



## Task Connector for Microsoft PowerPoint®

### Quick Start Guide

**Finn GmbH**

Rosenthaler Str. 32  
10115 Berlin

## 1. System Requirements

The Task Connector for Microsoft PowerPoint is designed to work with PowerPoint versions from 2007 onward on Windows 7 or newer operating system versions. As there are different Office SKUs – 32 bit and 64 bit – there are two separate installer packages, one for 32 bit and one for 64 bit:

- TaskConnector\_PPT\_v2.xx.yy.zz\_32BitOffice.msi
- TaskConnector\_PPT\_v2.xx.yy.zz\_64BitOffice.msi

**Please choose the installer package which matches the bitness of your PowerPoint/Office installation – this may not necessarily be the same as the bitness of your Windows installation.**

The following table lists all supported PowerPoint/Windows versions:

	Windows 7 (32 bit)	Windows 7 (64 bit)	Windows 8.1 (32 bit)	Windows 8.1 (64 bit)
PowerPoint 2007 (32 bit)	✓	✓	✓ <sup>1</sup>	✓ <sup>1</sup>
PowerPoint 2010 (32 bit)	✓	✓	✓	✓
PowerPoint 2010 (64 bit)	n/a	✓	n/a	✓
PowerPoint 2013 (32 bit)	✓	✓	✓	✓
PowerPoint 2013 (64 bit)	n/a	✓	n/a	✓

## 2. Installation Prerequisites

The Add-In requires two Microsoft-provided software packages to be installed first:

### Microsoft .NET Framework 4.0 or 4.5

- A manual installation may be required on Windows 7 machines, Windows 8 and 8.1 ship with this version of the .NET Framework included.
- The installation of this package requires administrative privileges.
- The download is available on the Microsoft Download Center<sup>2</sup>.

### Microsoft Visual Studio 2010 Tools for Office Runtime

- The installation of this package requires administrative privileges.
- The download is available on the Microsoft Download Center<sup>3</sup>.

The Add-In installer checks for these prerequisites and will provide an appropriate error message if one of these dependencies is not satisfied.

---

<sup>1</sup> Microsoft .Net Framework 3.5 required as additional dependency, available at

<http://www.microsoft.com/en-us/download/details.aspx?id=25150>

<sup>2</sup> <http://www.microsoft.com/en-us/download/details.aspx?id=22833>

<sup>3</sup> <http://www.microsoft.com/en-us/download/details.aspx?id=44074>

### 3. Installation

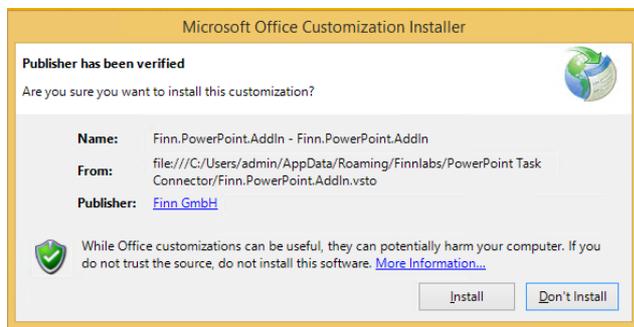
TaskConnector for Microsoft PowerPoint is installed on a per-user basis. This means that...

- no administrative privileges are required to install or update the Add-In.
- all files and settings are stored in the user's roaming profile.
- in a domain environment using roaming profiles, the Add-In and its settings are roamed to all domain machines the user logs on to.

If multiple users on the same machine need to use the Add-In, the installation has to be performed by each user individually.

### 4. First Use

When PowerPoint is launched for the first time after the installation, the following message will appear:



After clicking *Install*, PowerPoint will start and the ribbon *Task Connector* appears at the top right of the window.



Within this ribbon, click *Settings* to configure at least one account. Once an account has been added, the remaining buttons on the *Task Connector* ribbon are enabled and can be used to create or customize widgets.

## 5. Frequently Asked Questions

### **What happens when I send a presentation containing widgets to a colleague who does not have Task Connector for Microsoft PowerPoint installed?**

The colleague can use and see all parts of the presentation. However, he will not be able to modify or update any widgets – widgets will show up as regular drawing elements for him.

### **Why does clicking on a work package link sometimes cause an error message?**

This is a known limitation of Microsoft Office that has been described in KB218153<sup>4</sup>. It can be resolved by applying Fixit 50655<sup>5</sup>. Note that applying this Fixit package requires administrative privileges.

### **Do I need to be connected to the network in order to use the PowerPoint Task Connector Add-In?**

The Add-In only requires network access for adding, modifying, or refreshing widgets.

### **When I try to connect to OpenProject I receive an error message that the API was not found or disabled. What can I do?**

Most likely the REST interface in OpenProject is deactivated. To activate it go to the admin settings in OpenProject, select *Settings* in the left menu and navigate to the *Authentication* tab. Scroll down and make sure that the option *Enable REST web service* is enabled.

### **Is it possible to use the Add-In when my OpenProject installation requires two factor authentication?**

No, the Add-In currently only supports one factor authentication using username/password or an access key.

### **Can I use the Add-In when I am logged on to a different computer than my own?**

If you log on to Windows using a domain account configured to use roaming profiles, you can use the Add-In on any machine you log on. Note, however, that the installation prerequisites (see section 2) apply to these machines as well.

### **I accidentally hit *Don't Install* when I launched PowerPoint after the installation of the Add-In and now the Add-In is deactivated – how can I reactivate the Add-In?**

Click the Office jewel button (Office 2007, top left) or File (Office 2010/2013) and choose *Options*. On the left pane, select *Add-Ins*. At the lower right, choose *COM-Add-Ins* and click the *Go To*-button. A dialog box will pop up which lists all installed Add-Ins. Make sure that the checkbox next to the PowerPoint Task Connector entry is checked and click *OK*.

---

<sup>4</sup> <http://support.microsoft.com/kb/218153/en-us>

<sup>5</sup> <http://go.microsoft.com/?linkid=9769998>