



## #. How to install BFT "Cafe" for remote working

### Getting started

These instructions are to install Café software on your home computer, to access BFT Café reports remotely. Please note, you will need a VPN connection to make Café work, but the installation is on your home machine, not to the "Connect" (or other) VPN remote desktop. **Contents**

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#### 1.1 Check your Excel version

On the Excel ribbon click "File", then "Account" and "About Excel". This opens a dialog box with the full version number of your Excel application. The bit-number (32-bit or 64-bit) is on the end of the version number. You need to install the appropriate TM1 add-in for the Excel bit number.

1. In Excel, click File

2. ...Account...

3. ...About Excel...

4. The Excel/Office bit app is at the end of the product version number

Product Information

Office

Subscription Product  
Microsoft Office 365

Belongs to [redacted]

Manage Account Change License

Office Updates  
Updates are automatically downloaded and installed.

Office Insider  
Join the Office Insider program and get early access to new releases of Office.

About Excel  
Learn more about Excel, Support, Product ID, and Copyright information.  
Version 2002 (Build 12527.20278 Click-to-Run)  
Monthly Channel

About Microsoft® Excel® for Office 365

Microsoft® Excel® for Office 365 MSO (16.0.12527.20278) 64-bit

License ID  
Session ID

## 1.2 Download the zip file

Ctrl-click on the link below to download the appropriate zip file (compressed data) for your Excel version from Sharepoint:

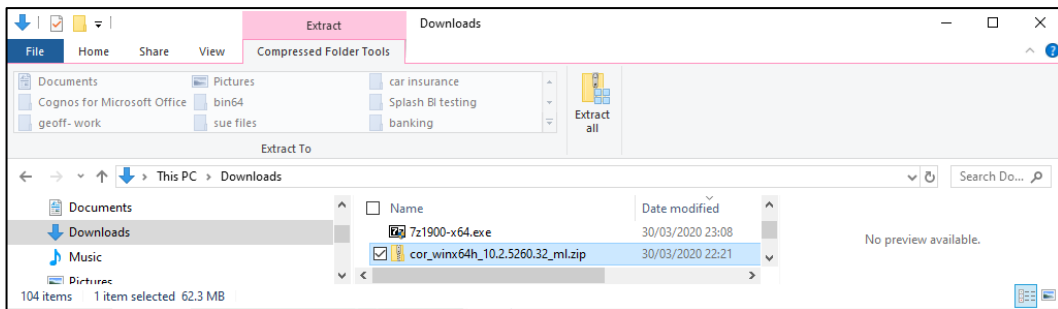
[Excel 32 bit - zip file](#)

[Excel 64 bit - zip file](#)

Please note these are large files which may take a long time to download, depending on your internet connection

## 1.3 Extract the add-in software

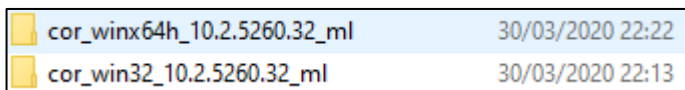
In File Explorer (Windows 10) or File Manager (earlier Windows), highlight the downloaded zip file, and click the Extract tab to open the Compressed Folder Tools menu. Click “Extract All” in the ribbon.



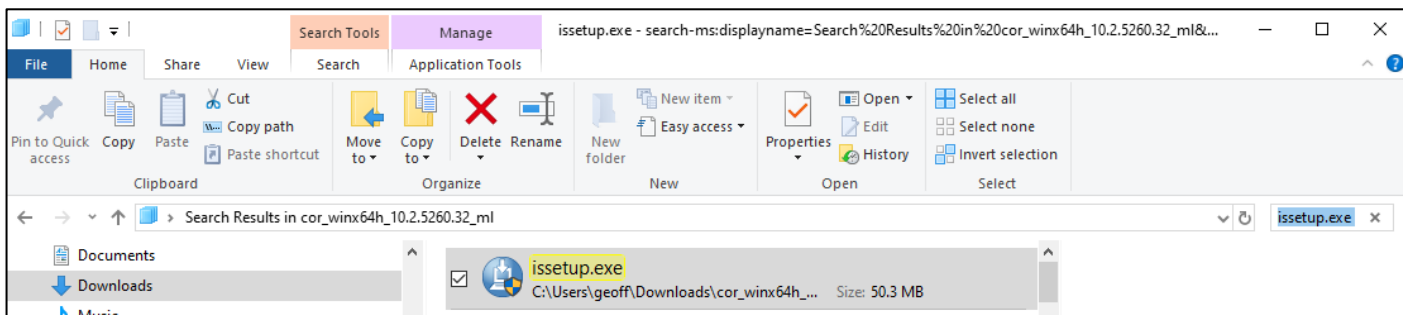
...in most cases, just follow the defaults, which will extract the zip file contents to a new folder in the Downloads area of your computer.

## 1.4 Install the add-in

In File Explorer, find the folder created in the previous step (it will have an almost identical name to the zip file, either “cor\_winx64h...” or “cor\_win32...”)



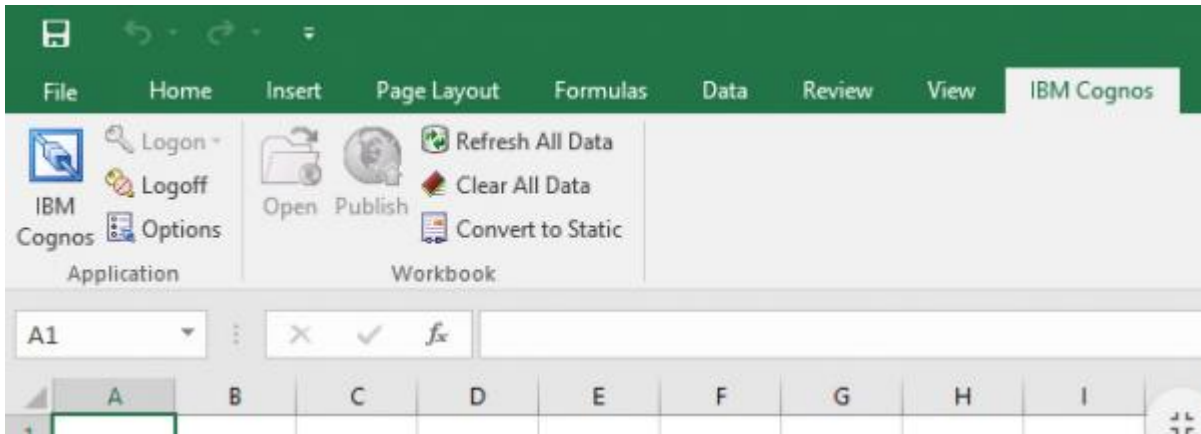
Open this folder (double-click) and type “issetup.exe” in the Search box, to find the installer utility included in the software package. Right click on this file and “Open” or “Run as administrator” and follow the default settings to open the installation wizard. Follow the wizard instructions to install the software.



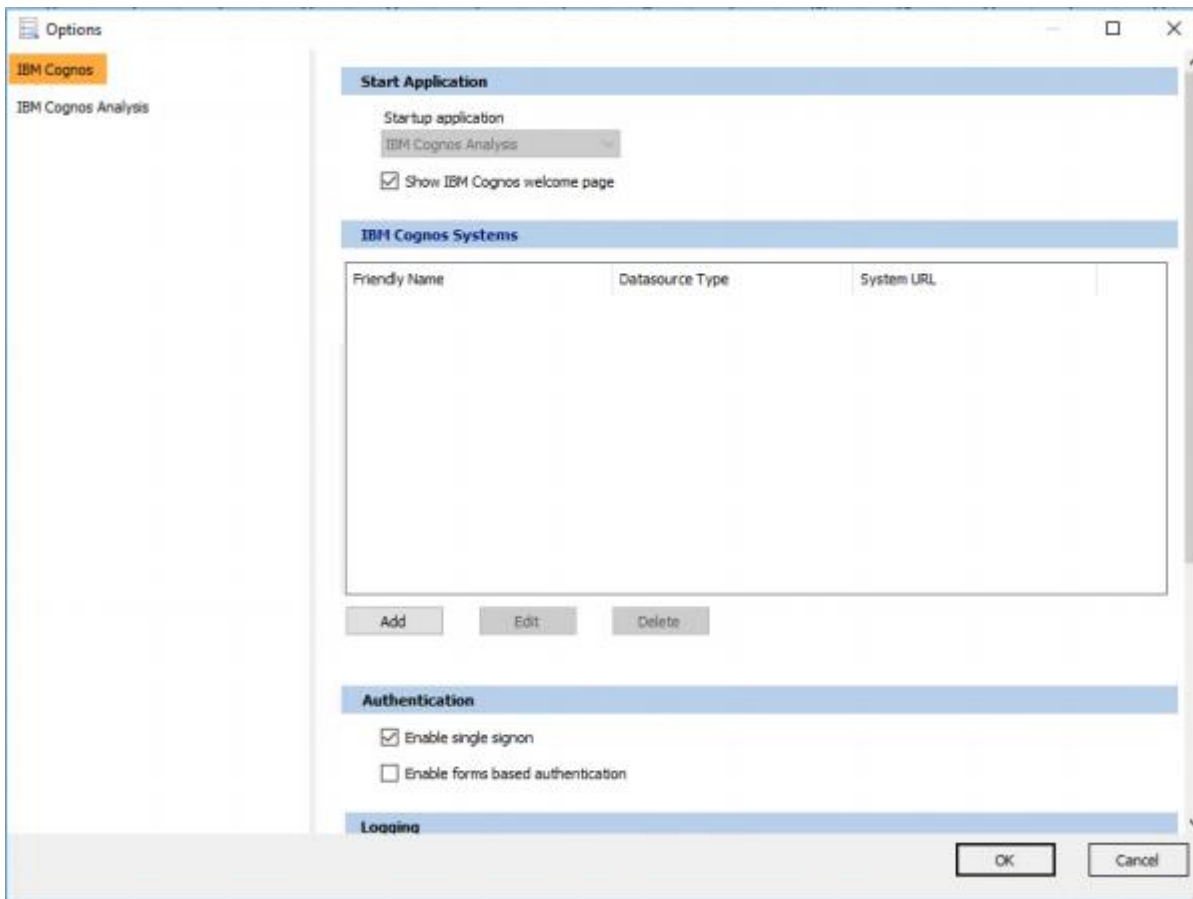
## 1.5 Configure the add-in

From: Installing 'Café' for Admin staff. MSD IT Services Feb 2020 – Gerard Robinson MSD IT

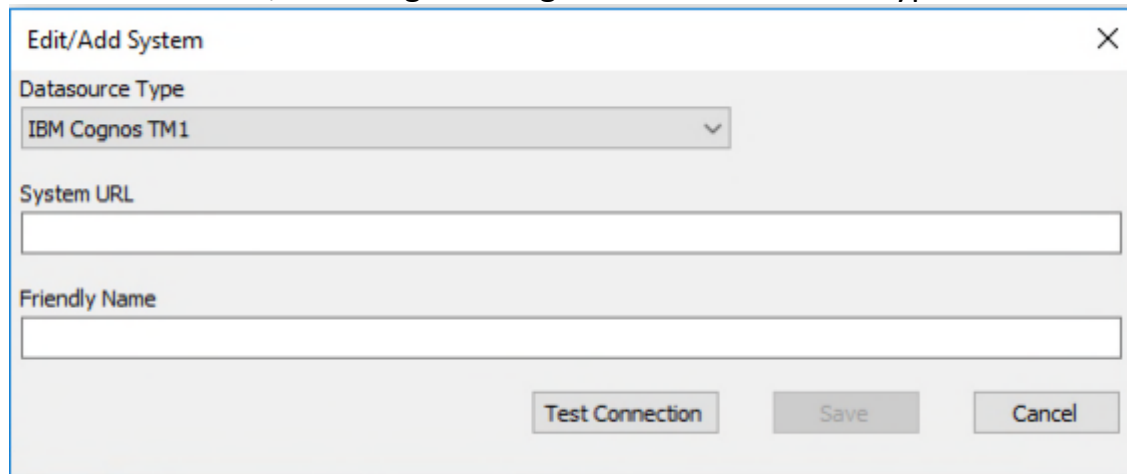
The above steps should have added the IBM Cognos tab to Excel:



Select IBM Cognos “options” from the menu:



Add data sources, selecting IBM Cognos TM1 data source type:



Dialog box titled "Edit/Add System" with a close button (X) in the top right corner. It contains the following fields and buttons:

- Datasource Type:** A dropdown menu currently showing "IBM Cognos TM1".
- System URL:** An empty text input field.
- Friendly Name:** An empty text input field.
- Buttons:** "Test Connection", "Save", and "Cancel" are located at the bottom of the dialog.

Server addresses for UAS:

IBM Cognos Systems		
Friendly Name	Datasource Type	System URL
BFT	IBM Cognos TM1	https://tm1.uas.ox.ac.uk:443/
BFT-QA	IBM Cognos TM1	https://tm1-qa.bsp.ox.ac.uk:443/

You'll also need to [enable the TM1 Reporting Add-In](#) in Excel, to make Cafe work.

Note: if you are already a Café user but can't see the IBM Cognos tab please see [IBM Cognos – reloading the Café Excel Add-in \(for use with BFT\)](#)