

Contents

| | |
|--|----------|
| TRY USING MLE WITHOUT INSTALLATION | 2 |
| INSTALLATION..... | 2 |
| Step 1: Determine the bit version (32bit or 64bit) | 2 |
| Step 2: Determine the target user(s) | 2 |
| Step 3: Temporarily provide the target user with administrator's permissions | 3 |
| Step 4: Provide Full Control permissions to part of Windows Registry | 3 |
| Step 5: Installation itself | 6 |
| UNINSTALLATION..... | 7 |

Try using MLE without installation

MLE tool can be launched and used as a stand-alone portable application (in opposition to installed add-in).

So it is possible to just download the file and double-click to run it.

Running it this way works well for most exports from Access to Excel, nevertheless may fail in case of exporting objects with a too complex structure (too many embedded children subforms / subdatasheets) or too many records.

Therefore, only in case you encounter errors or freezes during export, you will need to install the tool and use it as installed add-in which is considered to be more stable way of running MLE tool.

You should read following chapters only in case you decided to use the tool as an installed add-in. They have no meaning if MLE is being used as a stand-alone portable tool.

Installation

Installation of all add-ins (and MLE as well) into MS Office takes 5 steps:

Step 1: Determine the bit version (32bit or 64bit)

The installation pack comes with 2 versions of MLE tool (version for 32bit and version for 64bit Microsoft Office).

So which should be used for the particular Microsoft Office on your machine?

- All Microsoft Office versions up to and including version 2007 are 32bit only (regardless of whether they are installed in Windows 32bit or 64bit) and so only 32bit MLE add-in has to be used for them.
- Microsoft Office 2010 was the first version coming in 2 different bit versions (Microsoft Office 2010 32bit x Microsoft Office 2010 64bit).
- Therefore, in case of Microsoft Office 2010 and higher you first need to determine whether it is 32 or 64 bit and install only the corresponding version of MLE add-in.

See [here](#) how to determine the bit version of your Microsoft Office 2010 or higher.

The even easier way to tell the bit version of your Microsoft Office would be simply to try launching both MLE files (32bit and 64bit). The one that will open without problems and show tool's main form is the one you should install and use.

Step 2: Determine the target user(s)

The installation is based on per-user approach, i.e. it has to be installed under the target user's account!

Only the Windows user for whom the MLE tool is installed can use it afterwards, i.e. it won't work for any other user of the same computer (regardless whether they are administrators or not).

If multiple users of one machine should use MLE, it has to be installed separately for each of them.

Step 3: Temporarily provide the target user with administrator's permissions

While in some Windows environments the 'standard user' can install and uninstall the add-in, in most environments it won't work and the attempt to install the add-in usually results into following error message:

You do not have sufficient security permission to install this Add-In. Contact your system administrator for assistance.

The reason for this error is that Microsoft Access add-ins, during their installation process, get registered to the section of Windows registry that requires write permissions and in some environments 'standard users' don't have this write permissions.

If this is your case, you first need to provide administrator's permissions (superuser's privileges) to the target user.

You may need to ask your administrator for providing with required permissions temporarily.

Only then, while having admin's permissions, the target user can install the add-in.

As soon as the installation completes the admin's permissions may be removed from that user as they are not required anymore for using the tool.

Step 4: Provide Full Control permissions to part of Windows Registry

Even administrator's permissions (see Step 3) don't suffice and so before proceeding with the installation itself, it is necessary to provide the end user with 'Full Control' permissions to a specific part of Windows Registry.

If you don't do this, you will be obtaining following error through add-in installation process:

You do not have sufficient security permission to install this Add-In. Contact your system administrator for assistance.

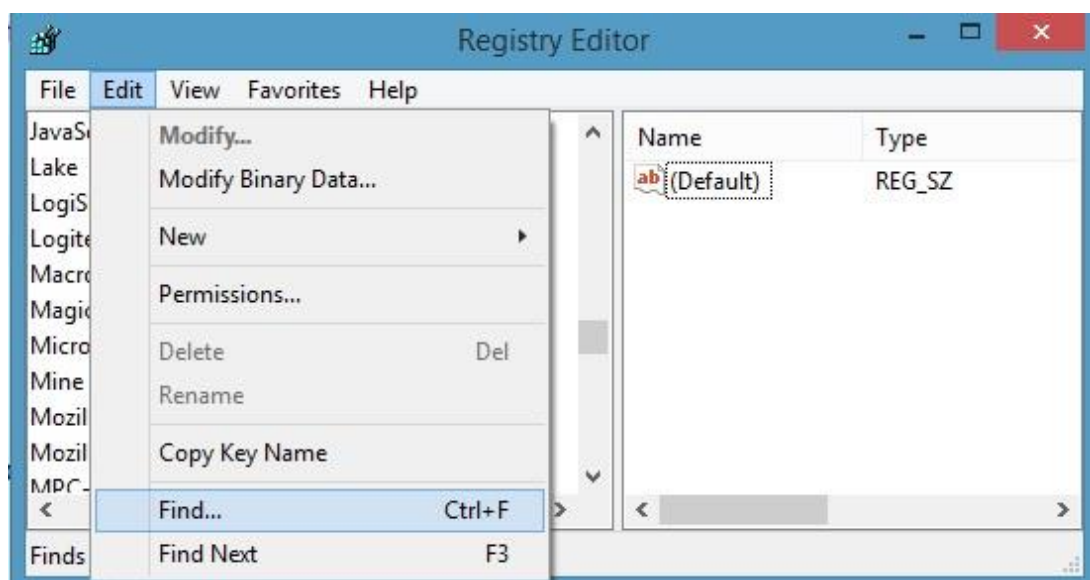
Or the installation completes, but the add-in doesn't work properly. Instead user would be obtaining following error:

The wizard you've requested is not installed or is in a bad state. Please install or reinstall the wizard. If you do not have permission to do this on your computer, please contact your help desk representative.

To prevent or fix these problems:

- Login as a user with admin's permissions and run **regedit** (Registry Editor). There are more ways to open it, one of them being:
 - Right-click the **Start** button
 - Choose **Run**
 - In the search box type **regedit**
 - Press **Enter**

→ Find 'Menu Add-Ins' key.

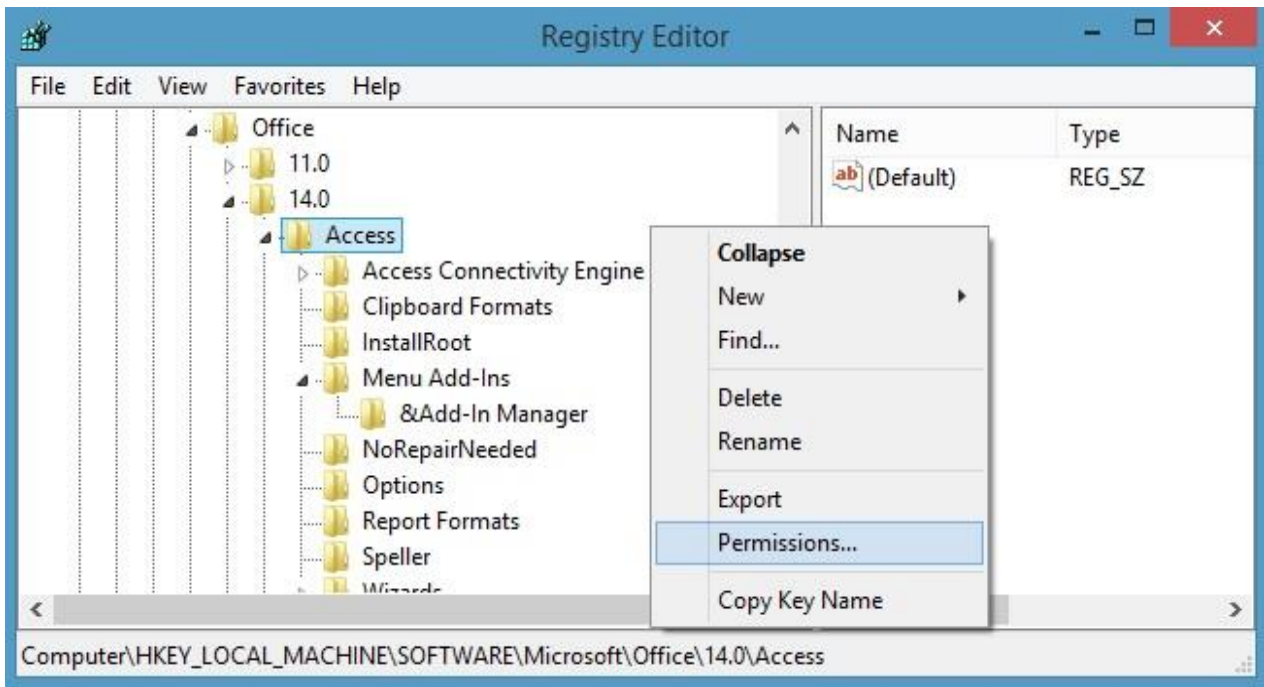


It usually takes some time to search through the registry...

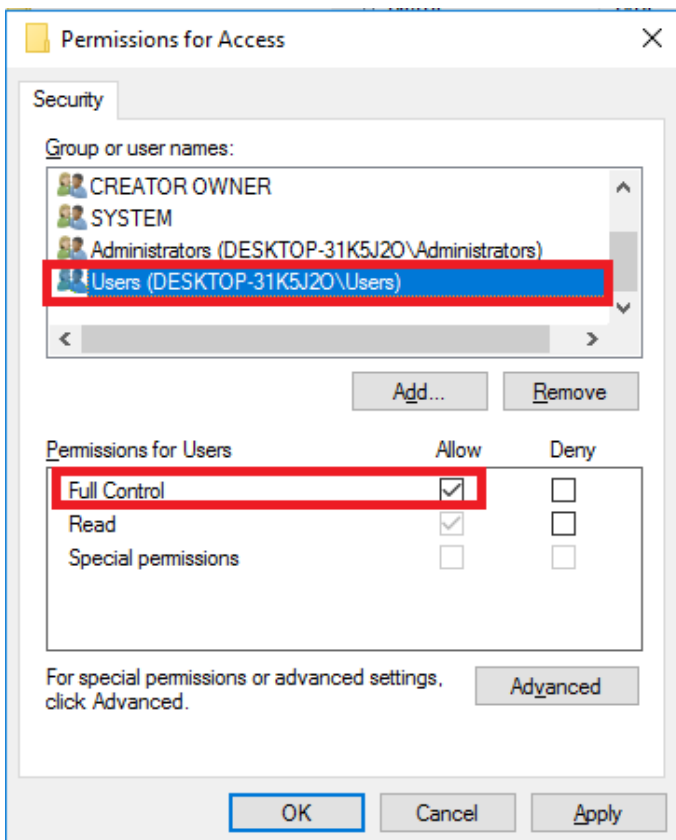
Depending current Windows version and Microsoft Office version this key will be found in registry locations like:

- ... \ SOFTWARE \ Microsoft \ Office \ xx.0 \ Access \
(where xx represent the actual Microsoft Office version)
- ... \ SOFTWARE \ Wow6432Node \ Microsoft \ Office \ xx.0 \ Access \
(this is the case where Office 32bit have been installed on Windows 64bit)

- Right-click on 'Access' (the item superior to the 'Menu Add-Ins' key you found in previous step), and select 'Permissions...'



- Give the 'Full Control' permissions to the 'Users' group or just to the target user on that key and all subkeys.



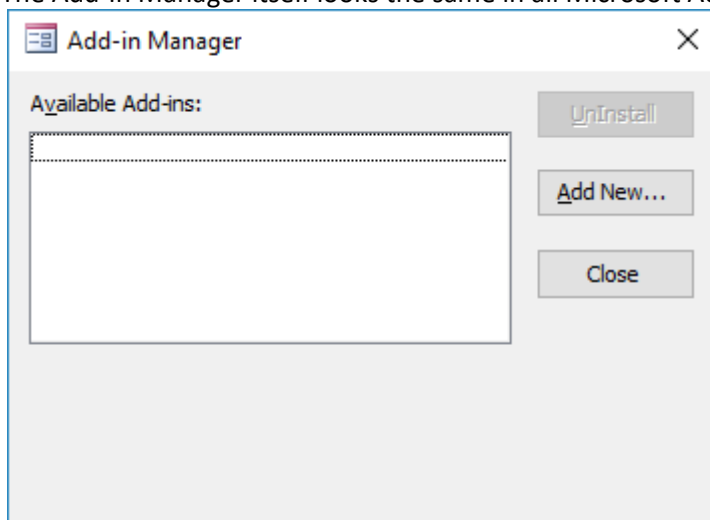
To do this you need to have permission to change the registry permissions (you need to be logged-in as a user with admin's permissions) because it is in HKLM (the part of registry that requires admin's permissions).

Step 5: Installation itself

The Installation of MLE follows the same process as the installation of any other standard Microsoft Access add-in. It only slightly differs across individual Microsoft Access versions:

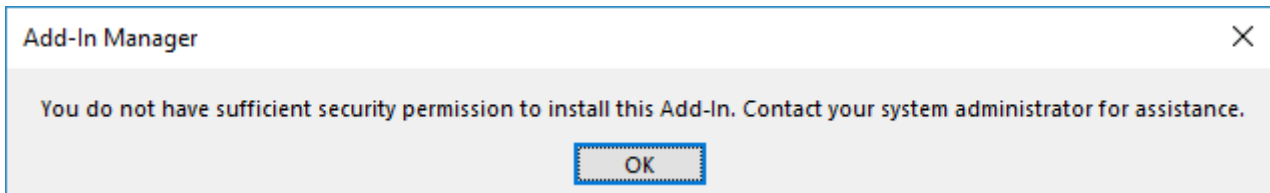
- Unzip the corresponding version (either 32bit or 64bit) of MLE to anywhere on your computer.
- Do not change add-in's name at this or any later stage - the name must always be MultiLevelExporter.accda, else it won't work!
- Open Microsoft Access and launch the Add-In Manager.
In Microsoft Access 2007 - 2016 the Add-In Manager can be found as follows:
Microsoft Access Ribbon → 'DATABASE TOOLS' tab → 'Add-ins' → Add-In Manager

- The Add-In Manager itself looks the same in all Microsoft Access versions:



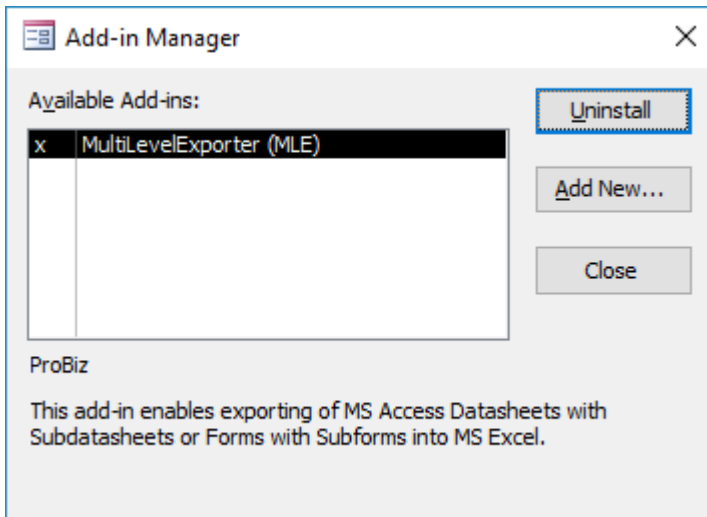
- Click on 'Add New...' button and provide with the path to the MultiLevelExporter.accda file previously unzipped onto your computer.
- Confirm with 'Open' button.

→ If you see following:



, you will need to follow previous 2 chapters to provide the target user with required permission.

→ If you - at the end - see following, you managed to install MLE add-in properly:



Uninstallation

As explained before, MLE tool can be run without installation - and in that case the uninstallation is not applicable.

Only in case the tool has been installed and there is a need to uninstall it, you may proceed as follows:

→ Open the 'Add-In manager' and click the 'Uninstall' button.
And you are done!