METRIX 4
UTILITY ACCOUNTING SYSTEM

INSTALLATION AND REGISTRATION MANUAL

ABRAXAS
ENERGY CONSULTING

www.abraxasenergy.com

Pre-Installation Notes

IMPORTANT: Back up your work before any installation! Abraxas Energy assumes no responsibility for any loss or damage to files during installation.

IMPORTANT: Are you installing the right version? Free upgrades are included for 1 year from the date of the initial Metrix purchase. This date is coded into a License so it cannot unlock versions of Metrix that are released after this date. If it has been longer than a year OR if you are unsure of your Max Release Date, contact us through our request page: https://www.abraxasenergy.com/energytoolbox/lic/index.php
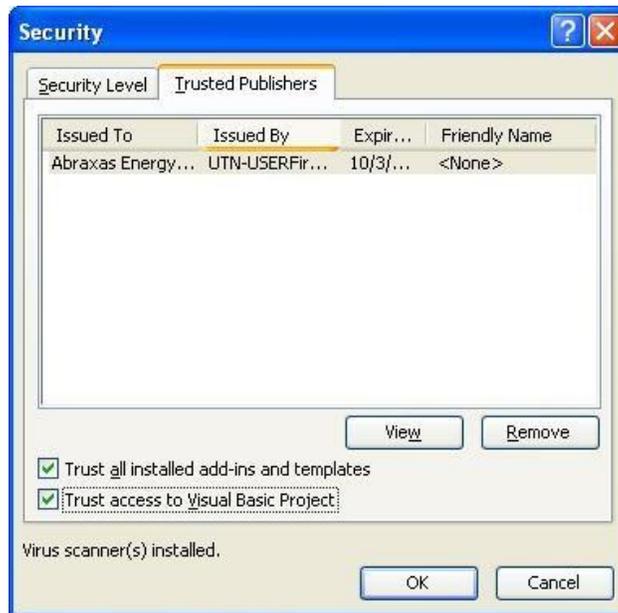
IMPORTANT: Excel setting must be adjusted or Report Maker will not run properly. See the sections below about Excel 2003-2016settings.

Excel 2003 Settings

1. **Note:** If prompted, macros must be enabled when opening Report Maker.

2. With Excel open, go to: Tools > Macro > Security.

3. On the 1st tab of the box that pops up, set macro security to medium. This setting allows users to choose if they want to allow macros on every instance they are used.
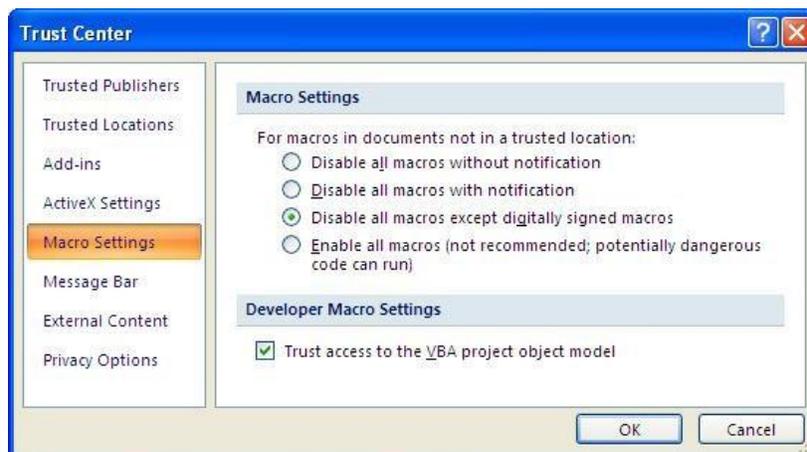

4. Next, go to the 2nd tab for trusted publishers. Make sure both boxes are checked for installed add-ins / templates and access to visual basic project.

Excel 2007-2016 Settings

1. **NOTE:** if prompted, macros must be enabled when opening Report Maker.

2. With Excel open, go to the Microsoft logo in the upper left corner of the screen. Select: Excel Options button > Trust Center > Trust Center Settings button > Macro Settings.

3. Bubble in "Disable all macros except digitally signed macros".

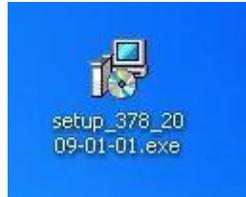*4.* Check the box to "Trust access to VBA project object model".

Installing Metrix 4

NOTE: Have you backed up your work? Are your Excel settings correct? Are you installing the right version?

1. **Close any windows of Excel or Metrix currently running.**

2. **Uninstall any pre-exiting versions of Metrix 4.0 or higher**. Go to Control Panel > Add or Remove programs > select Metrix 4 from the list. This helps to prevent any unintentional duplicate installations.

3. **Go to our Official Metrix Release Page:**
https://www.abraxasenergy.com/energytoolbox/official_metrix_releases.php
Select the version of Metrix you are current for. (see Max Release Date in FAQ's below)

4. **Save the setup file where you can find it.** Do not save to a temporary internet file folder, or a network drive, it must be on your computer. (Desktop is generally best). After installation, the setup file may be deleted.
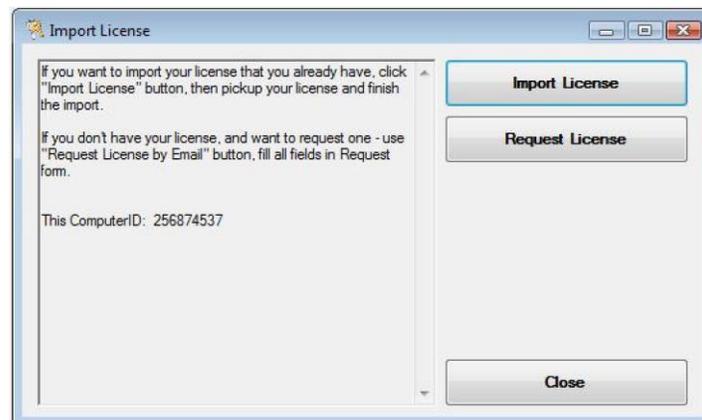

3

5. **Double click the Setup File Icon** (shown below) to start the install process. Follow the on-screen prompts to select installation options. **NOTE**: default installation settings are highly recommended.

Requesting a License

1. Open the License Importer. Go to Microsoft Start Button > (Programs >) Metrix 4 > Import License[1].

2. Clicking the Request License button opens the License Request Form show below. **Note**: your Computer ID is already filled in.

---

[1] If you are using Windows Vista or an earlier OS, the 'Import License' option may appear as 'Metrix 4 Licensing' instead.
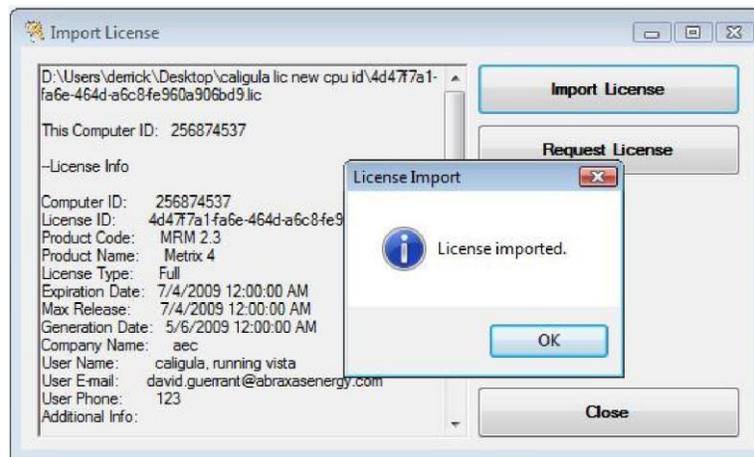
3. The License Request From is configured to work with Microsoft Outlook Email. If you use another email server, right click anywhere in the frame of the form and the option to "Copy to Clipboard" will appear. Paste the form info into an email with any other pertinent info related to the nature of your request to helpdesk@abraxasenergy.com.

Importing a License

1. After submitting a license request, you will receive a new License via email. Download the License file attachment from your email. Save (don't run, don't open) where you can find it. (The desktop is good for starters; it can be relocated after import.) You can rename the License file as long as it retains the ".lic" file extension.

2. **NOTE:** Metrix will make its own copy after a successful import, but it is highly recommended that you save your own copy in a safe location where you keep important reference information.

3. Open the License Importer. Go to Microsoft Start Button > (Programs >) Metrix 4 > Import License (see above).

4. Click the "Import License" button and browse to where you saved the License file.

5. **NOTE:** License details will appear in the left hand pane of the License Importer, including Computer ID, Max Release Date, Expiration Date, contact info, and more.

6. After successfully importing, click OK, and then close the License importer.

Frequently Asked Questions

Why won't Metrix open? You were running on the evaluation license: they expire after 30 days. A Full License must be re-imported when installing a newer version of Metrix OR transferring to a new computer. Contact us so we can send you a full license.

Do I need separate licenses for Metrix and Report Maker? Only one License is needed; FastData Deluxe and associated Routines must be purchased separately.

What is a Computer ID? This is like a fingerprint for your computer. One License will work for only one Computer ID and therefore only one computer. Computer ID is displayed in the License Importer and the License Status Box.

What is the License Status Box? This displays Computer ID, Expiration Date, and link to most current Metrix Installation Manual. **Find it here**: with Metrix open, go to help, then License Status. If Metrix does not open, (because the evaluation period has ended) the user is instead prompted by the License Status Box.

What is a Max Release Date? Free upgrades are included for 1 year from the date of the initial Metrix purchase. This date is coded into a License so it cannot unlock versions of Metrix that are released after this date. If it has been longer than a year OR if you are unsure of your Max Release Date, contact us through our request page: https://www.abraxasenergy.com/energytoolbox/lic/index.php **NOTE**: Users are advised to compare their Max Release Date to the corresponding Version Release Date <u>before</u> downloading.

How do I find the Expiration Date? This is displayed on the 6th line down in the License Status Box. With Metrix open, go to help, then License Status. If Metrix does not open, (because the evaluation period has ended) the user is instead prompted by the License Status Box.

What is an Evaluation License? Metrix is designed to auto-generate its own Evaluation License with 30 day duration for the initial installation OR if it detects that all previously installed versions have an older release date. **NOTE**: The Evaluation License permits full functionality of both Metrix and Report Maker, but you may only generate 5 reports at a time.