 2 above.



4. Select 'Fundwave Report Builder' from the above screen and click 'Insert'.

5. Your 'Fundwave Report Builder' add-in will open on the right. You're now ready to build your reports (see [step-by-step guide](#)).