

Step-by-Step Guide

Setting up Excel for the Reporting System

What do you need to do to view reports in Excel?

In order to view reports run in the Reporting System using Microsoft Excel, you need to:

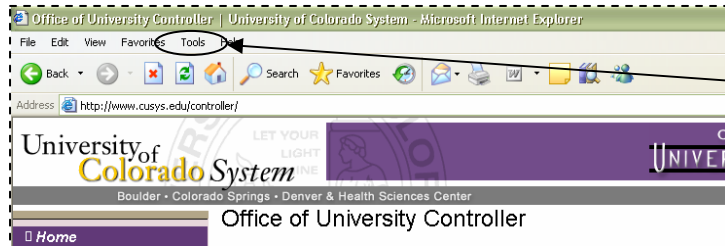
- Add the Reporting System as a trusted site
- Disable pop-up blockers

Refer to the learning resources for guidance on [Adding a Trusted Site](#) and [Disabling Internet Pop-up Blockers](#).

However, if you are using Internet Explorer 7 as your web browser and the report is still not displaying in Excel, you should also enable downloads as detailed in this guide to view a Reporting System report in Excel.

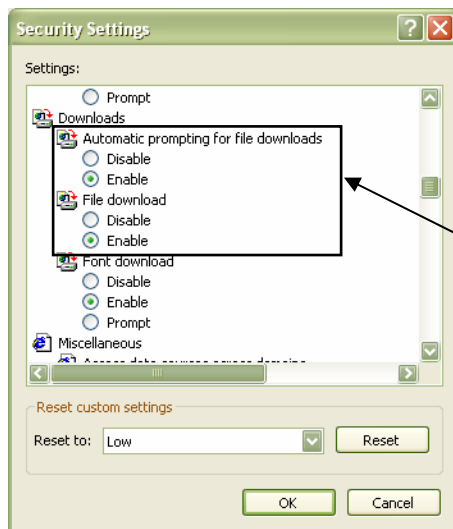
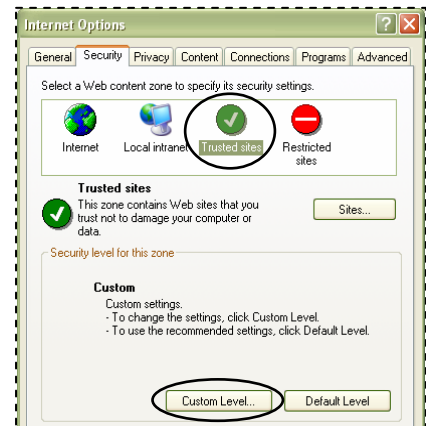
Enabling Downloads for Your Computer

Open Internet Explorer 7 to any website.



Click **Tools** on the web browser's tool bar. From the list that appears, select **Internet Options...**

In the INTERNET OPTIONS window, click the **Security** tab. Click the **Trusted sites** list item, then click **Custom Level...**



Under the Downloads section in the SECURITY SETTINGS window, select **Enable** for both "Automatic prompting for file downloads" and "File download."

Click **OK** twice: once in the SECURITY SETTINGS window, and again in the INTERNET OPTIONS window.