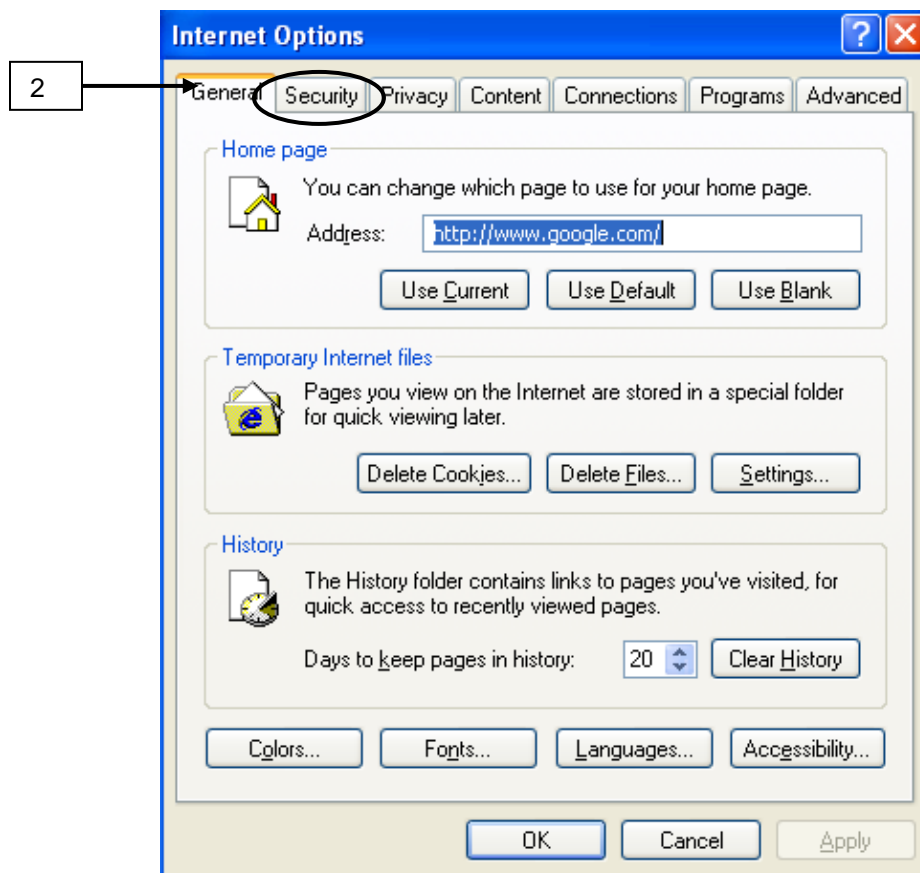


Web Browser Security Options for Exporting Reports

To set the web browser security options in order to export reports if needed:

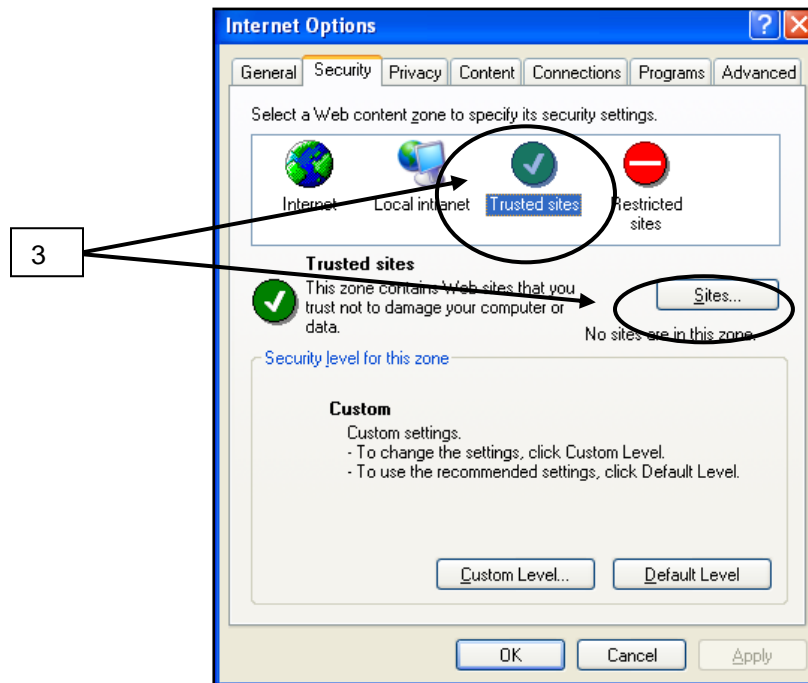
1. In the Internet Explorer web browser, follow the menu path: **Tools > Internet Options** (this will return the screen shown below).

Note: If using web browsers other than Internet Explorer, then contact your LAN Administrator (computer support person).

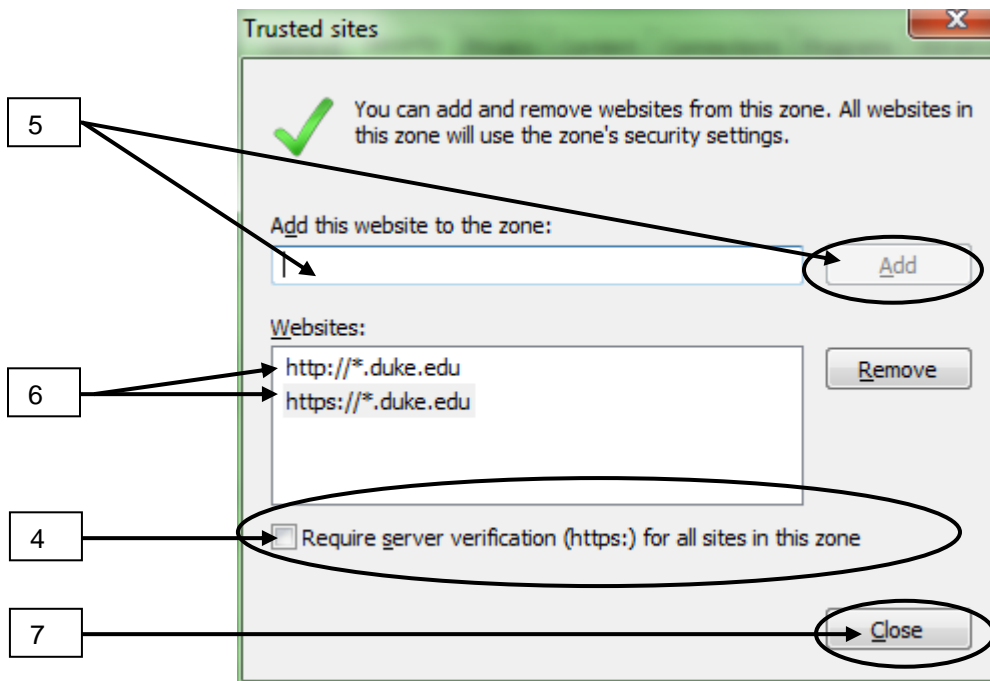


2. On the *Internet Options* window, click the **Security** tab.

Reporting Functions (cont.)



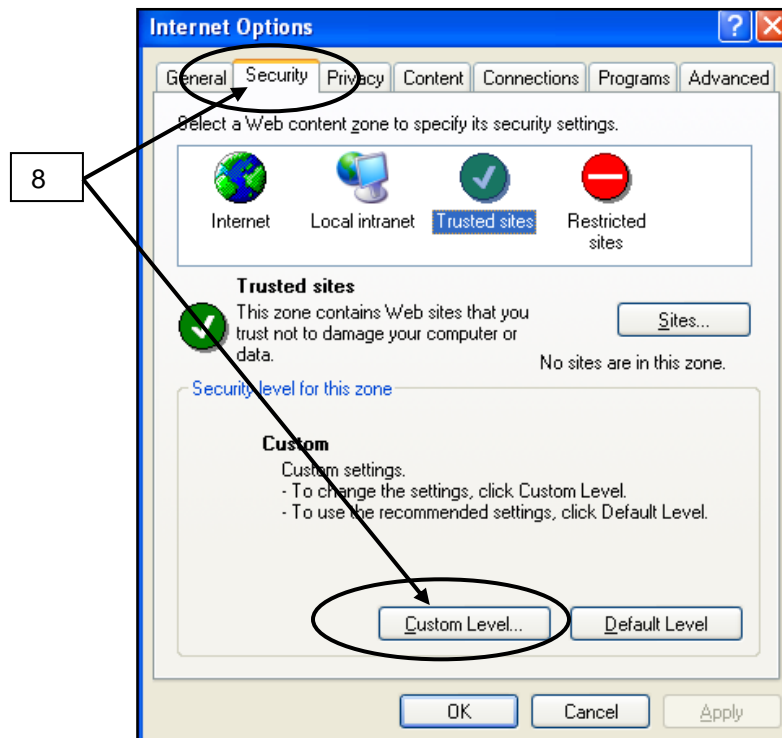
3. Click on the **Trusted sites** icon to select, then click on the **Sites** button.



4. In the *Trusted sites* window, click in the box to **uncheck and deselect** the option **Require server verification... for all sites in this zone**.

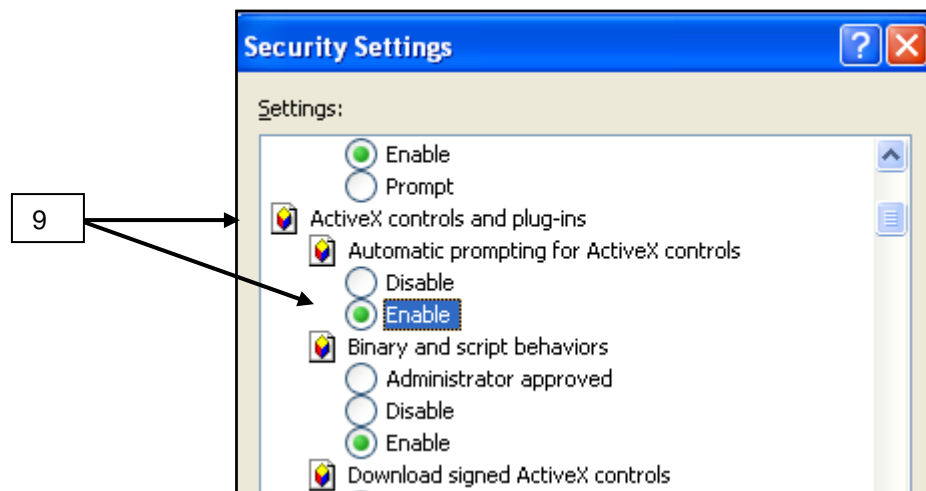
Reporting Functions (cont.)

5. Enter each of the following URL web addresses (see bullets below) in the Add this website to the zone input field as follows
 - Enter each of the URLs listed here, one at the time and add per next bullet below (ensure Step 4 was completed before trying to enter sites):
http://*.duke.edu
https://*.duke.edu
 - Click the **Add** button after each URL is entered (button becomes “active” once you start typing in the field)
 - Click **OK** (repeat to add each address).
6. Ensure that all the websites are displayed now under the *Websites* section.
7. Click the **Close** button when done.

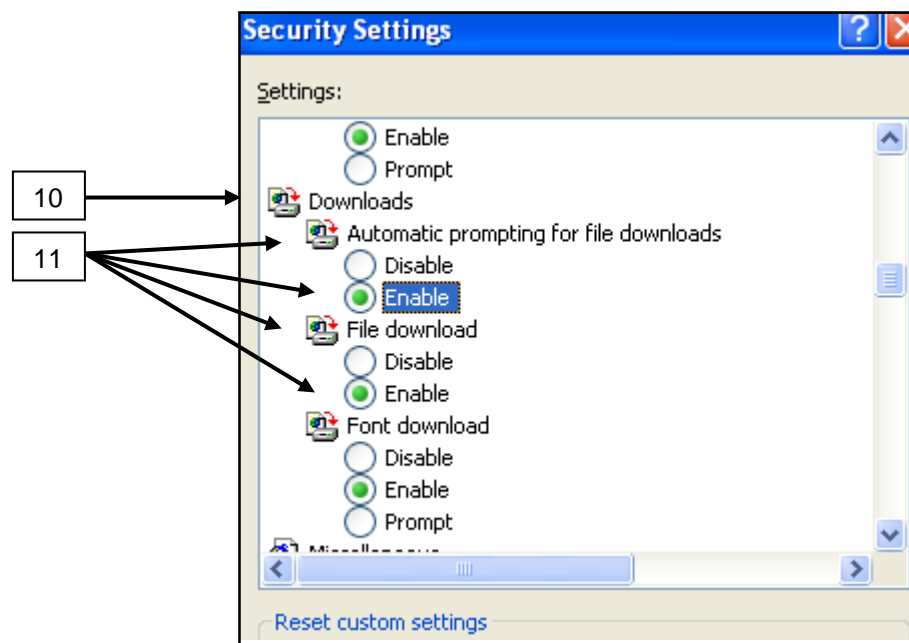


8. Back on the *Internet Options* window, under the **Security** tab, click the **Custom Level** button.

Reporting Functions (cont.)

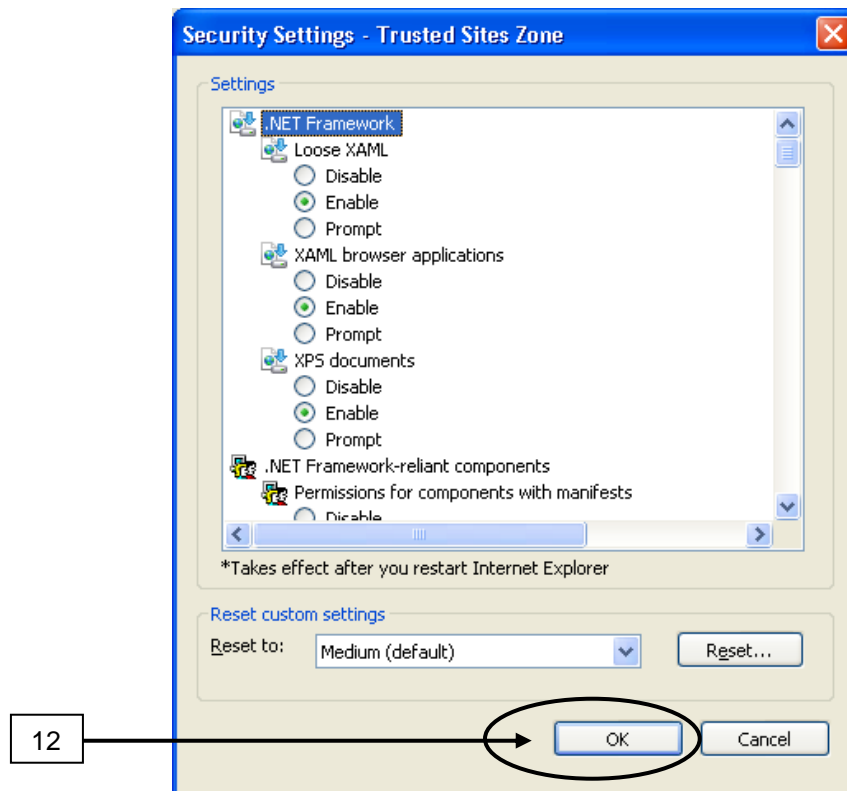


9. Scroll down to locate the **ActiveX Controls and plug ins** option and click in the **radio button** to select the **Enable** option.



10. **Scroll down** further to locate the **Downloads** option.
11. Under the Downloads option, click the **radio button** to select **Enable** for both the **Automatic Prompting for file downloads** and the **File download** option (click Enable for each one).

Reporting Functions (cont.)



12. Scroll down and click in the **OK** button at the bottom of the window when done.