



# Using Summit Products in the Office 2010 Environment

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## **Introduction**

To date, the main issues/problems with using the current versions of our software in the Office 2010 environment are:

1. Multiple security warnings are displayed whenever the software is opened.
2. The Summit menus at the top of the screen are not displayed.

The purpose of this document is to explain the steps needed to deal with each of these issues.

## **IMPORTANT NOTE**

All file and folder locations in this document assume that all Summit products and Office 2010 have been installed in their default folders. You will need to adjust these instructions if the Summit products or Office 2010 are not installed in their default folders.

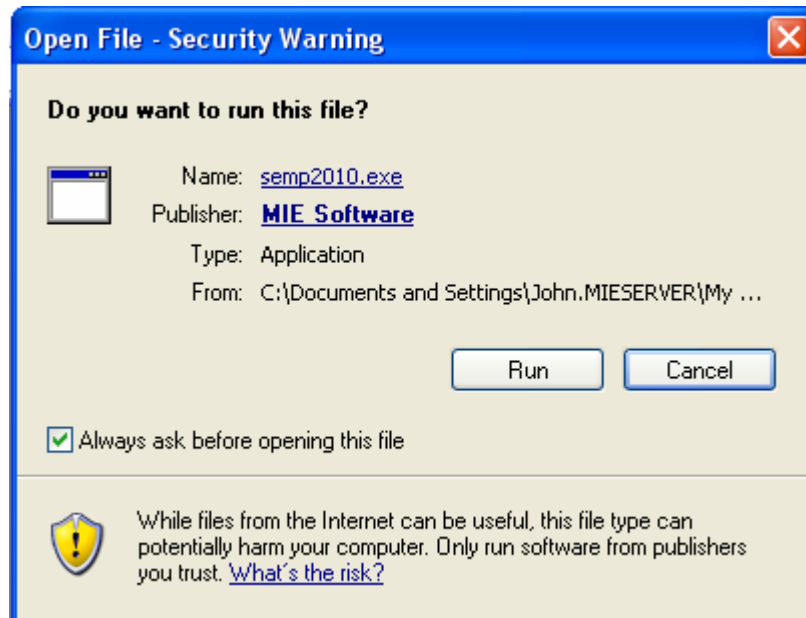
The default folder for Summit Event Manager Pro (SEMP version 9) is C:\SEMP.

The default folder for Summit Central (SCL version 4) is C:\SUMMIT.

## Installation

You should select the Access 2010 installation of the relevant product. This example uses Summit Event Manager Pro.

The selected installation program is semp2010.exe. When you attempt to run semp2010.exe you get the following warning:



You should click on Run.

A window will appear with the heading 'Install Summit Event Manager – Pro?'. To continue with the installation process, select 'Yes'.

The installation program should then complete successfully.

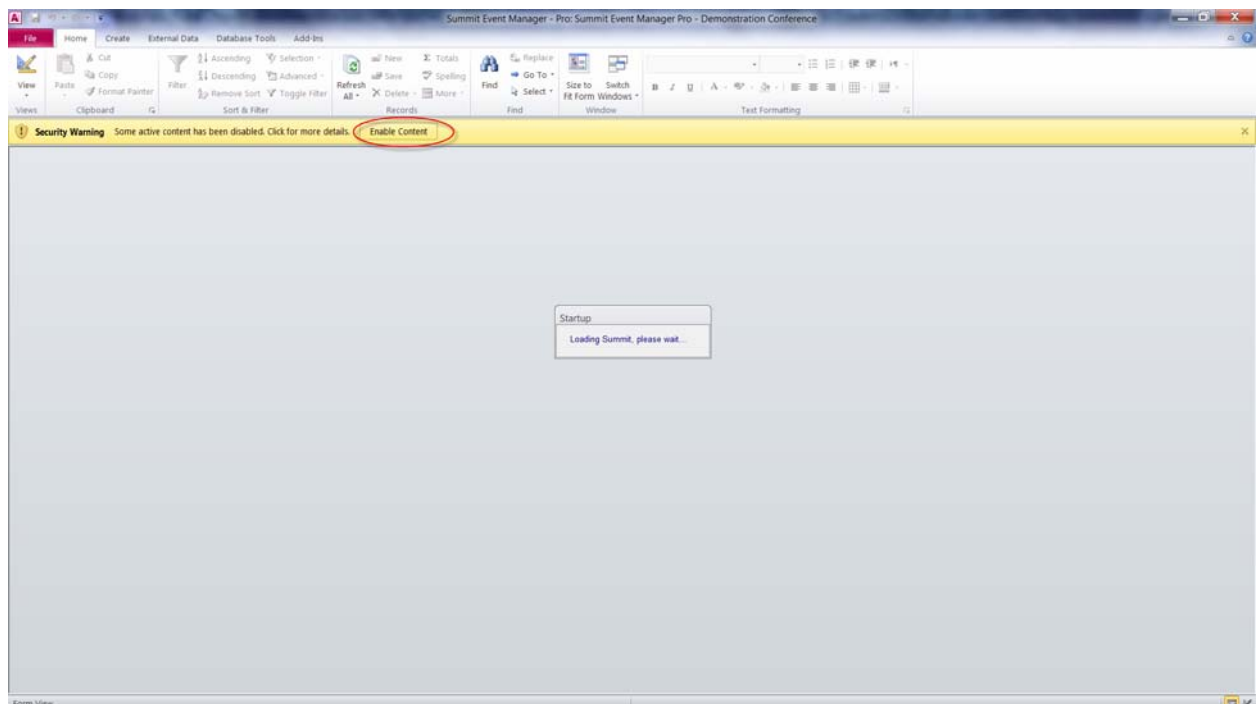
## Avoiding security warnings when Summit program is launched

If you do not advise Office 2010 that the Summit programs are in “trusted locations” a number of security warnings, similar to the one below, may be displayed when you launch Summit programs:



If this message is displayed, select Open.

The system may appear to hang displaying the image on the following page:

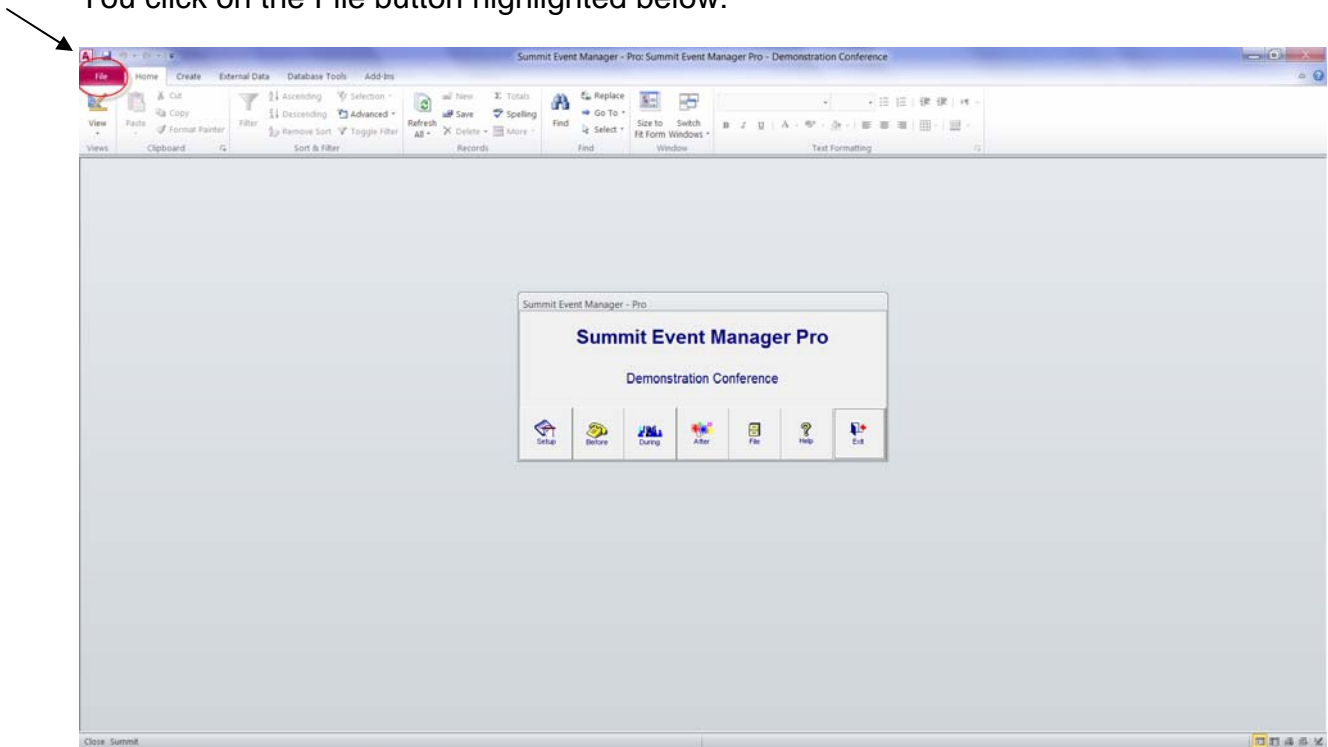


You should click on the ‘Enable Content’ button highlighted above.

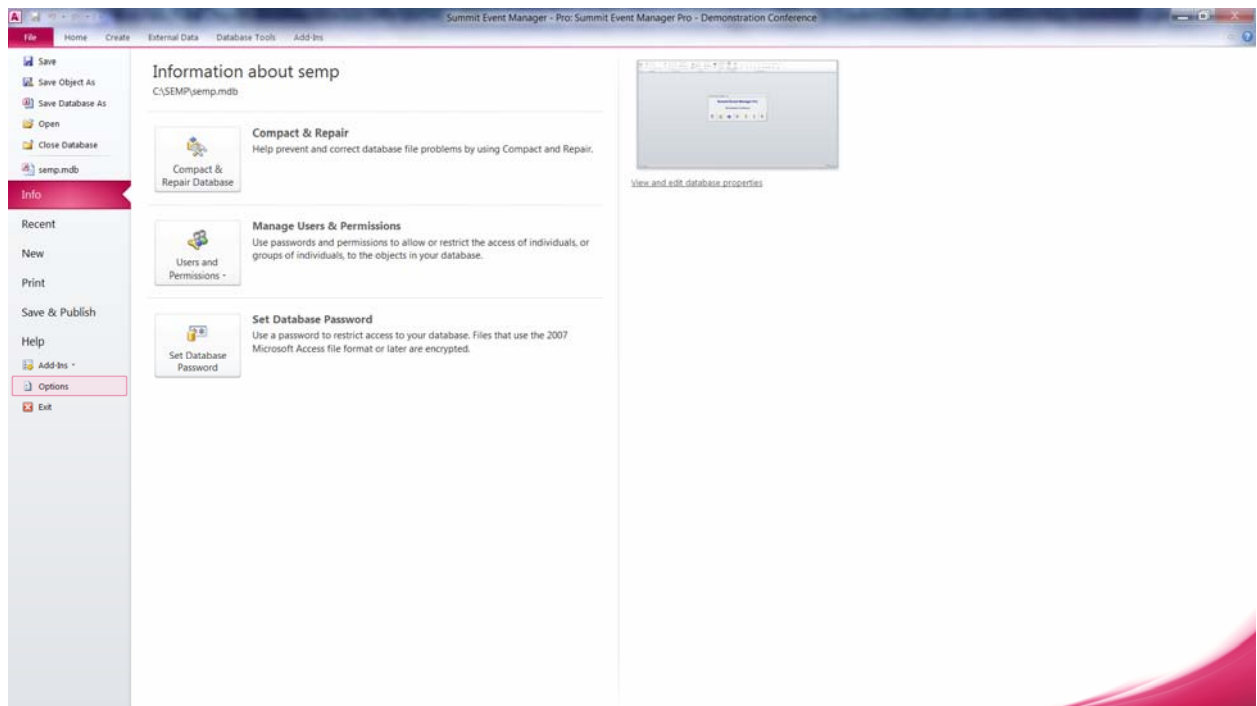
The Summit program should then open correctly.

To prevent these security warnings every time the Summit program is launched you need to tell Office 2010 that the Summit software is in a “trusted location”. This is done by taking the following steps from within Summit (or from any Access window).

You click on the File button highlighted below:

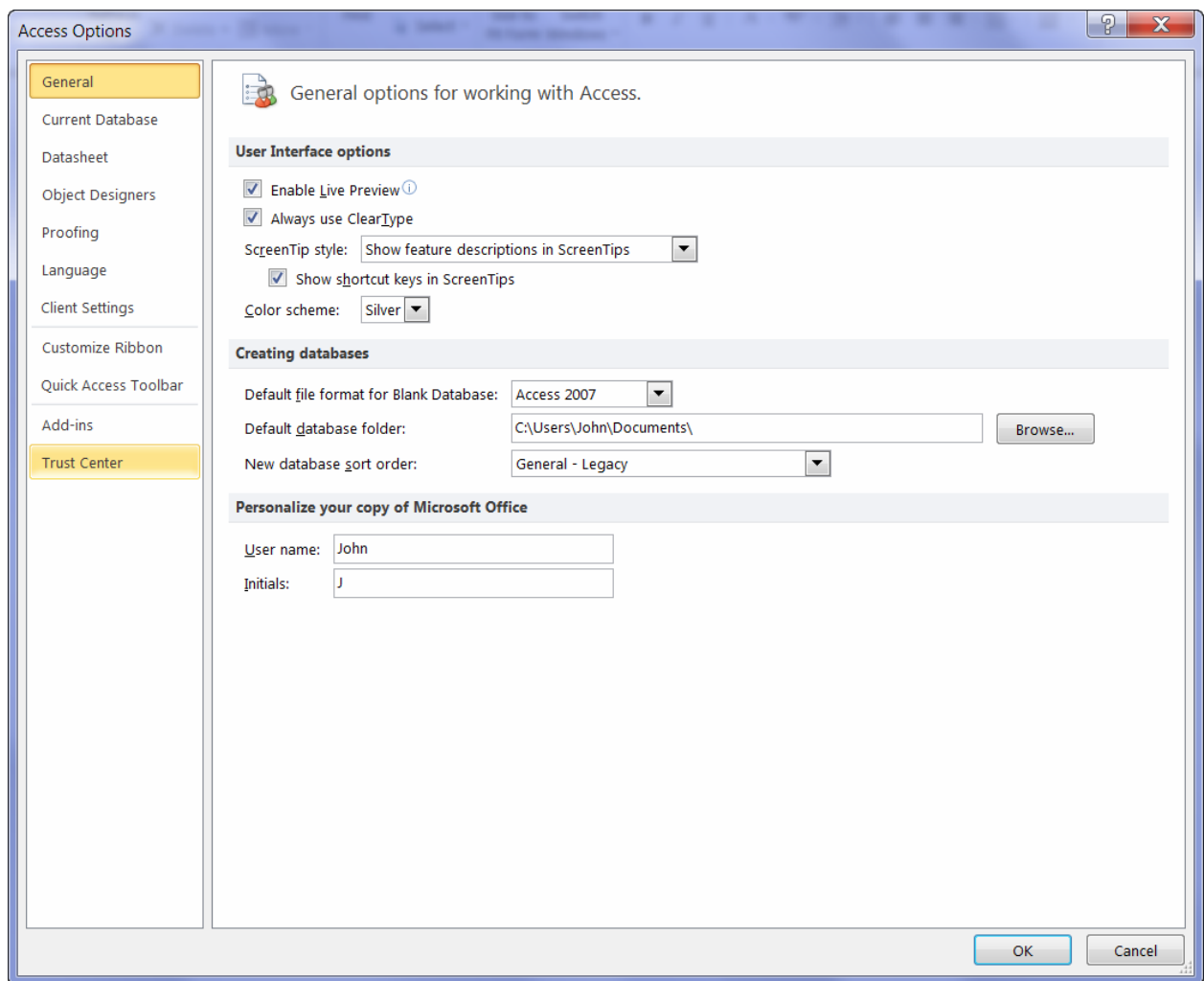


The following is then displayed:



You should click on Options as shown above.

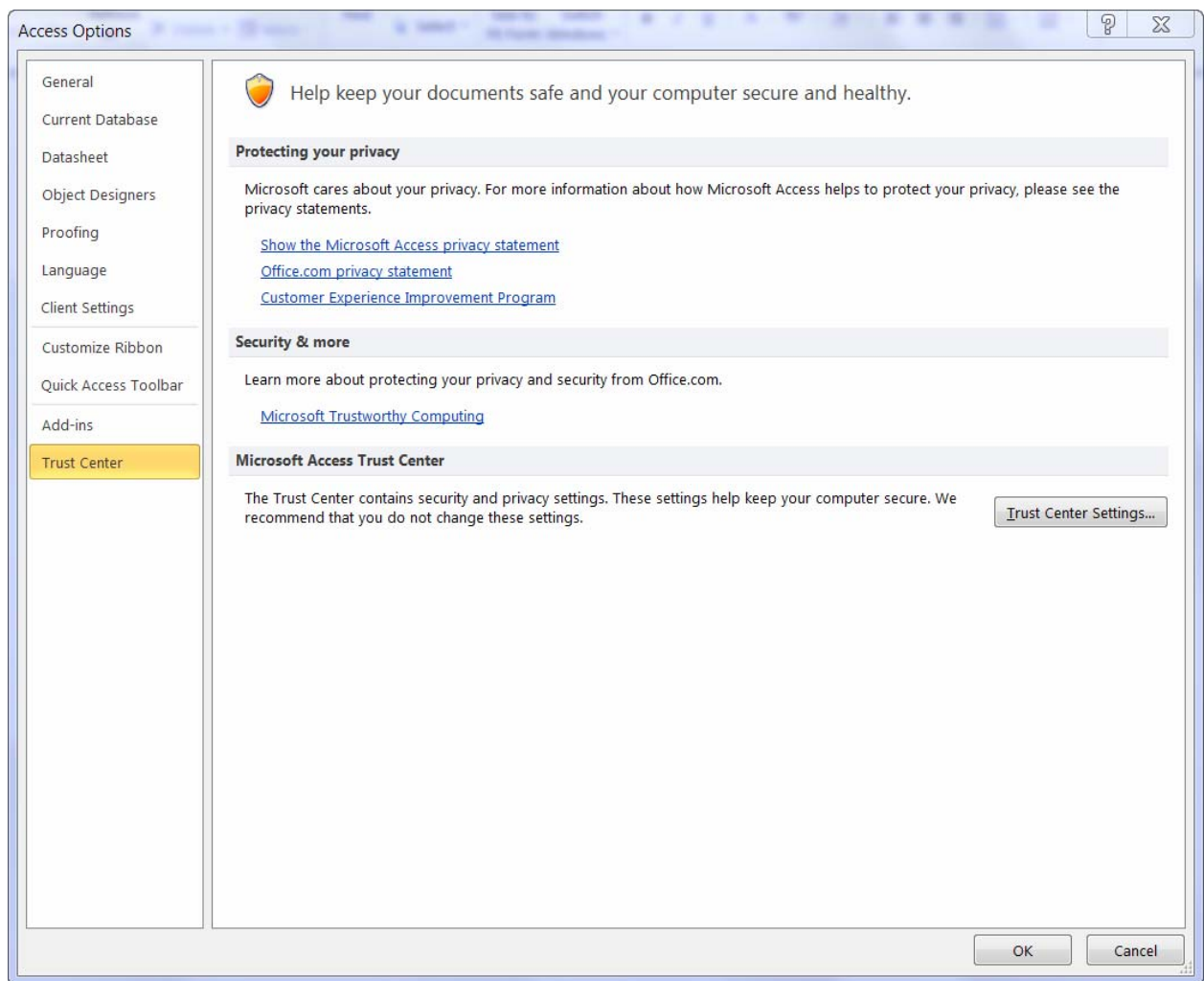
The following will then be displayed:



You should select Trust Center as shown above.

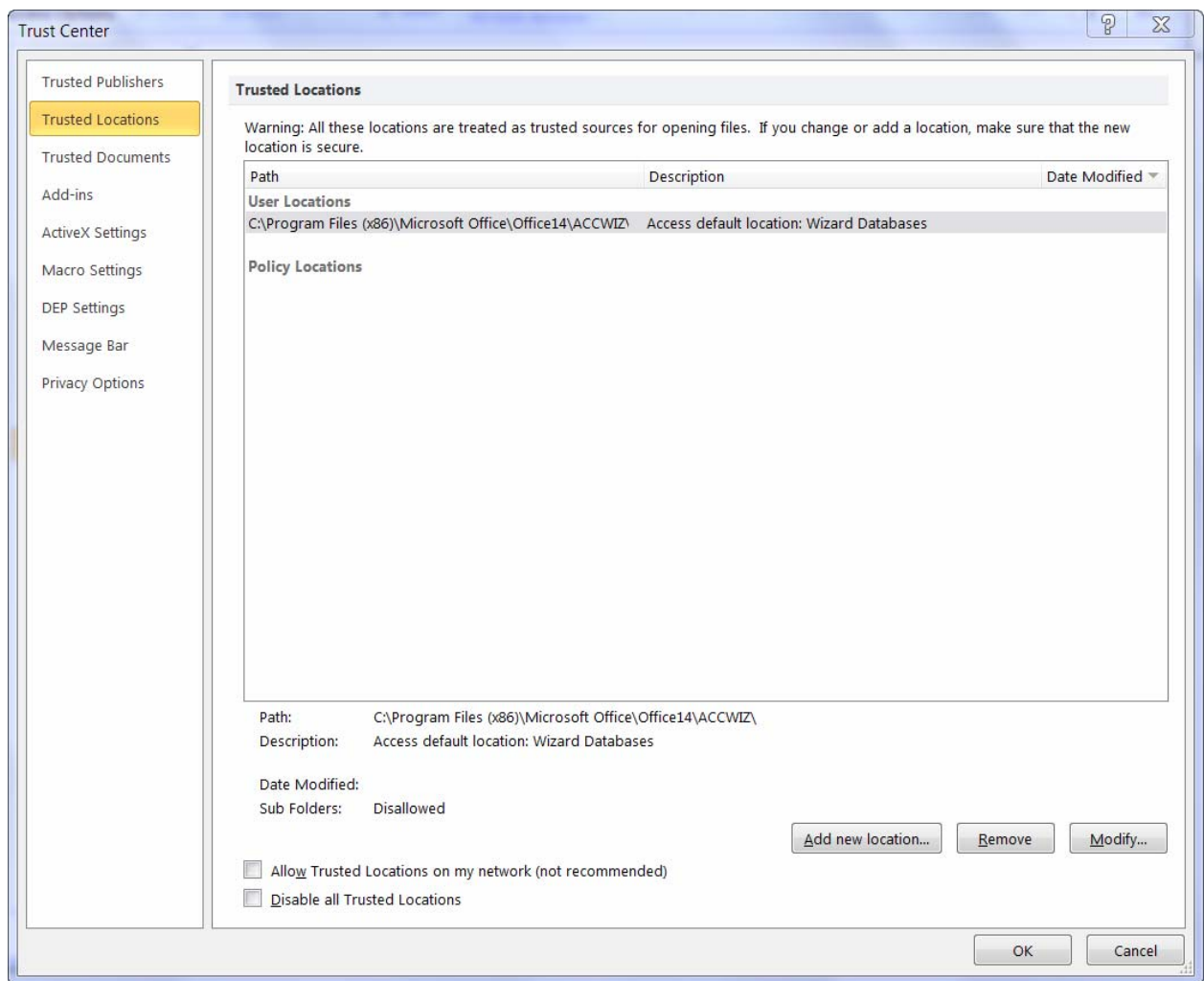


The following will then be displayed:



You should select Trust Center Settings.

The following will then be displayed:

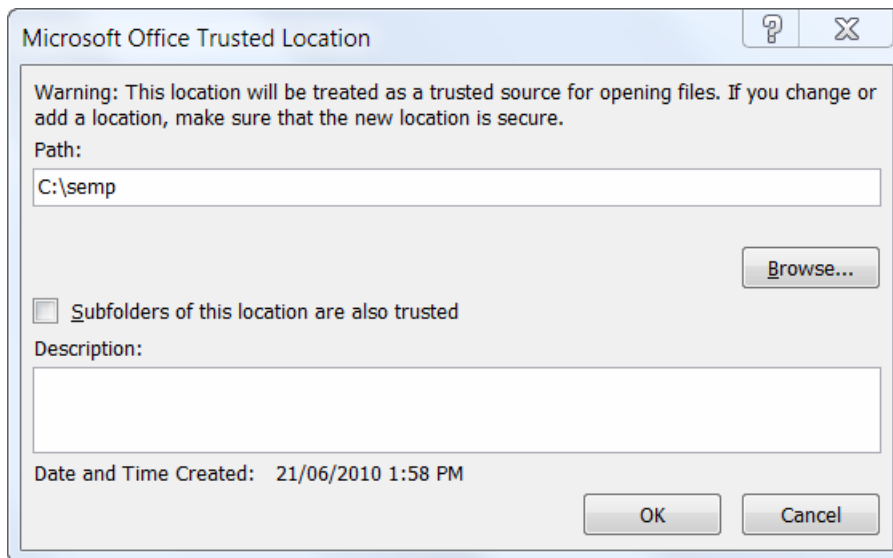


You should then select Add new location and add all of the following locations if they are present on the computer:

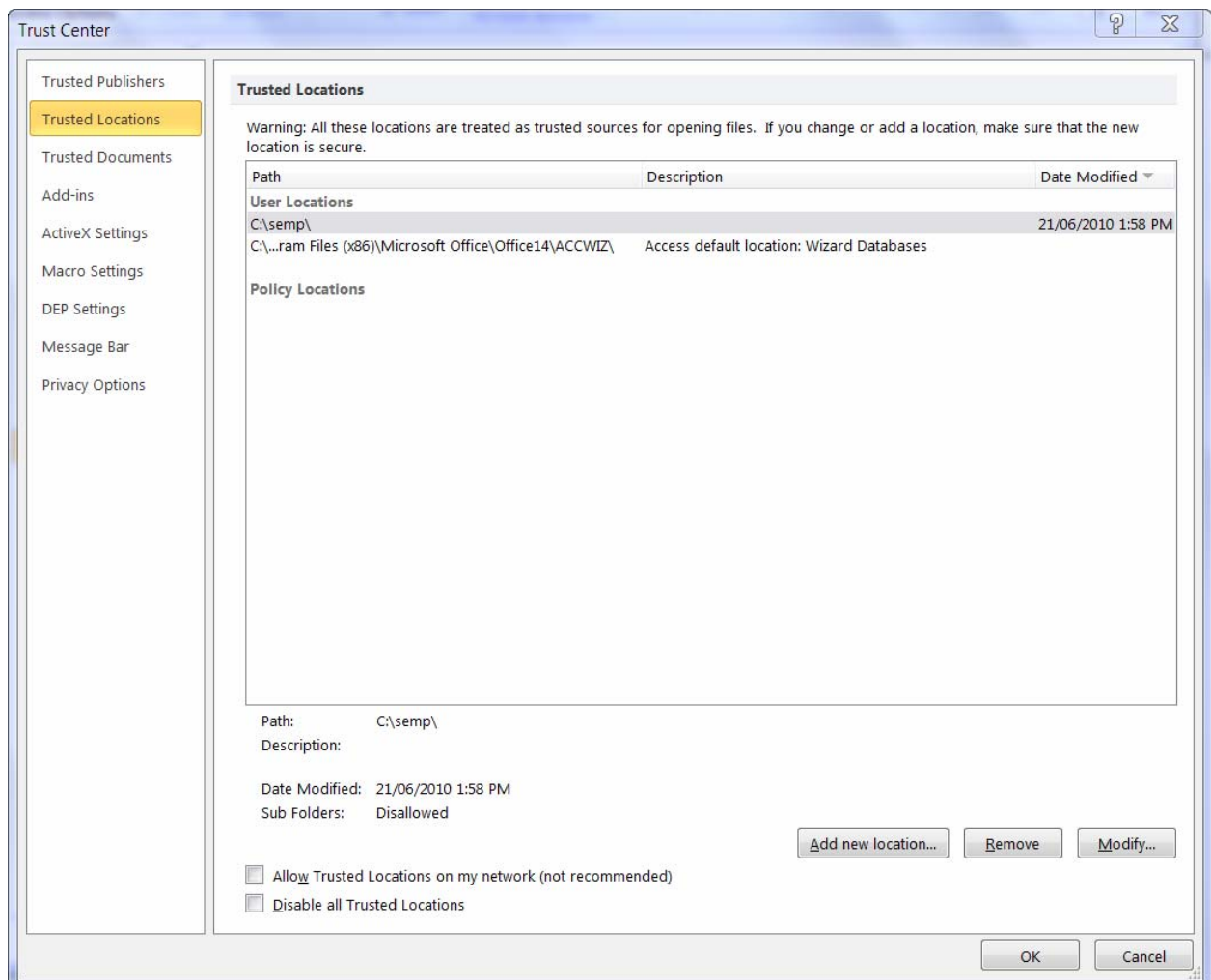
c:\semp  
c:\Summit  
c:\ssg  
c:\scm4  
c:\seml10

To do this, you will need to repeat the following process for each location.

The following example is for c:\semp (Summit Event Manager Pro Version 9).



The trusted locations should now include the c:\semp folder as shown below:

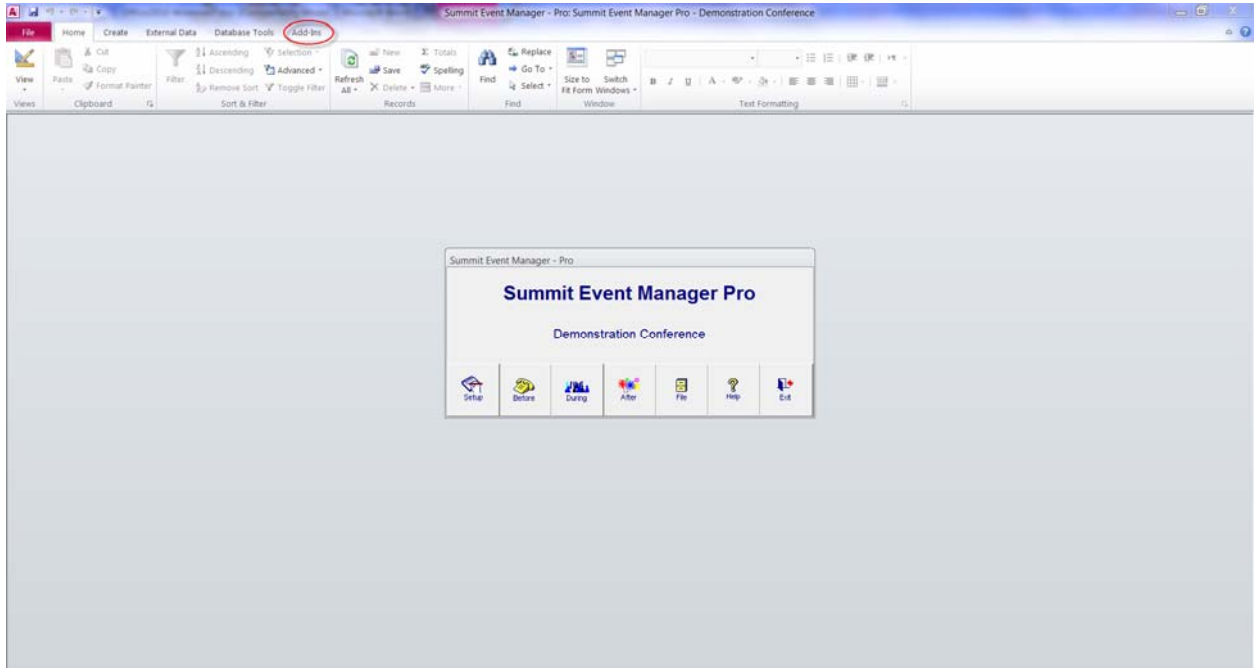


The next time you launch Summit, no security warnings should be displayed.

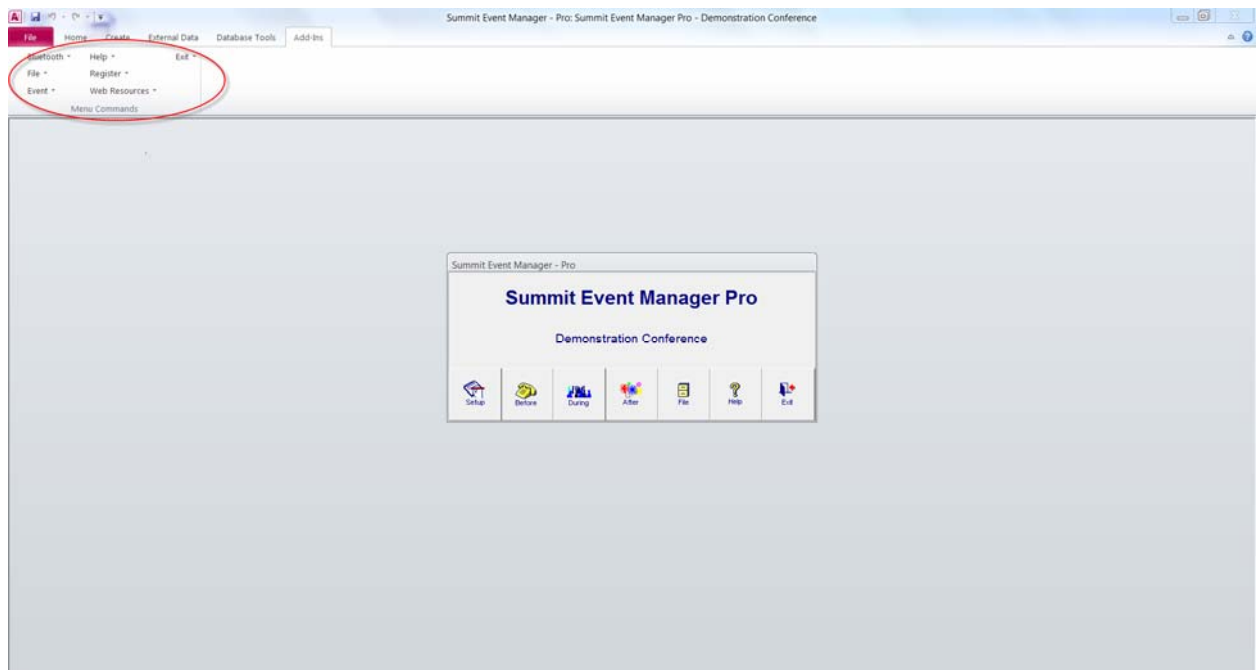
## Other Issues

### Summit Menus

When you open the Summit program the Summit menus that are normally displayed at the top of the screen are not present, as shown below:



The Summit menus are now displayed under the Add-Ins tab on the ribbon which is highlighted above. If you select the Add-Ins tab, the Summit menus are displayed as shown on the next page.



Summit menus highlighted above.

