
Installation Guide

03.19.23

Thank you for choosing **Run!AzTech Ribbon!** To make the installation process quick and easy, please follow this guide. If you have any issues, there is a [Troubleshooting](#) section at the end of this document that answers some common questions. If you still have a question, comment, or suggestion for Run!AzTech Ribbon, don't hesitate to reach out to us at hotline@goAzTech.com.

Prerequisites

Before downloading and installing Run!AzTech, please ensure your device meets the following prerequisites:

- Windows 7 or later
- Microsoft Project 2010 or later
- [Microsoft .NET Framework 4.5](#)
- [Visual Studio Tools for Office 4.0 Runtime](#)
- Run!AzTech Ribbon License Key (not applicable for trial users)

Please be sure to uninstall all prior versions of Run!AzTech Ribbon.

Important!

Run!AzTech is a full blown MS Project Add-In. It therefore requires installation of an EXE, but also comes packaged with an MPP file (the RunAzTech Ribbon.mpp) through which much of the functionality runs. The MPP must be kept open in the background while working on the IMS.

The reason for this configuration is to streamline our updates. AzTech is regularly issuing new versions of Run!AzTech and has found that release via interim MPPs rather than full EXEs allows users to access the latest functionality without the need to contact IT.

Updates are therefore **Interim** or **Major**. Interim updates produce new MPPs; major releases produce new EXEs. New EXEs *always* ship with the latest MPP.

When issuing new releases, AzTech will notify what kind of update is required.

So, what are you trying to do?

- [Major Release or New Install \(EXE\)](#)

-
- [Interim Update \(MPP\)](#)
 - [Troubleshoot!](#)

Major Release / Full Install

Step 1. Download

1. Ensure first that Macros are able to run inside of MS Project. To do so go to: **Files > Options > Trust Center > Trust Center Settings**, and select either *Disable all macros with notification* or *Enable all macros*.
2. **Close** Microsoft Project and **uninstall** all prior versions of Run!AzTech Ribbon from the Control Panel.
 - a. In the search box next to **Start** on the taskbar, type **control panel**. **Select Control Panel** from the list of results.
 - b. **Click** on **Uninstall Programs** under Programs
 - c. Select the RunAzTech application and click **Uninstall**
 - d. Confirm the Uninstall
3. Navigate to the Run!AzTech Downloads and Documentation page [HERE](#). Note the three versions available:
 - a. RunAzTech ClickOnce
 - b. RunAzTech Ribbon (64-bit)
 - c. RunAzTech Ribbon (32-bit)

Note: *The difference between ClickOnce and the 32- & 64-bit versions is simply how the application is installed. All three versions install the same version of Run!AzTech Ribbon.*

4. For users who can install (and uninstall) applications within their own Windows account, we recommend RunAzTech ClickOnce, which works with both 32- and 64-bit versions of MS Project.
 - a. Users who require their IT Administrators to install apps in an Admin account, select whichever version (32-bit or 64-bit) matches your version of MS Project (not Windows).
5. **Save** the file to your Desktop for easy access in the following steps.

Step 2. Install

Ensure you are connected to the internet before installation, and be sure to extract all files from the ZIP if you've downloaded the ClickOnce version.

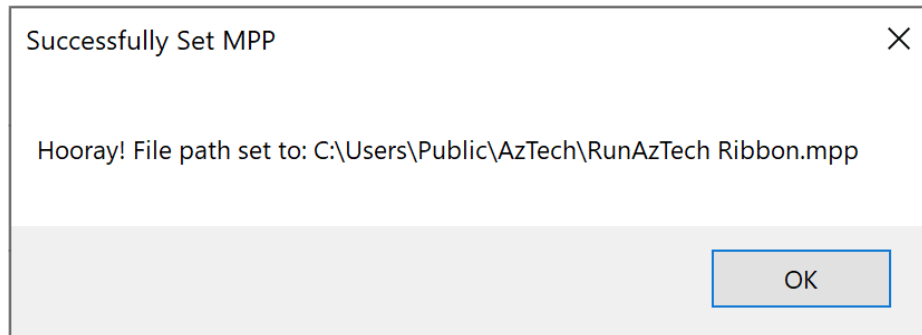
1. **Right-click** on the EXE file (*setup.exe* or *Run!AzTech Ribbon x86/x64.exe*) and select **Run As Administrator**.
2. Run through the installer steps. When setup is complete, a confirmation window will appear notifying you that the software has been successfully installed.

3. **Click** Close / Finish.
4. Now you are ready to configure Run!AzTech Ribbon the next time you launch MS Project.

Note: For MS Project 2010 32-bit users, it is beneficial to ensure MS Project is loaded with the latest service packs and updates provided by Microsoft. If you experience an issue known to potentially crash your AzTech add-ins, please install the hotfixes found [here](#).

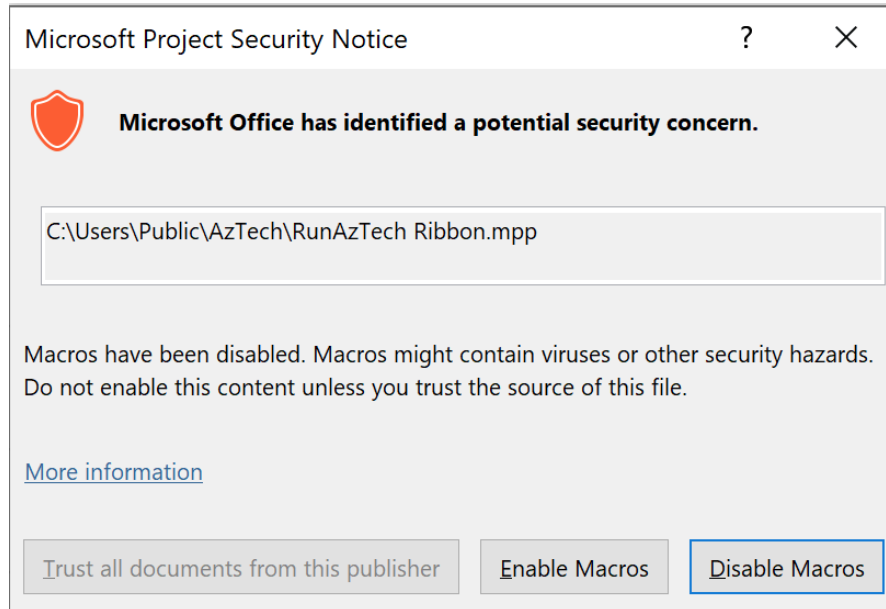
Step 3. Configure

1. Open MS Project.
 - a. Note: Some users will see the following prompt “Please open the file: Run!AzTech Ribbon.mpp”. If so, click **OK**.
 - b. Otherwise, users should see a “Hooray!” notification:

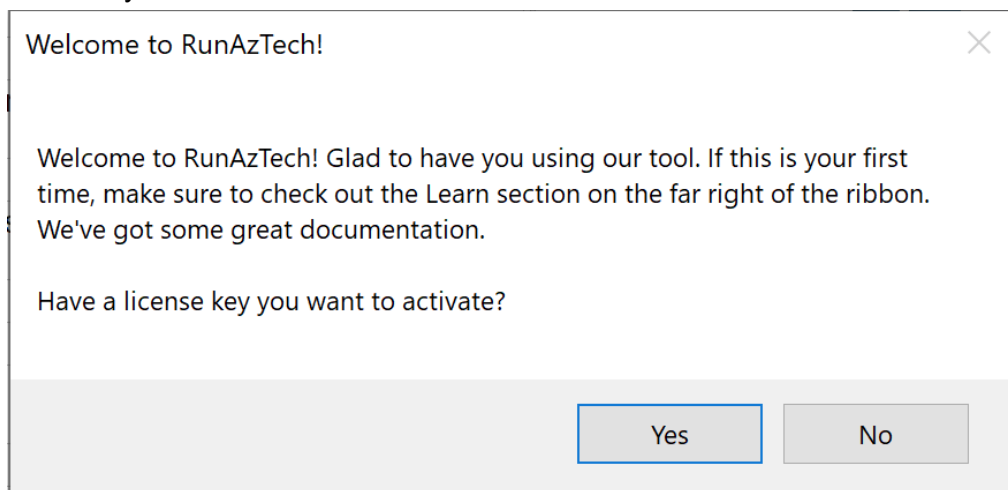


Notes:

- MS Project will automatically launch (open) the **RunAzTech Ribbon.mpp** file and may prompt to enable macros. Click **Enable Macros** and always leave this file open when working with your schedule files. If the file doesn't launch automatically, see the troubleshooting section for more information.
- If the ribbon does not appear, see the troubleshooting instructions below.



2. New users will be prompted to enter a license key. To activate your license, click **Yes** on the Welcome window and enter the license key provided to you by AzTech.
 - a. Note: This is typically a one-time process per Windows account. However, due to certain IT restrictions, some users may need to enter in the license key whenever they install a new version.



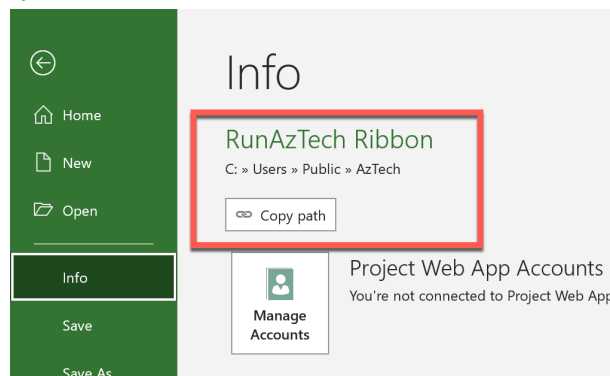
3. Lastly, **ensure file extensions are visible** in Windows:
 - a. [Windows 7](#)
 - b. [Windows 8](#)
 - c. [Windows 10](#)
 - d. [Windows 11](#)
4. Hooray! You're done.

MPP Update

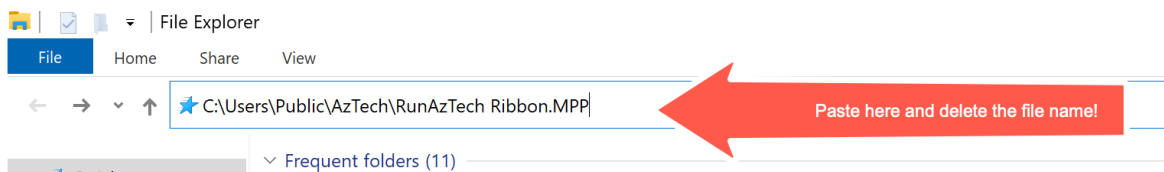
In some instances, AzTech will release an update to Run!AzTech that does not require a brand new install from an EXE. When that happens, AzTech will notify its users of a new Run!AzTech Ribbon.mpp file.

Here's how to update:

1. Navigate to your currently deployed RunAzTech Ribbon.mpp on your PC.
 - a. The easiest way to do this is to open the RunAzTech Ribbon.mpp, select File > Info > Copy Path



2. Close MS Project, but **do not save changes** to "RunAzTech Ribbon.mpp".
3. Open a File Explorer window, **right-click/paste** the URL, and **delete** the file name "RunAzTech Ribbon.mpp".



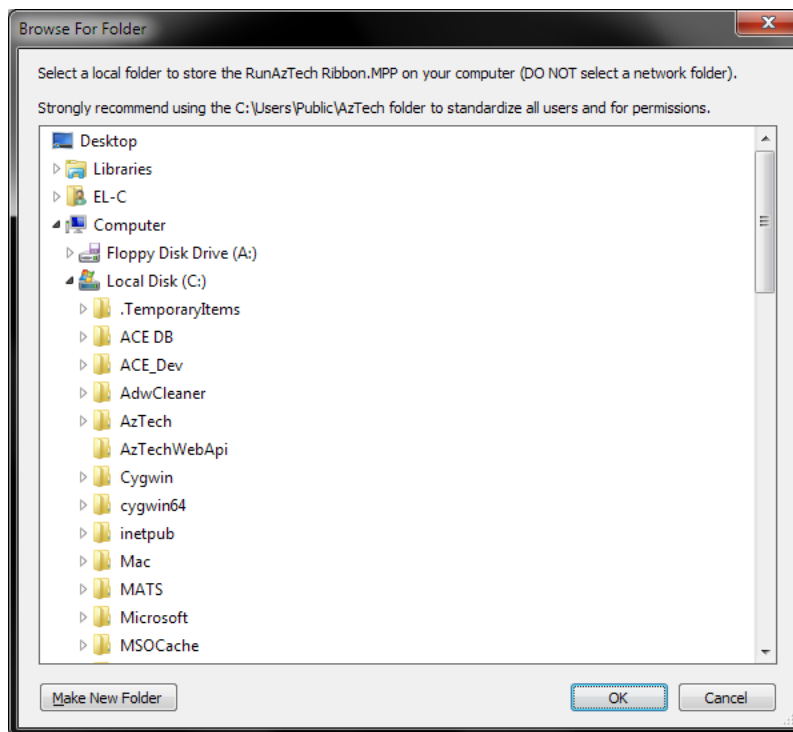
4. Press **Enter**.
5. Next, delete or rename the MPP from the AzTech folder in this location.
 - a. We suggest renaming the MPP here "Backup Run!AzTech Ribbon.mpp"
6. Then, navigate to the Run!AzTech Downloads and Documentation page [HERE](#).
7. Select and download **RunAzTech Ribbon.mpp (WARNING! You MUST ensure the downloaded file is named EXACTLY as stated here, with nothing but a single space between "RunAzTech" and "Ribbon.mpp")**
 - a. Either download it directly to the above folder or copy/paste the file once downloaded.
8. Open MS Project.

Hooray! You're done.

Troubleshooting

Issue 1: Trouble Writing to Default Directory

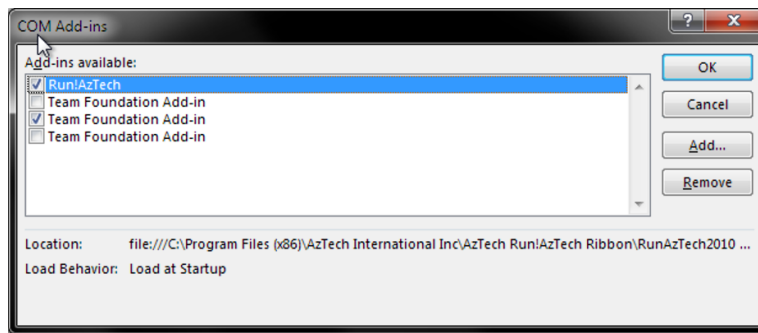
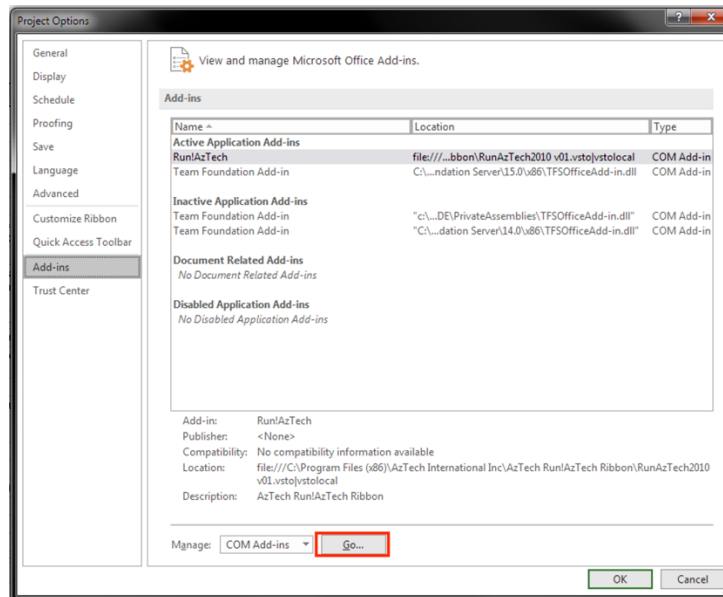
In some instances, RunAzTech will NOT be able to write the RunAzTech.mpp to the default directory. If so, users will see the following window when running MSP for the first time following install:



Should this window appear, select a Folder without Administrative write protections.

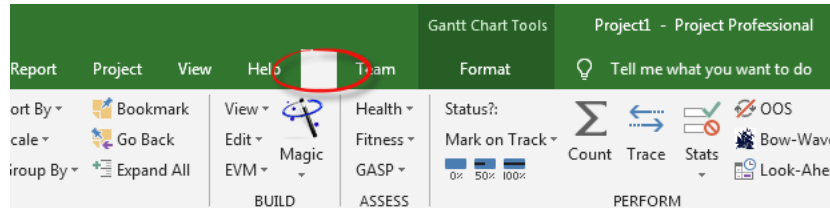
Issue 2: RAR Ribbon Does not Appear

If Run!AzTech does not appear as a ribbon item, navigate to File > Options > Add-Ins, select “COM Add-ins” from the drop-down at the bottom, click “Go”, and toggle either “Run!AzTech” or “RunAzTech2010 v01”.



Issue 3: Ribbon Appears, But Without a Label

If the Run!AzTech ribbon appears without a label, close Microsoft Project, and launch Microsoft Project from the RunAzTech.mpp file.



Issue 4: MPP File Doesn't Automatically Open

If the RunAzTech Ribbon.mpp file does not open automatically on your PC, you will have to manually open it every time you run MS Project. We highly recommend creating a shortcut to the file, which defaults to "C:\Users\Public\AzTech."

Issue 5: Run!AzTech Defaults to an older version!

Upon opening Run!AzTech Ribbon in Project, you will be greeted with the version number and date of the MPP file. If the MPP file date does not match the current advertised MPP date, then Run!AzTech has unfortunately overwritten your MPP, or cannot find it and is defaulting to the last major update.

To fix this, head to **C:\Users\Public\AzTech** and delete the **RunAzTech Ribbon.mpp** file you find there. Head to the Downloads page [HERE](#) and download the latest MPP. Once it has finished downloading, double check to make sure the filename is EXACTLY as follows (you may want to just copy/paste):

RunAzTech Ribbon.mpp

There can be no extra spaces, dashes, or underscores and the like. Place the new MPP file in **C:\Users\Public\AzTech** and open Run!AzTech Ribbon or Project to check and see if the replacement was successful. If you see the latest version, you are done!

If you still see an older version of the MPP file, we recommend repeating the process just in case. If you are still having trouble getting the MPP to update, schedule a call with us! We are happy to help!