

DrillToPIA Add-In for nVision Drilldown Overview

The **DrillToPIA Add-In** for Excel must be applied to review detail within nVision reports generated on Cardinal.

If you have questions or experience any issues loading the add-in, consult with your agency technical resources and, if needed, contact the VITA Customer Care Center at vccc@vita.virginia.gov.

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Download the DrillToPIA Excel Add-In

1. [Download](#) and unzip the Excel plug-in.
2. Save the **DrillToPIA** file to your hard drive:

Windows – Office 2007

- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files\Microsoft Office\OFFICE12\Library

Windows – Office 2010

- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files\Microsoft Office\Office14

Windows – Office 2013

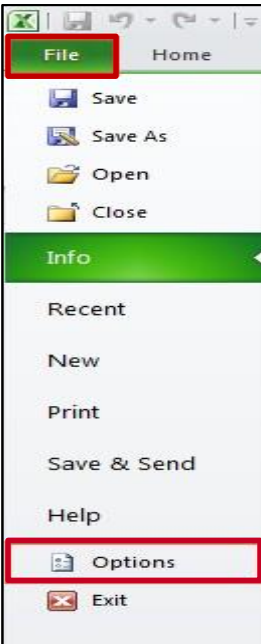
- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files\Microsoft Office\Office15

Windows – Office 2016

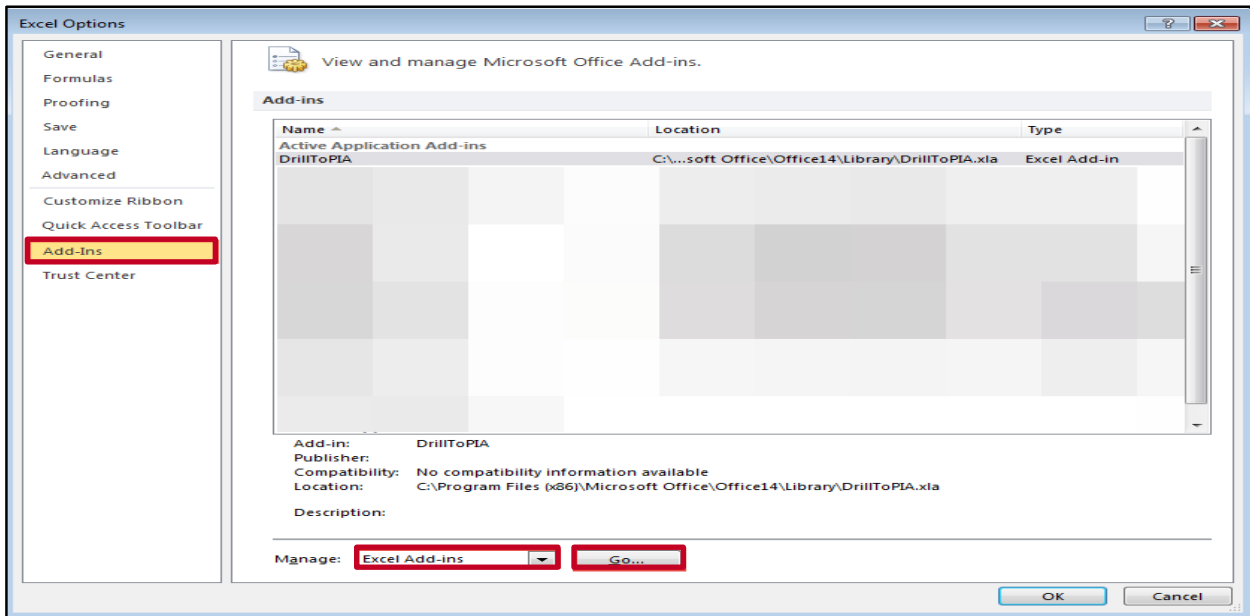
- Save the **DrillToPIA.xla** file to the following location on your hard drive: C:\Program Files (x86)\Microsoft Office\Office 16\Library

Install the DrillToPIA Excel Add-In

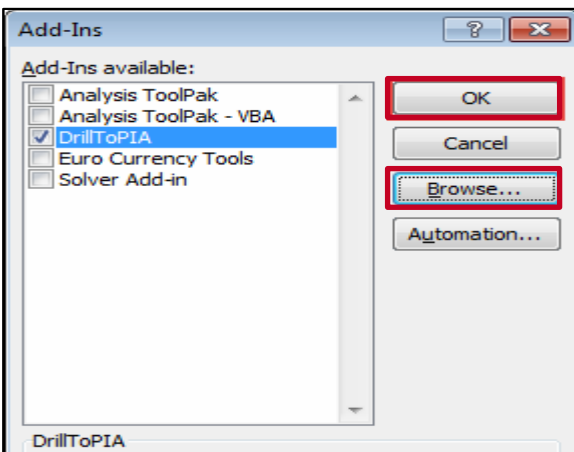
1. Install the **DrillToPIA** Excel Add-In.

Windows – Office 2007 and 2010

- Open **Excel**, click the **File** tab.
- Click the **Options** link.



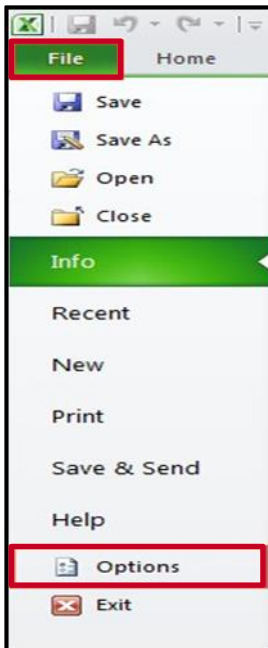
- The **Excel Options** pop-up window displays.
- Click the **Add-Ins** link.
- Ensure Excel **Add-Ins** is selected from the **Manage** drop-down menu.
- Click the **Go** button.



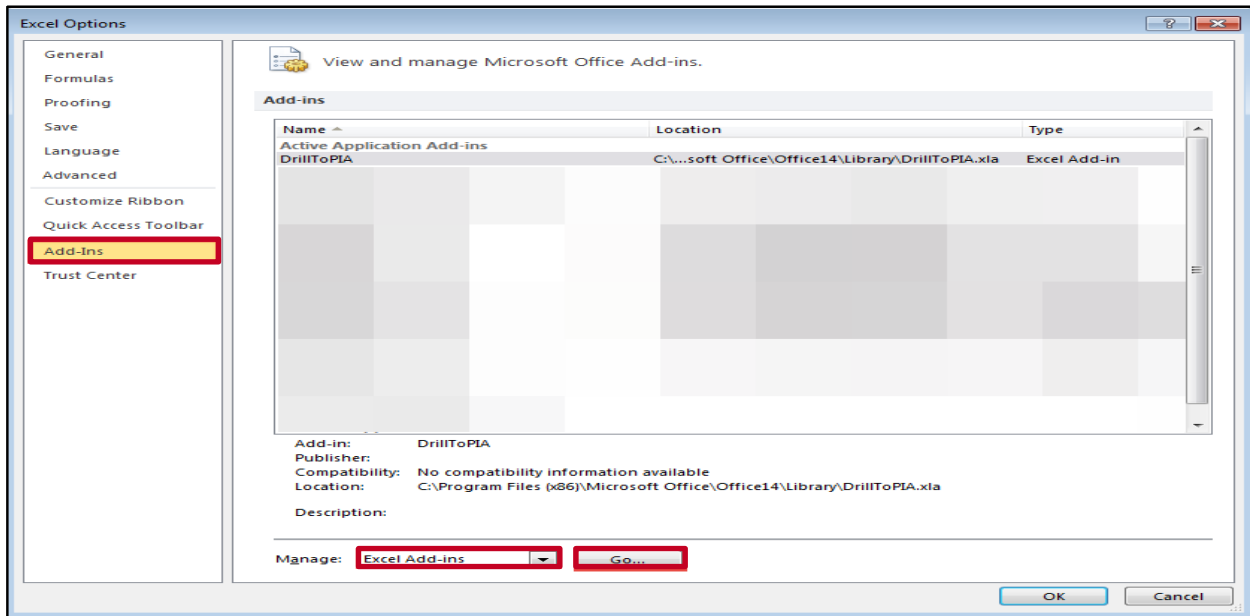
- The **Add-Ins** dialog box displays. Select the **Browse** button.
- Select the **DrillToPIA** file from your hard drive (specified in Step 1).
- Click the **OK** button.



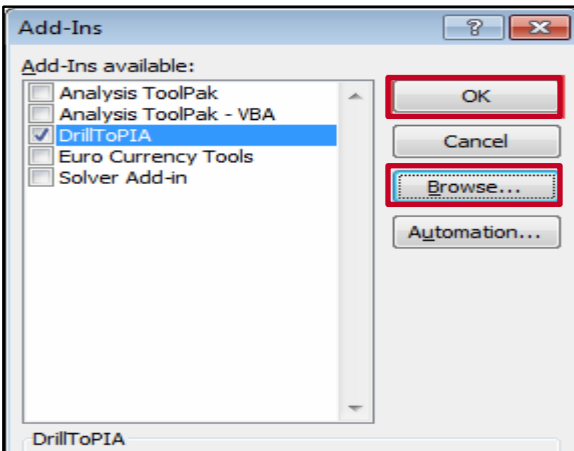
- The **DrillToPIA** Add-In was successfully added to Excel.

Windows – Office 2013

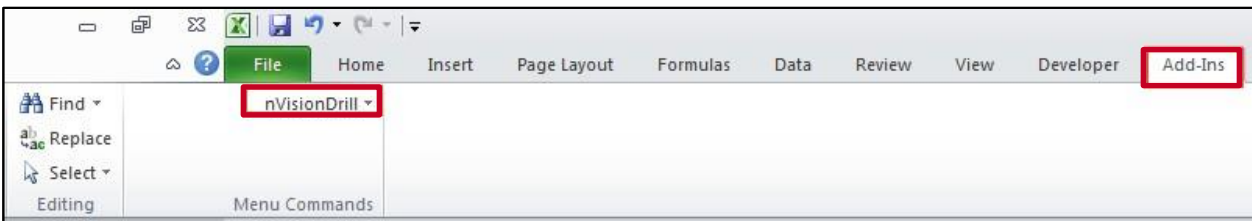
- Open **Excel**, click the **File** tab.
- Click the **Options** link.



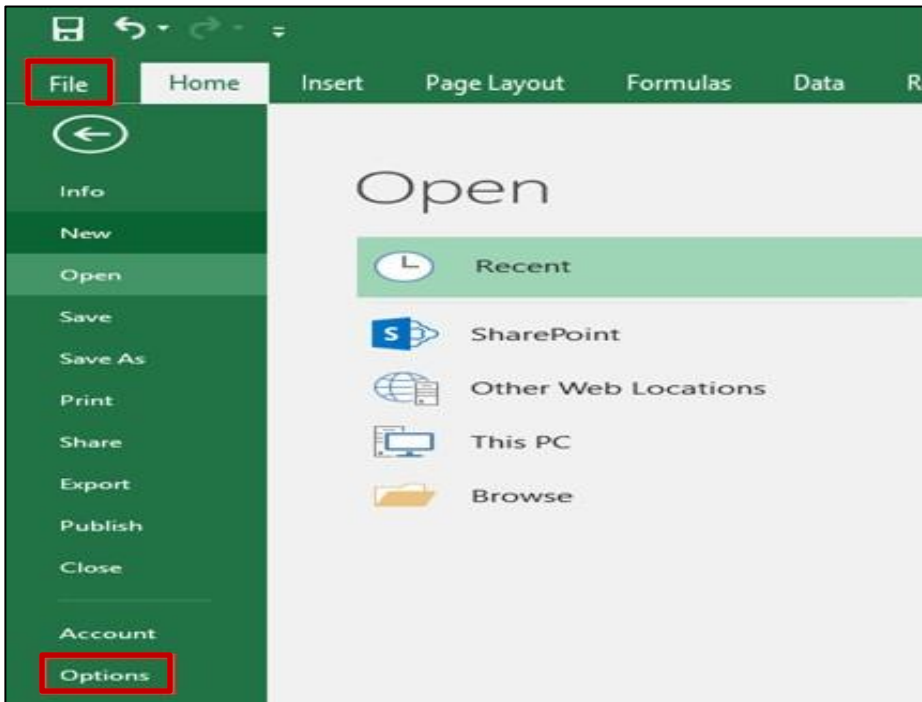
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- Ensure **Excel Add-Ins** is selected from the **Manage** drop-down menu.
- Click the **Go** button.



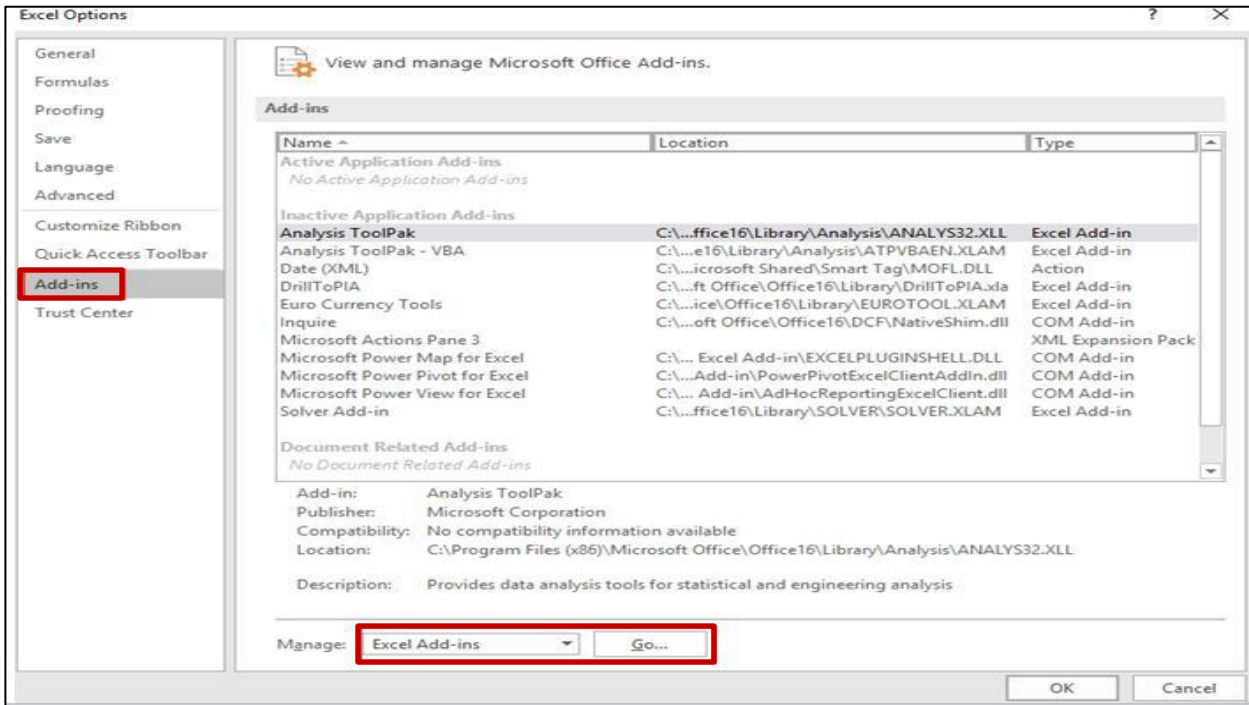
- The **Add-Ins** dialog box displays.
- Select the **Browse** button.
- Select the **DrillToPIA** file from your hard drive (specified in Step 1).
- Click the **OK** button.



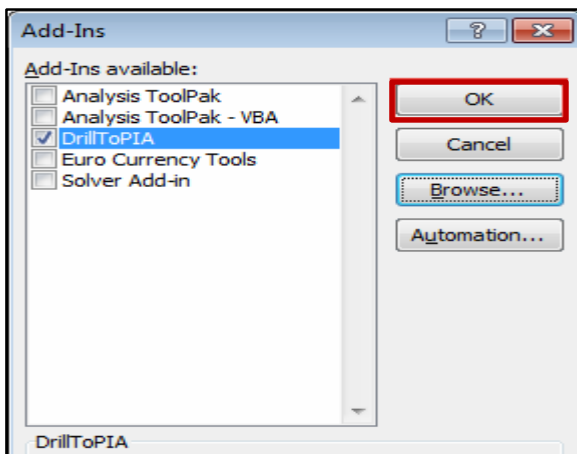
- The **DrillToPIA** Add-In was successfully added to Excel.

Windows – Office 2016

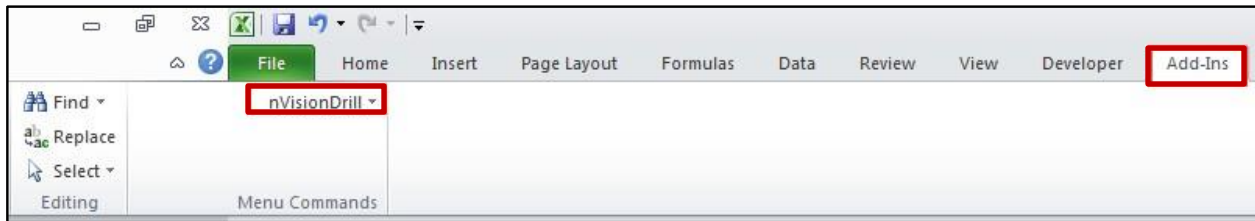
- Open **Excel**, click the **File** tab.
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- The **Excel Options** pop-up window displays.
- Click the **Add-Ins** link.
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- The **Add-Ins** dialog box displays.
- Select the **Browse** button.
- Select the **DrillToPIA** file from your hard drive (specified in Step 1).
- Click the **OK** button.



- The **DrillToPIA** Add-In was successfully added to Excel.