



pereview

Financial Model Quick Start Guide

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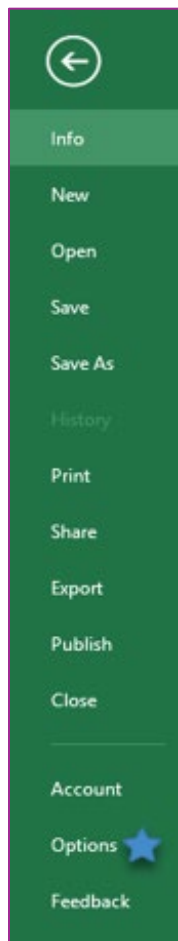
Introduction

To commence utilizing the new model, there are a few steps for setup that must be performed by the user. This document will guide you through each of the necessary steps.

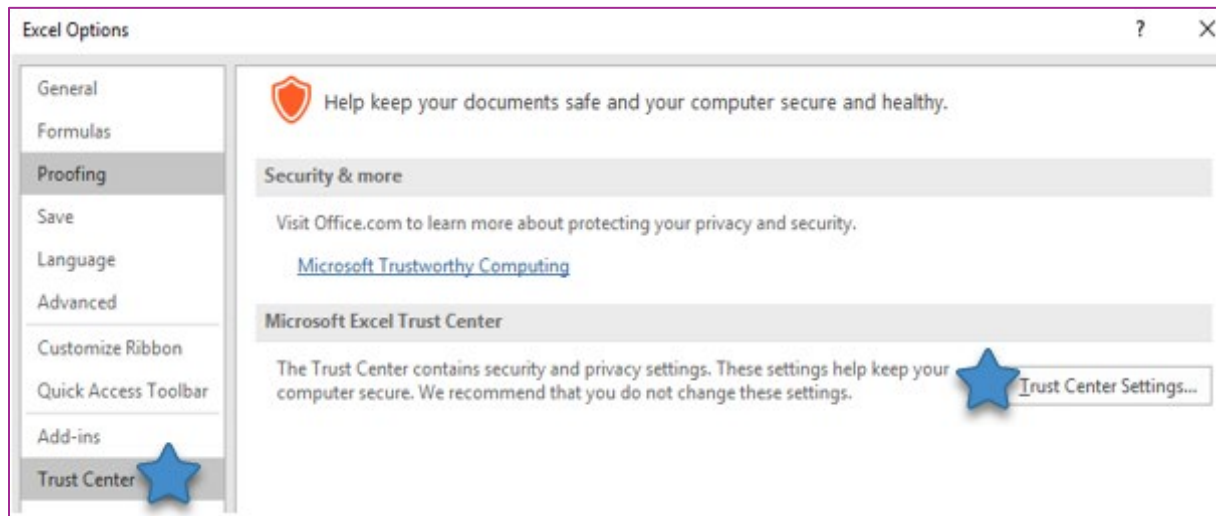
Trusted Locations

Microsoft requires Spreadsheets with extended functionality to be launched from a Trusted Location. The Model can still be used, but the extended functionality (the “Pereview” menu), will not be available until the Trusted Location has been established. The following is a one-time setup of a User Trusted Location. You will be using both Excel and Internet Options for this one-time setup.

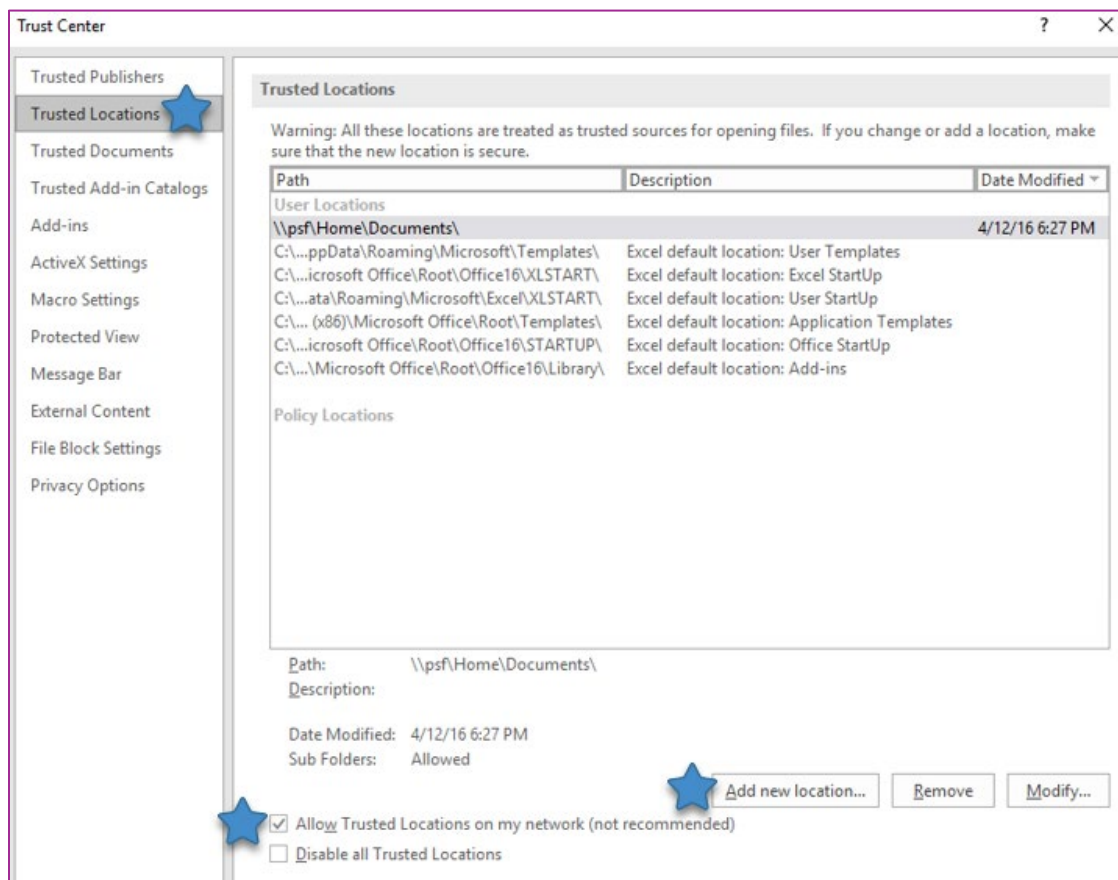
1. Open Excel and choose the “Options” menu from the File tab.



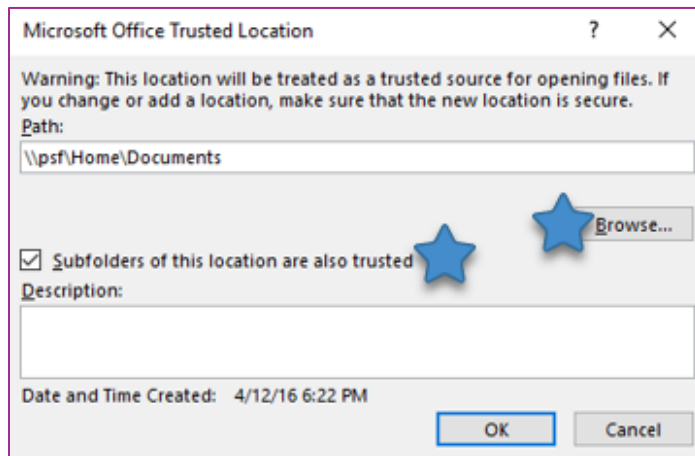
2. Choose “Trust Center” from the dialog that appears, then “Trust Center Settings...”.



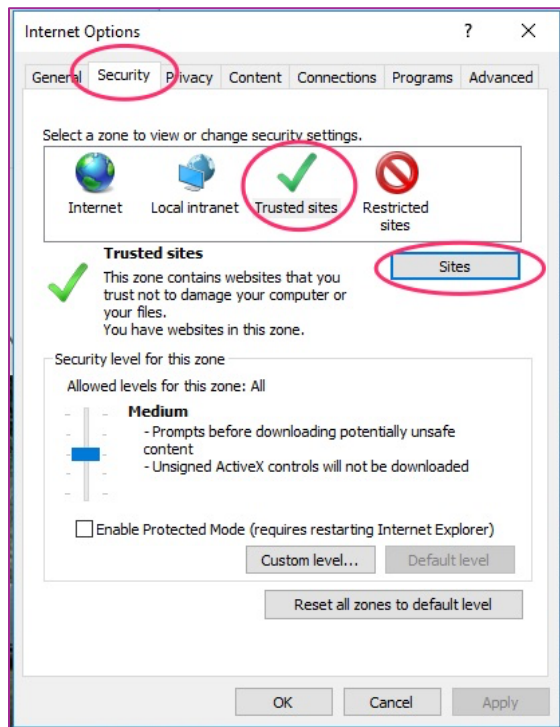
3. Choose “Trusted Locations”, then “Add new location...”. Make sure “Allow Trusted Locations on my network (not recommended)” is checked.



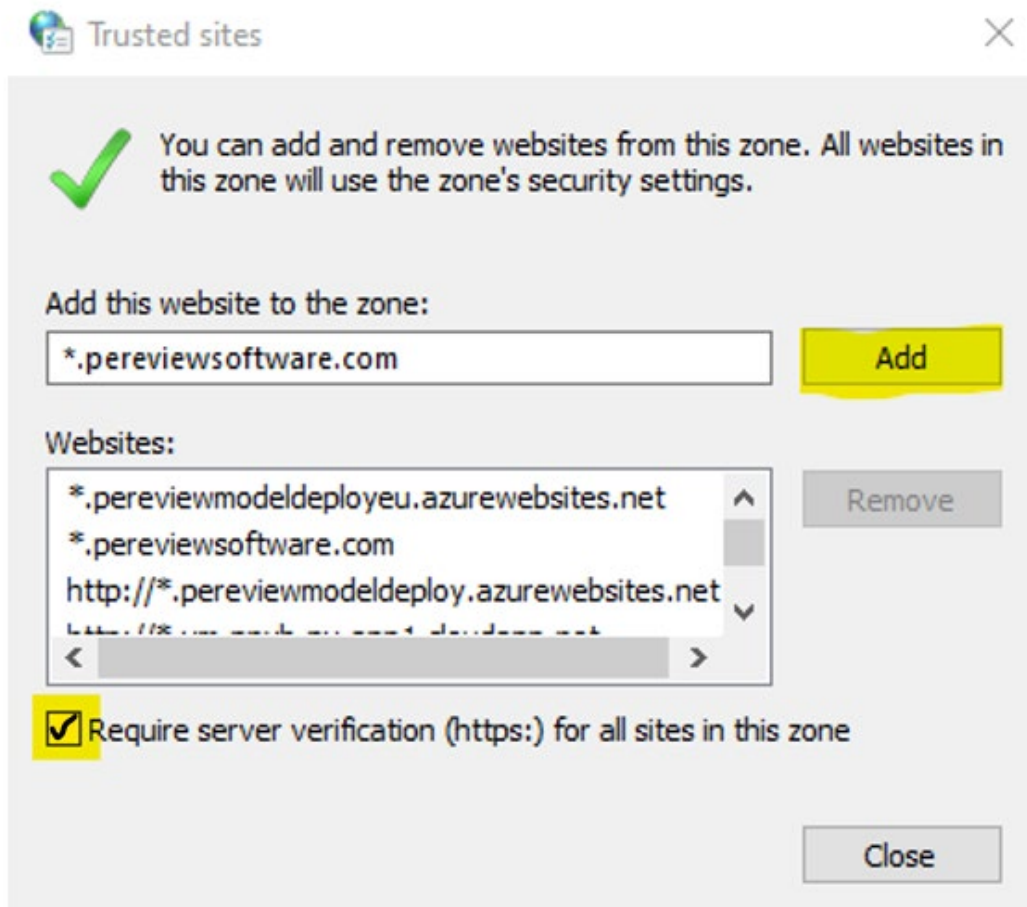
4. Make sure “Subfolders on this location are also trusted” is checked, and choose “Browse...” even if you know the path to the location you wish to make Trusted.



5. Navigate to the location you wish to make Trusted. This needs to be the location of where the file resides. Please note subfolders are Trusted as well; choose a level high enough to accommodate all your Financial Models.
6. Choose OK on all open Dialog Boxes and close Excel.
7. Open Internet Options. Go to the search bar in Windows and type “Internet Options” to open the dialog from the Control Panel
8. Choose the “Security” tab, then choose “Trusted Sites”, and finally choose “Sites”.



9. Add the following URL to the “Add this website to the zone:”. Check the box “Require server verification (https:) for all sites in this zone.”
 - a. *.pereviewsoftware.com (previously it was <http://pereviewmodeldeploy.azurewebsites.net>)
 - b. Finally, choose “Add”

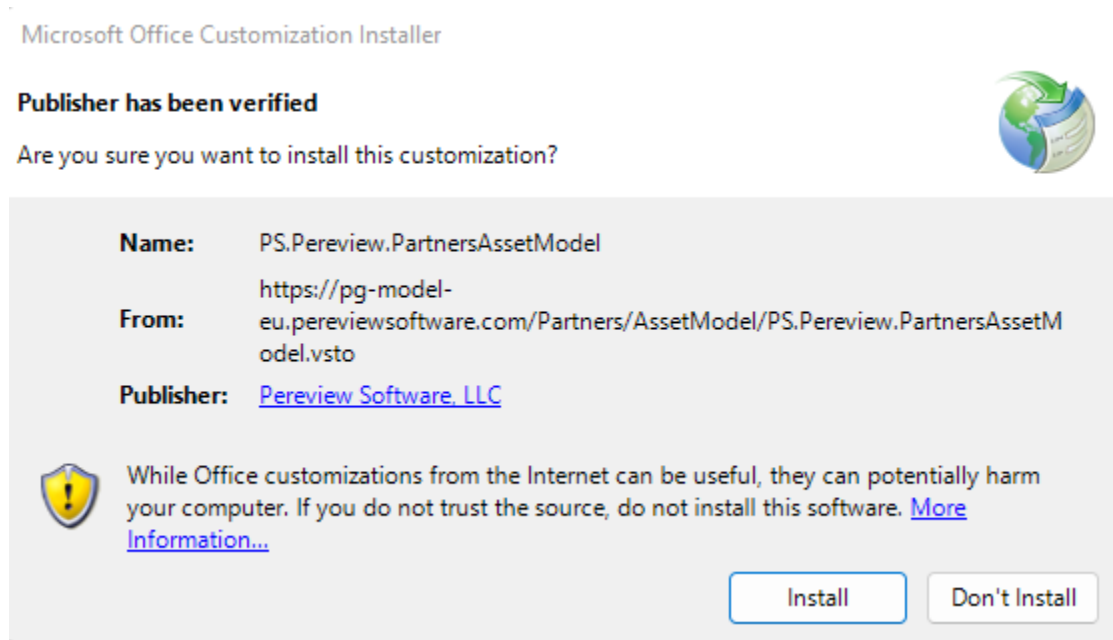


10. Choose OK on all open dialog boxes.
11. Reopen Excel and follow the steps in the next section.

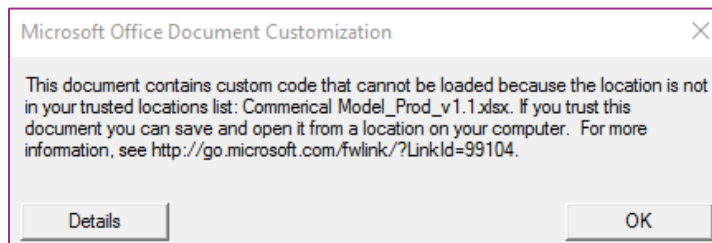
Please note, Trusted Locations can be set through a one-time setup via Excel Options, but some companies set Trusted Locations by Policy. Please contact your HelpDesk if you cannot setup a trusted location.

Working with the new Financial Model

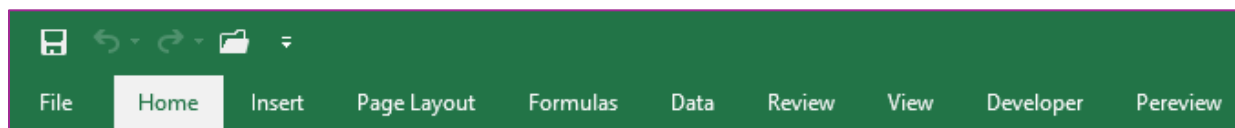
1. When first opening a new financial model file, you will be prompted to allow the Microsoft Office Custom installer. Select “Install” to run.



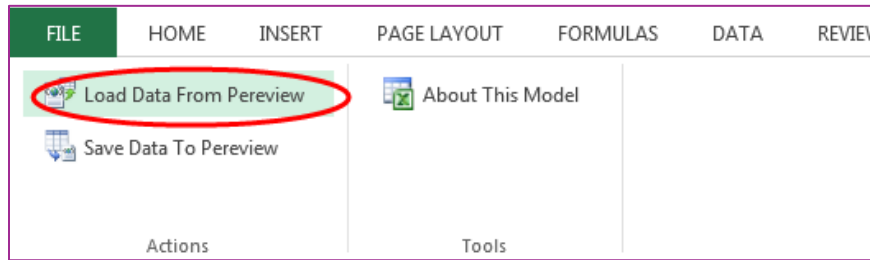
2. Due to the extended functionality, Microsoft requires the model to be launched from a Trusted Location. If you see the following, your location is not Trusted. Consult the previous steps for reviewing Trusted Locations settings.



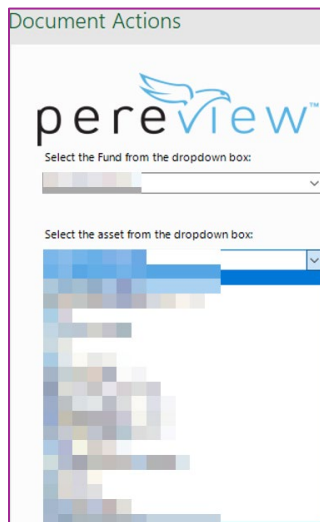
3. Once installed, you will find a new Tab in the ribbons section titled “Pereview”. Selecting this will bring up the tools that allow for interactions with Pereview directly.



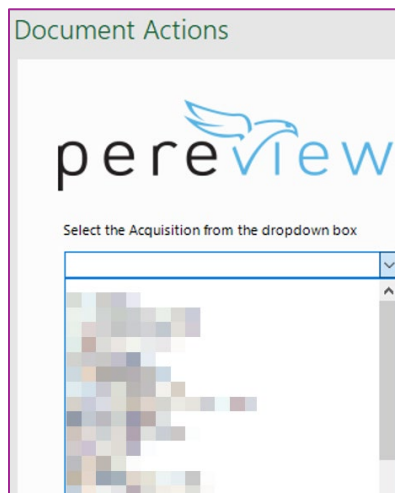
4. When starting a model, you should first choose “Load Data From Pereview”.



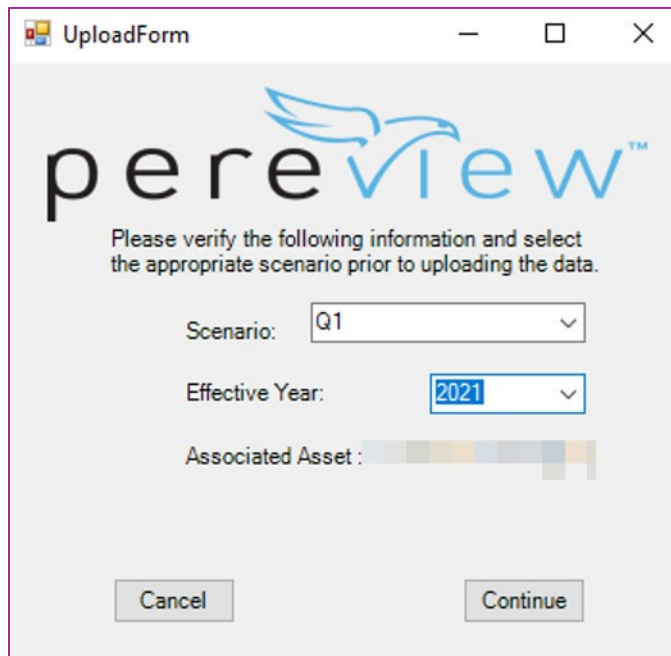
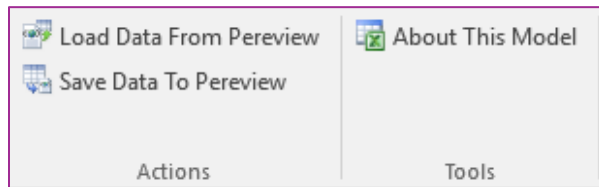
5. Choose the Valuations option and then select the Fund and Asset from the drop-down lists. This will sync the model to that Asset.



Or alternatively, choose the Underwriting option and then select the Acquisition from the drop-down lists. This will sync the model to that Acquisition.



6. Once the Excel file is updated and ready to save to Pereview, select “Save Data To Pereview” from the “Pereview” menu to bring up the saving window. Select the Scenario (Base Case, Q1, etc.) and Year you wish to save. Select “Continue” to commit to the database.



7. Once the upload is complete, you will receive a pop-up message indicating that the data has successfully been uploaded.
8. Uploaded data is immediately available for Dashboards and Reports.