

Mobius Portfolio Reporter

Setup Guide

Version 5.7.1



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Contents

| | |
|---|----------|
| 1 Overview | 2 |
| 1.1 What This System Does | 2 |
| 1.2 Prerequisites | 2 |
| 2 Installation | 3 |
| 2.1 Step 1: Run the Installer | 3 |
| 3 Outlook Configuration | 4 |
| 3.1 Step 2: Open the VBA Editor | 4 |
| 3.2 Step 3: Locate ThisOutlookSession | 4 |
| 3.3 Step 4: Paste the Monitor Code | 4 |
| 3.4 Step 5: Enable Macros in Outlook | 5 |
| 4 Testing the System | 6 |
| 4.1 Step 6: Verify Installation | 6 |
| 4.2 Step 7: Test with a Sample Email | 6 |
| 5 Daily Workflow | 7 |
| 6 Troubleshooting | 8 |
| 6.1 "Macros have been disabled" | 8 |
| 6.2 Emails are not being processed | 8 |
| 6.3 Report not generating | 8 |

1 Overview

The Mobius Portfolio Reporter automates the transformation of daily NAV report emails into formatted portfolio reports.

Note

Already set up? If you have previously installed the Portfolio Reporter, you only need to replace the `Portfolio Transformer.xlsm` file in `C:\Mobius Reports\`. Skip to Section 5 (Daily Workflow) for usage instructions.

1.1 What This System Does

1. Monitors your Outlook inbox for incoming NAV report emails
2. Automatically saves Excel attachments to a designated folder
3. Transforms the data into a formatted portfolio report with Dashboard
4. Saves the completed report for review

1.2 Prerequisites

Before beginning setup, ensure you have:

- Microsoft Outlook (desktop application, not "New Outlook")
- Microsoft Excel with macro support
- Administrator access to your computer (for initial setup only)

2 Installation

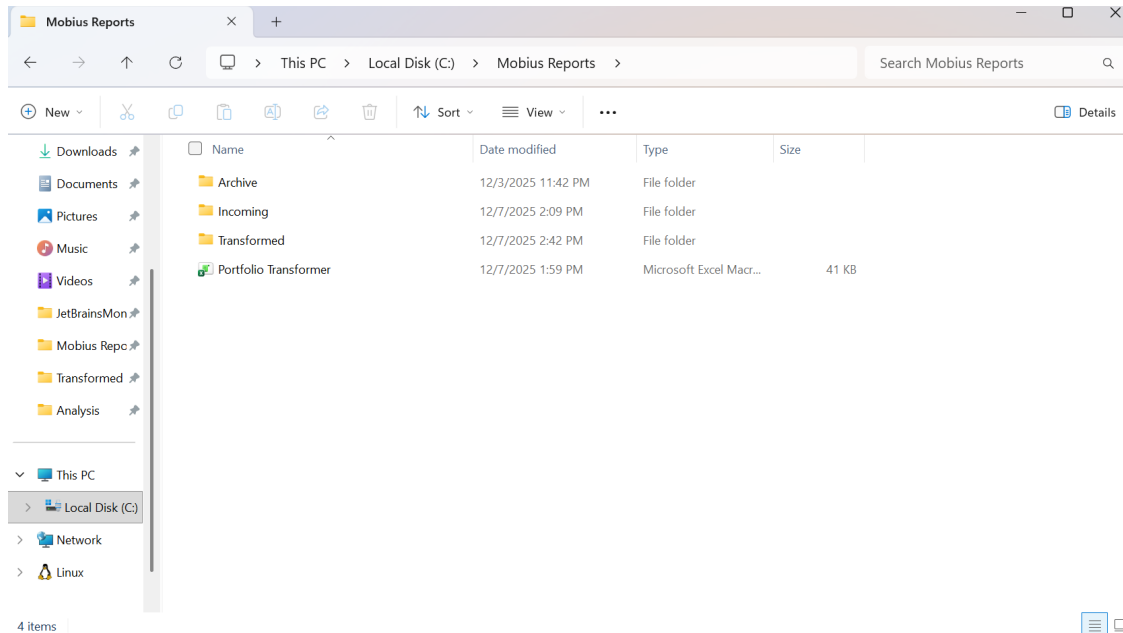
2.1 Step 1: Run the Installer

1. Locate the file `INSTALL.bat` in this package
2. Double-click to run
3. If prompted by Windows Security, click **Run anyway**

Note

The installer creates the following folder structure on your C: drive:

- `C:\Mobius Reports\Incoming` – where email attachments are saved
- `C:\Mobius Reports\Transformed` – where completed reports appear
- `C:\Mobius Reports\Archive` – processed files are moved here

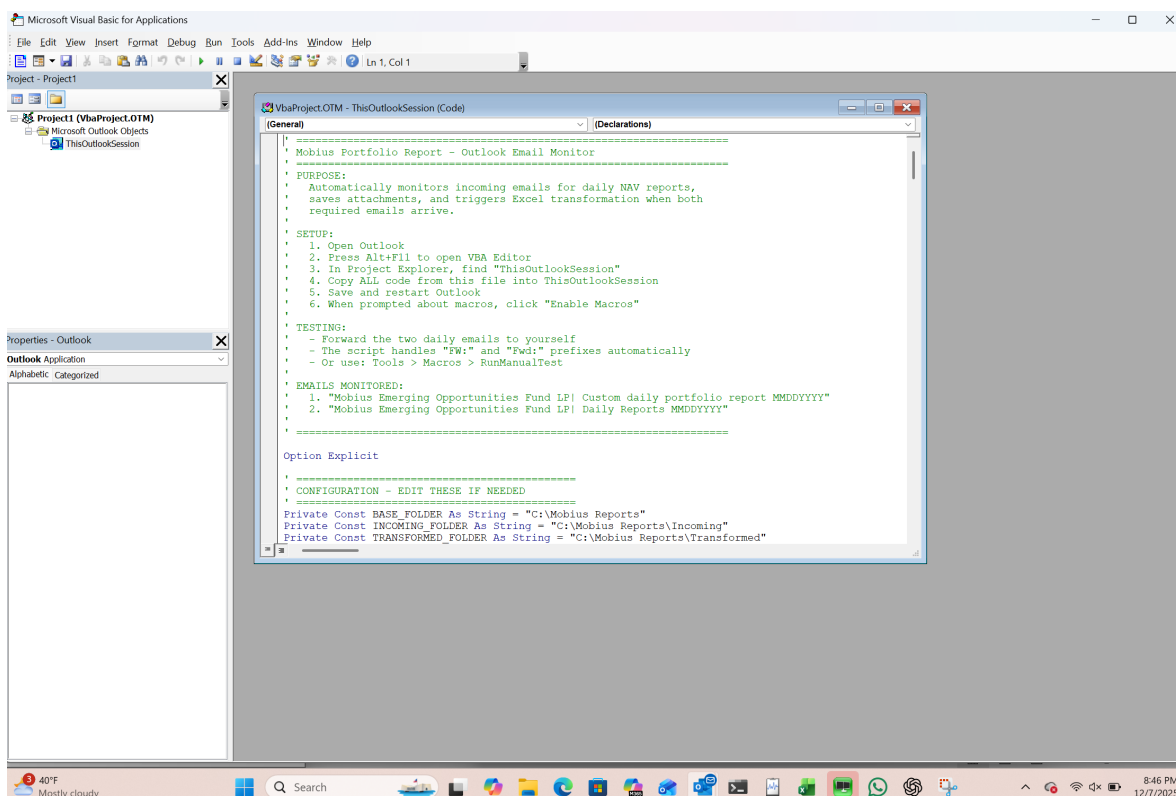


3 Outlook Configuration

This section configures Outlook to automatically detect and process incoming NAV report emails.

3.1 Step 2: Open the VBA Editor

1. Open Microsoft Outlook
2. Press **Alt + F11** on your keyboard
3. The Visual Basic for Applications editor will open



3.2 Step 3: Locate ThisOutlookSession

1. In the left panel, find **Microsoft Outlook Objects**
2. Click the arrow to expand it
3. Double-click **ThisOutlookSession**
4. A blank code window will open on the right

3.3 Step 4: Paste the Monitor Code

1. Open the file `files\OutlookMonitor.txt` from this package
2. Select all the code (**Ctrl + A**)

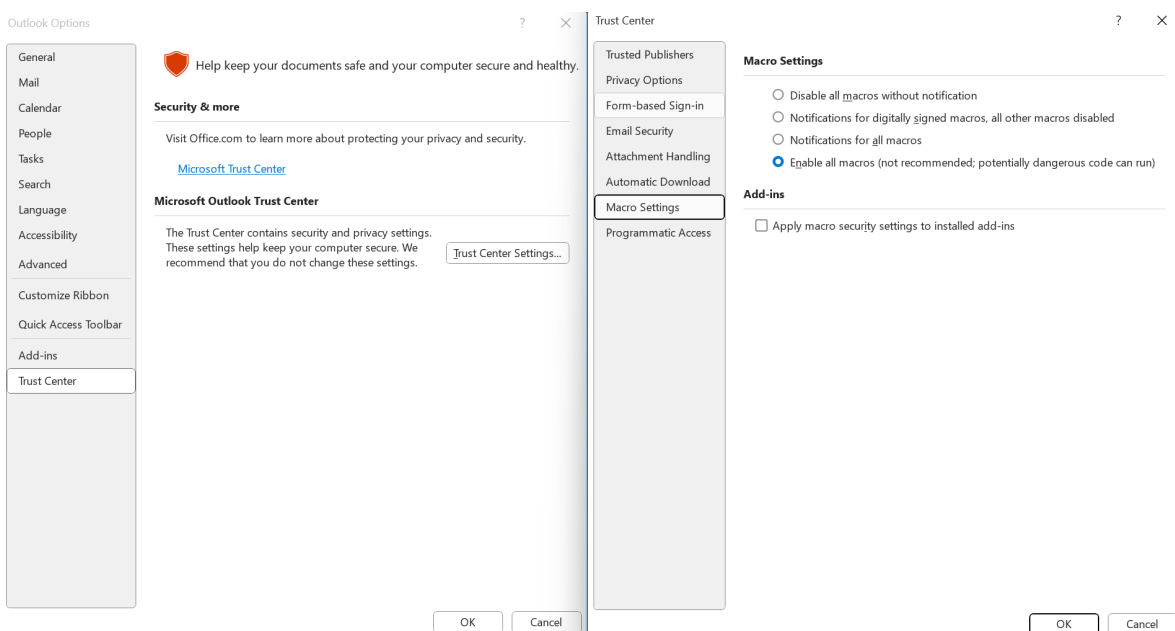
3. Copy the code (**Ctrl + C**)
4. Click inside the ThisOutlookSession window in Outlook
5. Paste the code (**Ctrl + V**)
6. Save (**Ctrl + S**)
7. Close the VBA Editor

Important

Make sure you copy ALL of the code from OutlookMonitor.txt. Partial code will cause errors.

3.4 Step 5: Enable Macros in Outlook

1. In Outlook, click **File** in the top menu
2. Click **Options** (bottom of the left panel)
3. Click **Trust Center** (bottom of the list)
4. Click **Trust Center Settings...**
5. Click **Macro Settings**
6. Select **Enable all macros**
7. Click **OK** twice to close
8. **Restart Outlook completely** (close and reopen)



4 Testing the System

4.1 Step 6: Verify Installation

Open File Explorer and confirm these folders exist:

- C:\Mobius Reports\Incoming
- C:\Mobius Reports\Transformed
- C:\Mobius Reports\Archive

Also verify that `Portfolio Transformer.xlsm` is present in C:\Mobius Reports\

4.2 Step 7: Test with a Sample Email

1. Ask a colleague to forward you a recent NAV report email
2. When the email arrives, Outlook should display a popup:
"Mobius Report Monitor is now active"
3. The system will automatically:
 - Save the Excel attachment to the Incoming folder
 - Open the Portfolio Transformer
 - Process the data
 - Save the result to the Transformed folder
4. Check C:\Mobius Reports\Transformed for your output file

6 Troubleshooting

6.1 “Macros have been disabled”

- In Excel: File → Options → Trust Center → Macro Settings → Enable all macros
- In Outlook: Same path, then restart Outlook

6.2 Emails are not being processed

- Verify the code is pasted in ThisOutlookSession (not a different module)
- Confirm macros are enabled in Outlook
- Restart Outlook after making any changes
- Ensure you're using Classic Outlook (not “New Outlook”)

6.3 Report not generating

- Check C:\Mobius Reports\Incoming for the attachment file
- Ensure Portfolio Transformer.xlsm exists in C:\Mobius Reports
- Only the Custom daily portfolio report email is required (as of v5.7.0)

For additional support, contact Jacob.