

Directions for Installing Axiom

Accessing the Axiom Environment for the First Time

You have been added to the Axiom system as a user. Below are the links to the production environment. Please follow the instructions below to access Axiom.

Note that some of the steps below (installing software on your computer) will require that you have administrator rights on your computer. If you do not have admin rights, call HelpDesk to perform the installations.

If you have any issues connecting, please reach out to the University Budget Office (ubo@seattleu.edu).

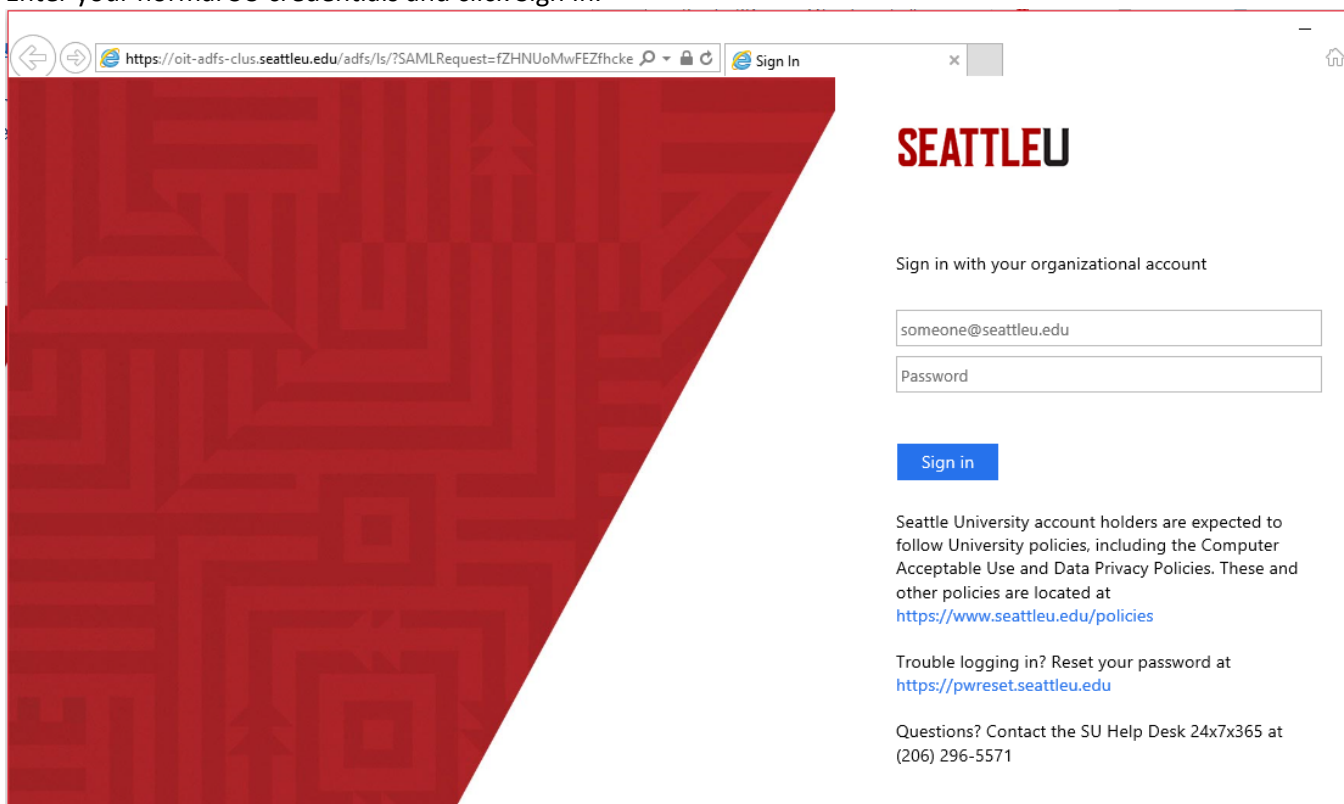
Axiom supported browsers:

Internet Explorer

Google Chrome

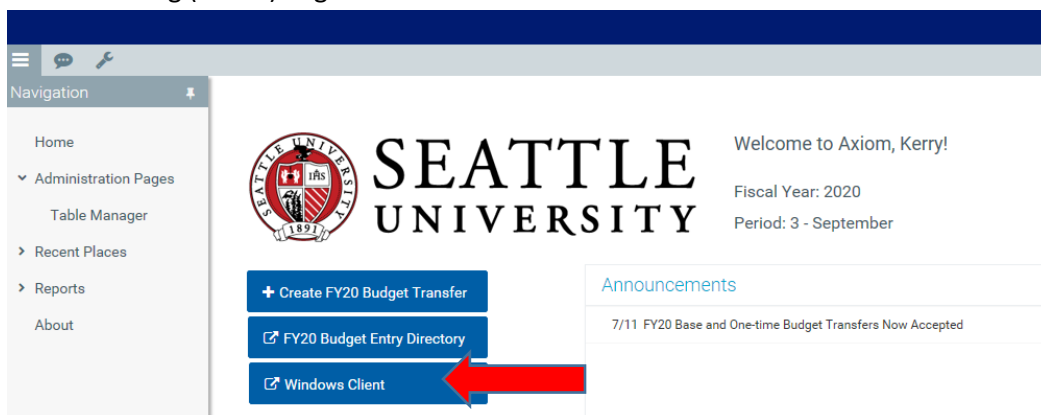
Microsoft Edge and Mozilla Firefox are not officially supported, but users have reported that they have successfully used these browsers

1. Go to MySU and choose the Axiom button.
 - a. When you click the link, you should see a login screen open
2. Enter your normal SU credentials and click Sign In.



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3. After you sign in, the Axiom Landing Page appears.
 - a. If you get any login error such as cannot validate user name or password, contact the University Budget Office (ubo@seattleu.edu).
 - b. If the Axiom Landing Page does not appear, and it seems that nothing at all has happened, it is likely that this is because your computer has been recently refreshed. If this is the case, the ITS team will need to load an additional piece of software to your computer.
Contact the Help Desk with this information:
 - i. Request: Have desktop support technician install .NET 3.5 to enable Axiom to launch correctly from the browser. This is a known issue and desktop services requested that users who experience this problem submit a help desk request so a technician can change a registry setting and install the correct .NET version.
 - ii. Office location
 - iii. Computer name (go to mypc.seattleu.edu to look up)
 - iv. Dates and time available for a short appointment (note that the user will need to be logged in to verify it works, so any assistants helping a dean/cabinet member should be prepared)
4. You may now access all of the features available in the web client of Axiom which include Budget Transfers and Budget Entries.
****Note:** The first time you use the “Create a Budget Transfer/Entry” buttons you may need to disable a pop-up blocker on your computer. If nothing appears to happen when you choose one of the “Create” buttons, look to see if there is a small icon in the upper right corner of the web browser address bar indicating that your computer has blocked a pop-up. Click on this and choose to disable the pop-up blocker for Axiom.
5. To access Operational Budgeting and Labor Planning choose the Windows Client button on the Axiom Landing (Home) Page.

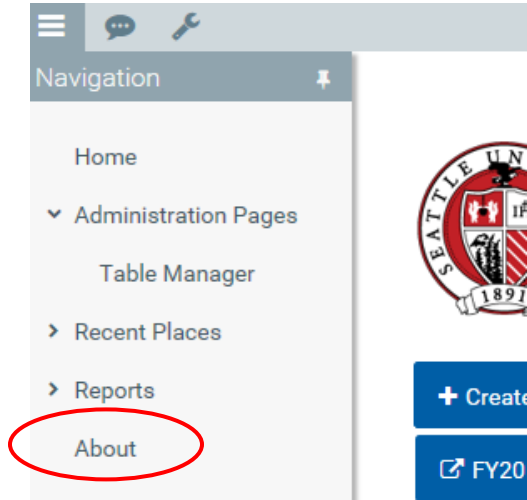


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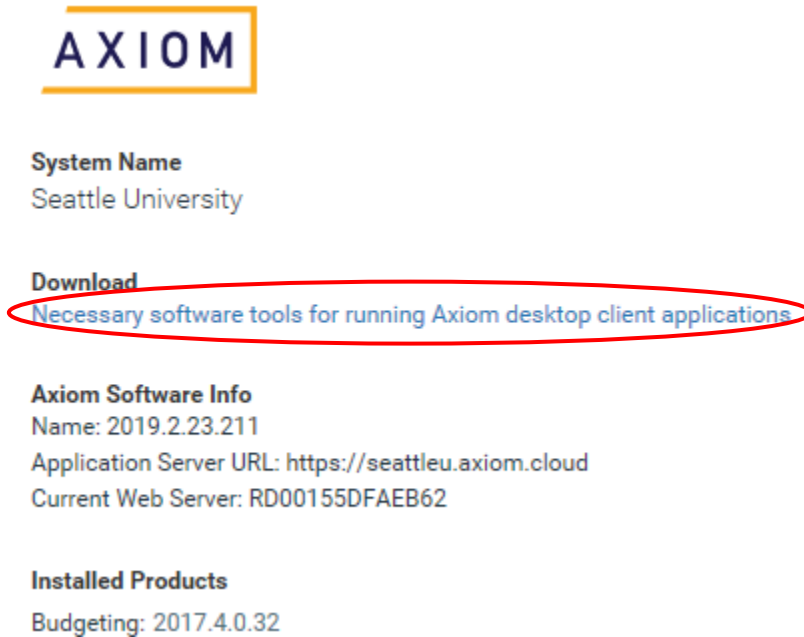
6. The Axiom Install / Launch Application page will open.



7. Click on **About** in the Navigation Pane at the left on the Axiom Home Page



8. Click on the **Necessary software tools for running Axiom desktop client applications**



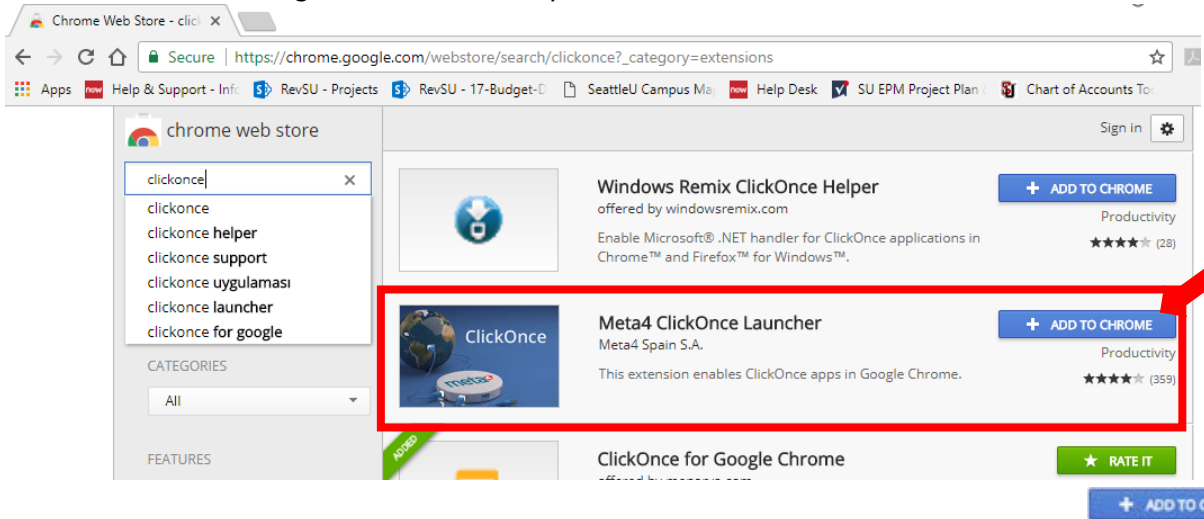
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9. Click on **ClickOnce Helper for Google Chrome** and the Chrome web store window will open.

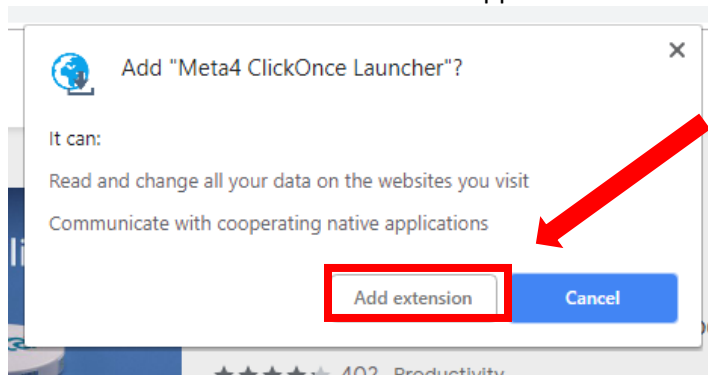
These will require administrator rights in order to install any of these packages.

- All Axiom Software desktop clients
Microsoft.NET 4.5.1 runtime
- Axiom Software addin clients for Microsoft Office - all versions
Visual Studio Tools for Office runtime (VSTO4)
- ~~Optional - browser plugins for click once application support~~
ClickOnce Helper for Google Chrome
ClickOnce Helper for Firefox

10. In the ClickOnce for Google Chrome offered by Meta4 area click the "+ ADD TO CHROME" box.

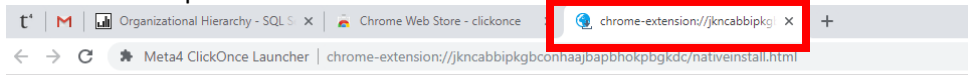


11. Choose "Add extension" when this window appears.



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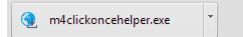
12. A new tab will open that looks like this



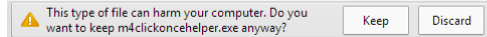
Meta4 ClickOnce launcher

One-time installation steps

Step 1
Click on the m4clickoncehelper.exe below the flashing arrow to launch the helper for the Meta4 ClickOnce Launcher extension.



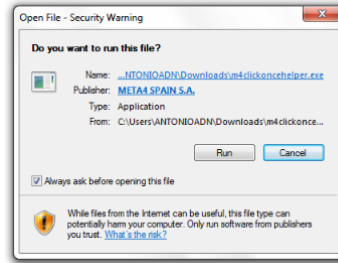
Note: If Chrome is configured not to ask where to save each file before downloading, a prior warning can appear. It is safe to accept the download.



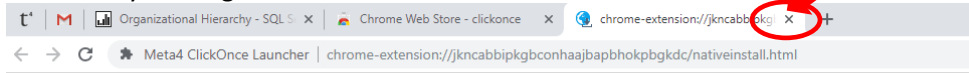
Step 3
A message will be shown when the helper for the Meta4 ClickOnce Launcher extension has successfully installed. Then, you can close this page.

Uninstall information
If you remove the extension you should uninstall the Meta4 ClickOnce helper from the control panel.

Step 2
Click on "Run" to run the helper installer.



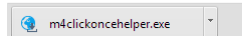
13. Close this tab by clicking the "X"



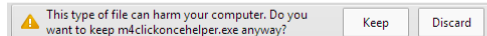
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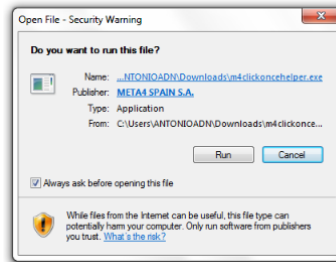
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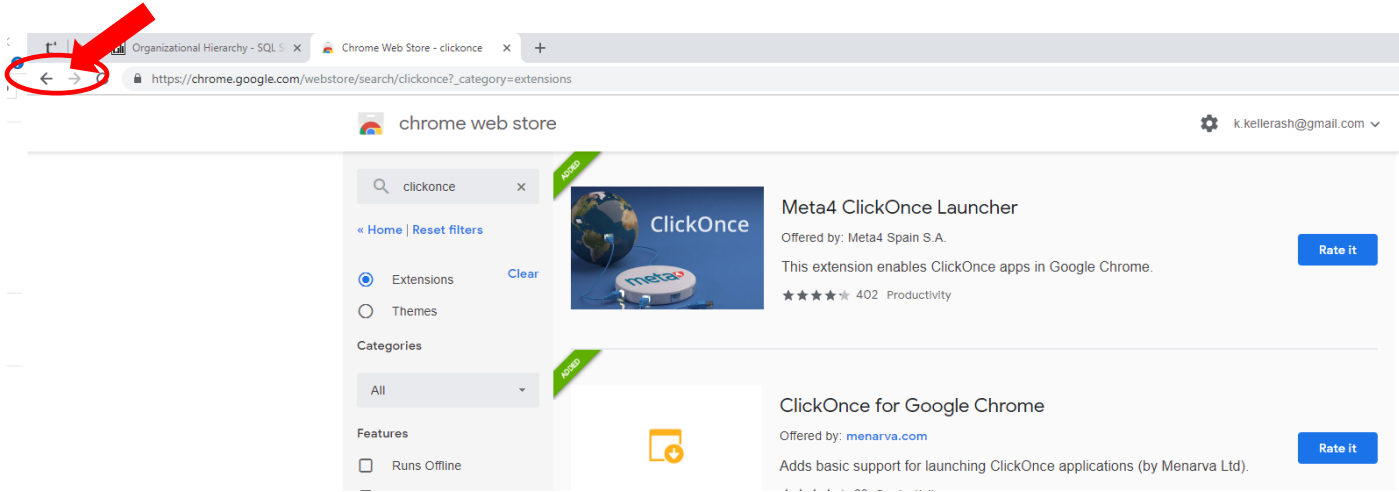
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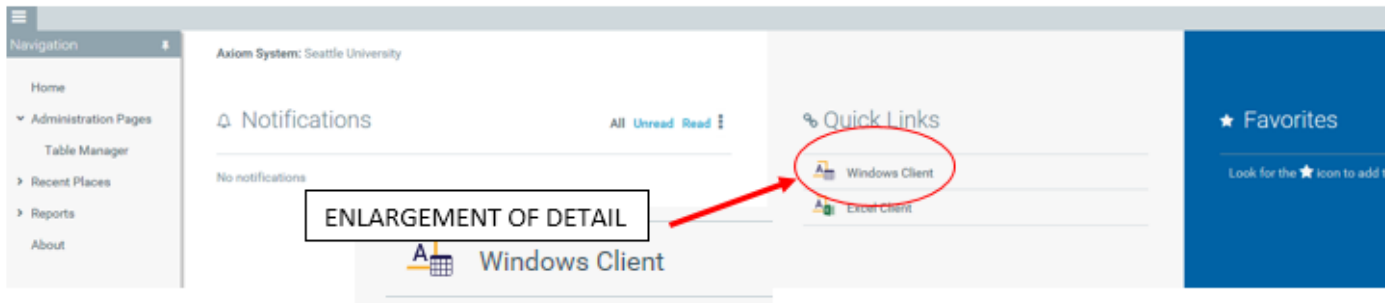
14. You will now be back on the Chrome Web Store page.

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15. Click the back arrow **two times** to return to the Axiom Install / Launch Application page



16. Click on the Windows Client Icon



17. The Axiom Landing page will appear

18. You will know you are in Windows Client because there will be tabs running along the left hand side of the Landing page in the Axiom Assistant

