

1. Install the TermWorks Excel Add-In Files

Note Administrator privileges are required to complete this installation.

Verify you have received your **TermWorks Client Installation Zip** package; otherwise please contact the Infoway Terminology Team.

Locate the AddIns folder on the client computer and extract the contents of the **TermWorks Client Installation Zip** file to the AddIns folder (as shown in figure 1):

%APPDATA%\Microsoft\AddIns -this typically resolves to one of the following folders:

- in Windows XP:C:\Documents and Settings\[username]\Application Data\Microsoft\AddIns
- OR in Windows 7:C:\Users\[username]\AppData\Roaming\Microsoft\AddIns

NOTE: The Appdata folder maybe hidden. To show hidden folders you can use the following instructions for Windows 7:

1. In any folder click on the Organize drop down, and then select Folder and Search Options

2. Click the View tab. At Advance Settings under Hidden Files and folders select Show hidden files, folders and drives and click OK.

鷆 resource

- 🔝 logo.gif
- proxy_readme.txt
- register_termworks_dll.bat
- 🛃 TermWorks.bmp
- 📰 TermWorks.ini
- TermWorks.xla
- 🔁 TermWorksReleaseNotes.pdf
- 🔁 TermWorksUserGuide.pdf
- unregister_termworks_dll.bat

Figure 1

The following files are included in the zip file:

- * TermWorks.xla -The TermWorks Excel Add-In
- * TermWorks.ini -The configuration file for the Add-In
- * TermWorks.bmp & logo.gif -Graphics files used by the Add-In

* TermWorksUserGuide.pdf & TermWorksReleaseNotes.pdf -Documentation

* register_termworks_dll.bat -A batch file used during installation to register library files required to communicate with a TermWorks Server.

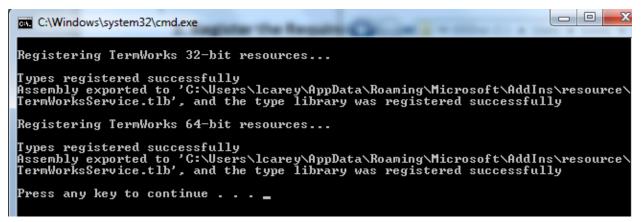
* unregister_termworks_dll.bat -A batch file used unregister TermWorks library files. This batch file should only be used when removing the TermWorks Excel Add-In from the system.



2. Register the Required Resource Files

In the directory where the client zip file was extracted, run the register_termworks_dll.bat file (right mouse click on the file and select "Run as Administrator" if the file won't run by using double click).

When the resources are properly registered, you should see the message in figure 2.





3. Install the Add-In in Microsoft Excel

The procedure for managing add-ins varies greatly depending on your version of Excel.

Excel 2007, Excel 2010

Click the Office button (2007) or File (2010) at the top left of the Excel window and click the Excel Options button (figure 3).

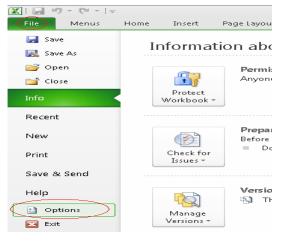


Figure 3



On the left-hand menu, select Add-Ins. At the bottom of the window, select Excel Add-Ins in the Manage dropdown, then click Go (figure 4).

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Add-Ins	Date (XML)	1	C:\s\microsoft shared\Sma			
- Add Ins	Euro Currency To	ols	C:\Office\Office14\Library\			
Trust Center	Financial Symbol		C:\s\microsoft shared\Sma			
	Headers and Foo		C:\)\Microsoft Office\Offic			
	Hidden Rows and		C:\)\Microsoft Office\Offic			
	Hidden Worksheets		C:\)\Microsoft Office\Offic			
	Invisible Content		C:\)\Microsoft Office\Offic			
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	Document Relate	ed Add-ins				
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	Disabled Applica	tion Add-ins				
	Add-in: Sharing Add-in for Micr		oft Lync 2010			
	Publisher:	Microsoft Corporation	oft Corporation			
	Compatibility: No compatibility infor		nation available			
	Location:	C:\Program Files (x86)\Micro	osoft Lync\collabaddin.dll			
			-			
	Description: Sharing Add-in for Mic		rosoft Lync 2010			
	M <u>a</u> nage: Excel A	Add-ins	o			
	L					

Figure 4

Click on Browse to locate the TermWorks.xla file in the AddIns folder and click 'Open' to recognize it. Ensure that the TermWorks checkbox is checked, and click OK (figure 5).

Add-Ins		? X
Add-Ins available:		
Analysis ToolPak Analysis ToolPak - VBA	*	ОК
Solver Add-in		Cancel
Termworks		Browse
		Automation
	-	
Termworks		

Figure 5

4. Running TermWorks

A TermWorks toolbar is added to the Excel toolbar. This toolbar allows you to turn TermWorks functionality in Excel on or off, as needed.

In Excel 2010, this toolbar command is added under the Add-Ins tab (figure 6).



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Figure 6

Click 'Activate TermWorks' to connect TermWorks to the TermWorks server over the internet.

The Content License Agreement(s) window appears.

Before accepting the agreement, you must first scroll to the bottom to review all of the available licenses. Click **Yes** to accept the agreement (figure 7).

Content License Agreement(s)
which are hereby incorporated by reference.
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SNOMED CT®: (July 2015) This material includes SNOMED Clinical Terms® (SNOMED
Do you accept all the terms of the preceding license agreement?
You must accept this agreement to continue.
Yes No

Figure 7

You are now connected to the TermWorks server.

To disconnect the connection from TermWorks, you can either click 'Deactivate TermWorks' on the TermWorks toolbar or close Excel.