

Troubleshooting Bloomberg Excel Integration

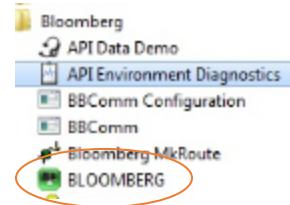
These instructions are for addressing issues using the Bloomberg Microsoft Office Add-In for MS Excel. If you open Excel and do not see a 'Bloomberg' tab or notice that data is not syncing between Excel and the Bloomberg software, please follow these steps to resolve the issue.

- 1) Close Excel
- 2) Log in to Bloomberg if you have not already done so.

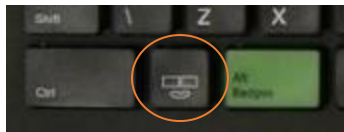
Desktop Icon



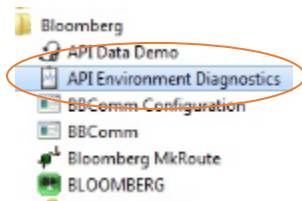
Start Menu Icon



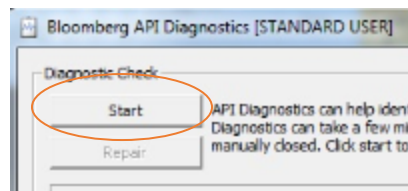
- 3) Use the button next to Ctrl on the bottom left of the keyboard to access the Start menu. This button is where the 'Windows button' would traditionally be located on a PC keyboard.



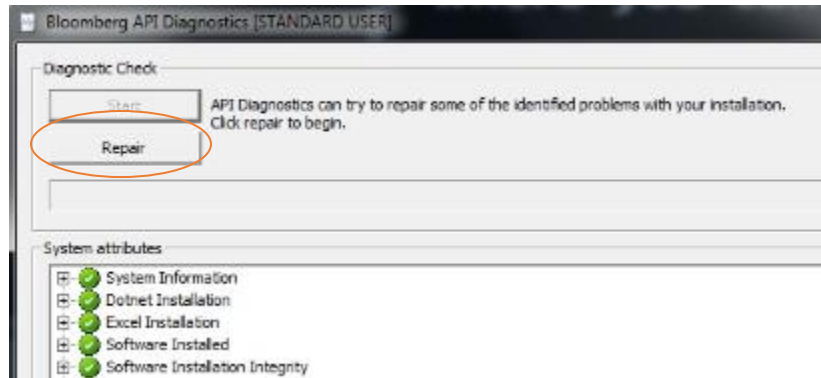
- 4) Scroll down and open the 'Bloomberg' folder and click on 'API Environment Diagnostics'



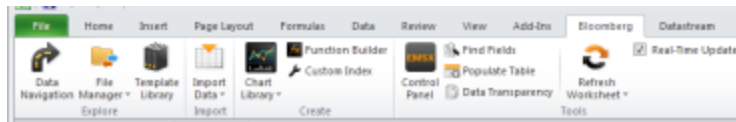
- 5) Click the 'Start' button in the window that opens.



- 6) Once the scan completes, if any items are marked with a red error icon, Click 'Repair'
(There are no error icons in this sample image)



- 7) You may receive a message that administrator privileges are required. Click 'Yes' to proceed anyway
- 8) Reopen Excel. The Bloomberg tab should appear and you should be able to sync data to Excel from Bloomberg



- 9) If you still do not see the Bloomberg Excel Add-In Tab, contact the Help Desk at 610-921-7676 or helpdesk@albright.edu for further assistance.