Browser/Windows Settings

There are several **Internet Explorer** browser settings required for running reports in Cognos. This document will describe specifically how to set those in Internet Explorer 9 and Windows 7. (These instructions also apply to Internet Explorer 10 and 11 when you specify "Compatibility View".)

Internet security settings (Internet Explorer)

Note: It is <u>*important*</u> *that you close all browser windows before starting this process. After completing all the browser settings, close your browser window and open a fresh browser window before logging in to Cognos.*

Setting the Data Warehouse as a Trusted Site

1. Open Internet Explorer.
2. From the **Tools** menu click **Compatibility View**.
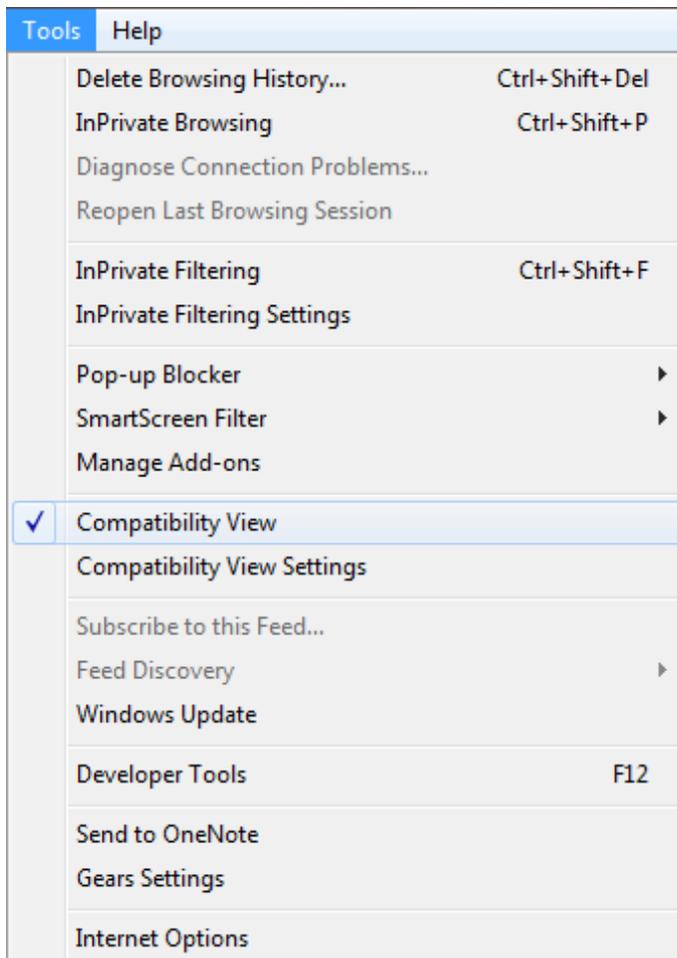
3. From the **Tools** menu click **Internet Options**.

Tools	Help	
	Delete Browsing History...	Ctrl+Shift+Del
	InPrivate Browsing	Ctrl+Shift+P
	Diagnose Connection Problems...	
	Reopen Last Browsing Session	
	InPrivate Filtering	Ctrl+Shift+F
	InPrivate Filtering Settings	
	Pop-up Blocker	▶
	SmartScreen Filter	▶
	Manage Add-ons	
✓	Compatibility View	
	Compatibility View Settings	
	Subscribe to this Feed...	
	Feed Discovery	▶
	Windows Update	
	Developer Tools	F12
	Send to OneNote	
	Gears Settings	
	Internet Options	

4. Select **Security** tab, click **Trusted Sites**, and click the **Sites** button.
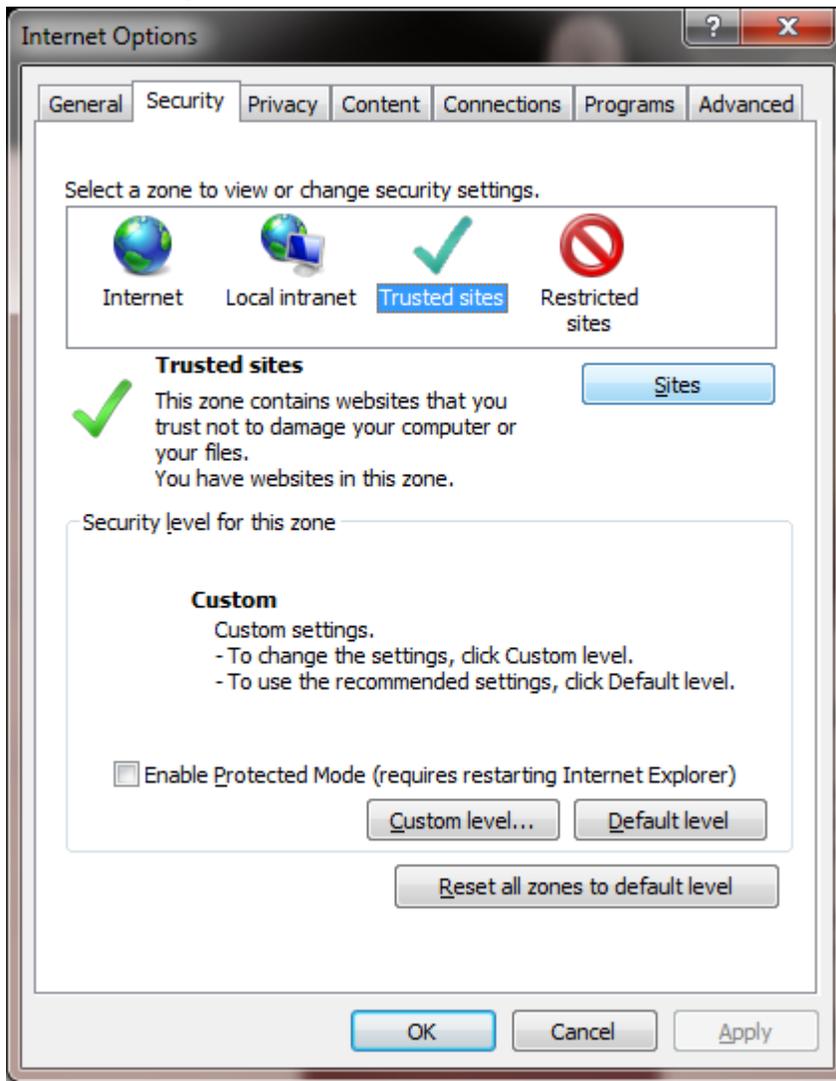
5. In the field labeled **Add this web site to the zone,** type the following: https://*.sc.edu
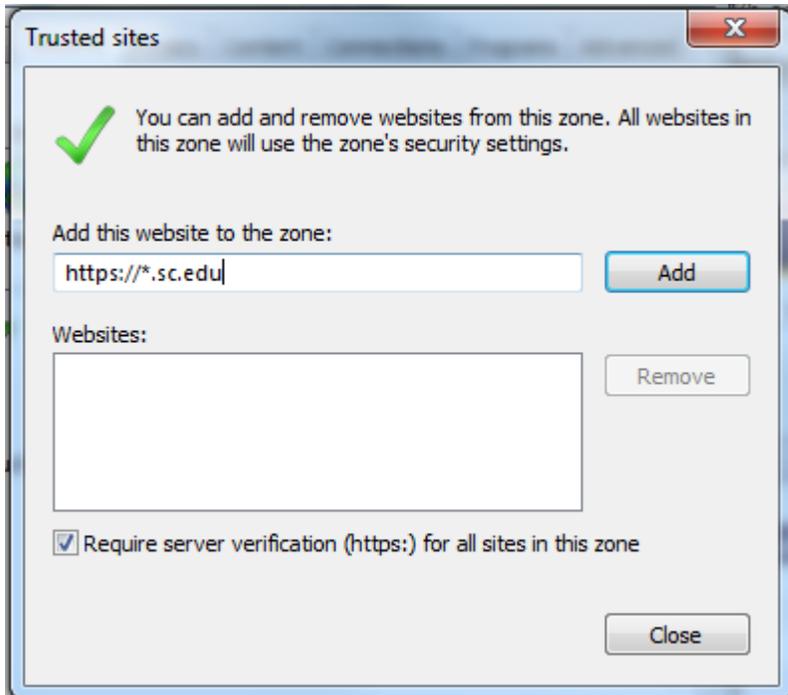
6. Click the **Add** button, and click <u>**Close.**</u>

Security settings – Custom level

1. On the same **Security** tab, click **Custom level.**
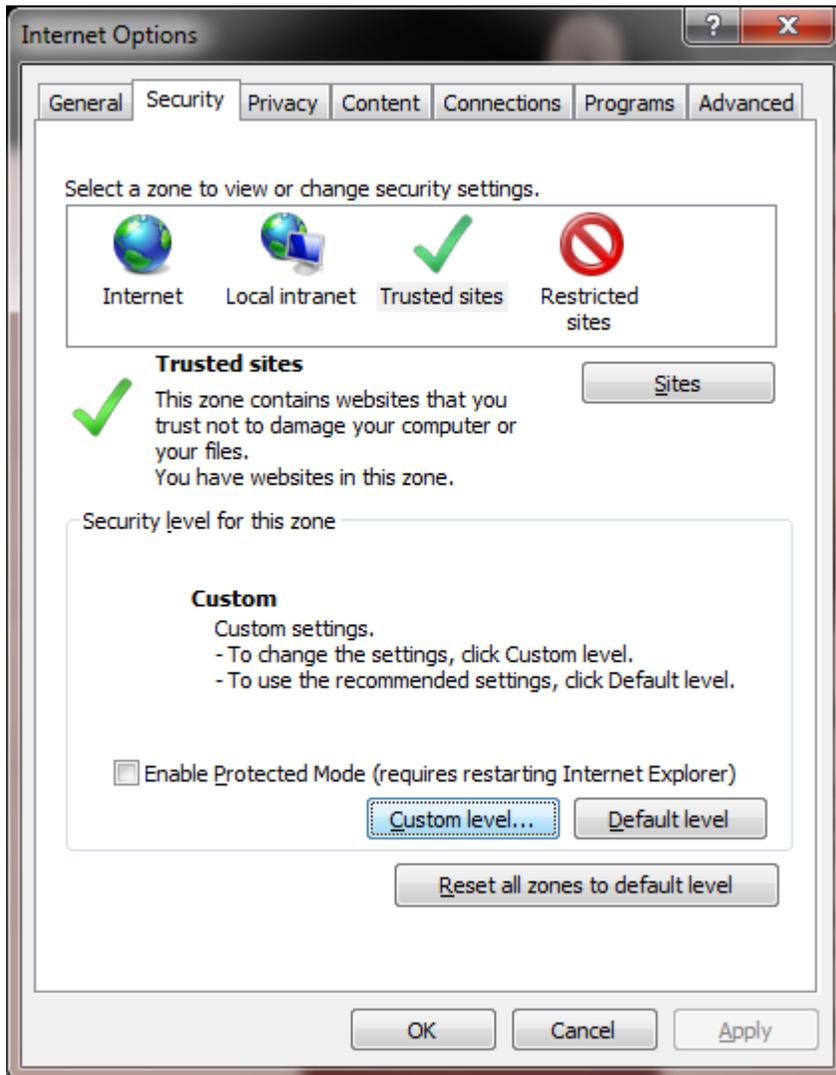
2. Scroll through the "Settings" and under each specified group set them as described below:

   - ActiveX controls and plug-ins > Run ActiveX controls and plug-ins > Enable
   - ActiveX controls and plug-ins > Script ActiveX controls marked safe for scripting > Enable
   - Downloads > Enable <u>each</u> of the settings under this section.
   - Miscellaneous > Allow META REFRESH > Enable
   - Scripting > Active scripting > Enable
   - Scripting > Enable XSS filter > **Disable**

Saving Encrypted Pages to Disk

On the **Advanced** tab, scroll down to the **Security** section and un-check **Do not save encrypted pages to disk** and click **OK**.
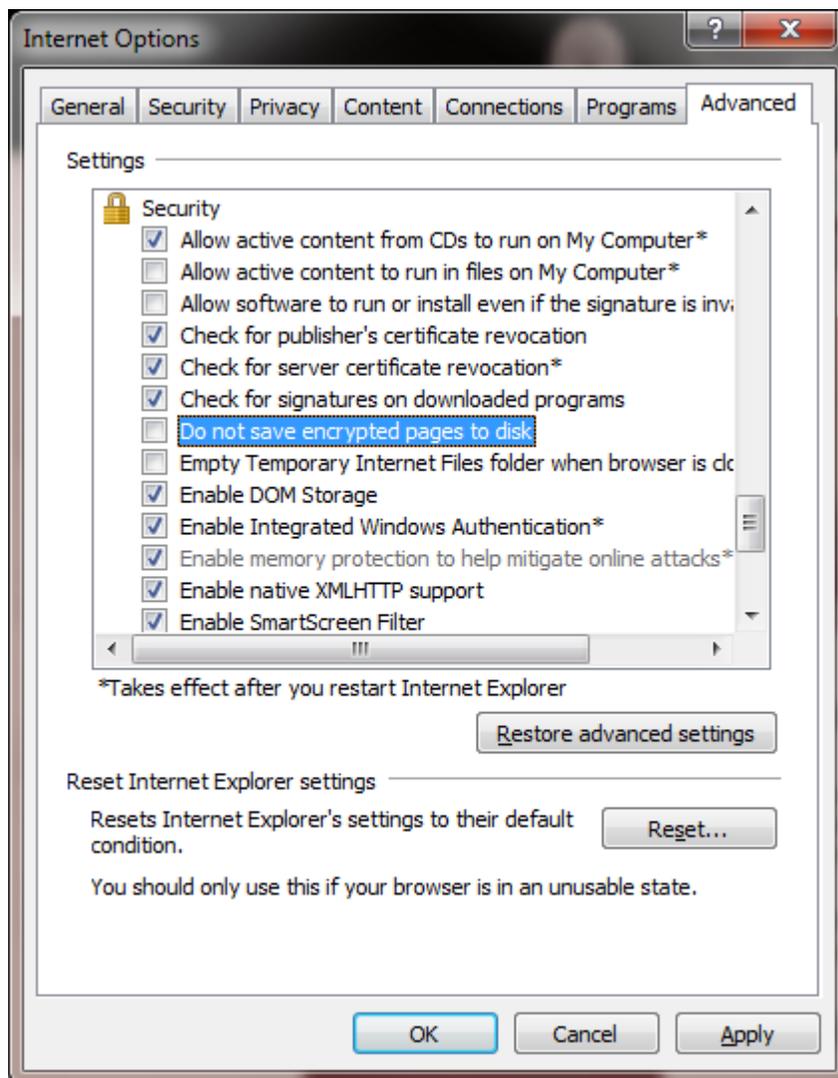
Allowing pop-ups from the Data Warehouse.

For Cognos to work, your browser must allow pop-ups from the Data Warehouse sites. If you are running a toolbar such as Yahoo, Google, MSN, or any other 3rd –party browser tool, you must update pop-up blocker settings in these tools, in addition to updating them in your browser.

 In Internet Explorer do the following:

1. Click on the **Tools** menu, click **Pop-up Blocker**, and **Pop-up Blocker Settings**.
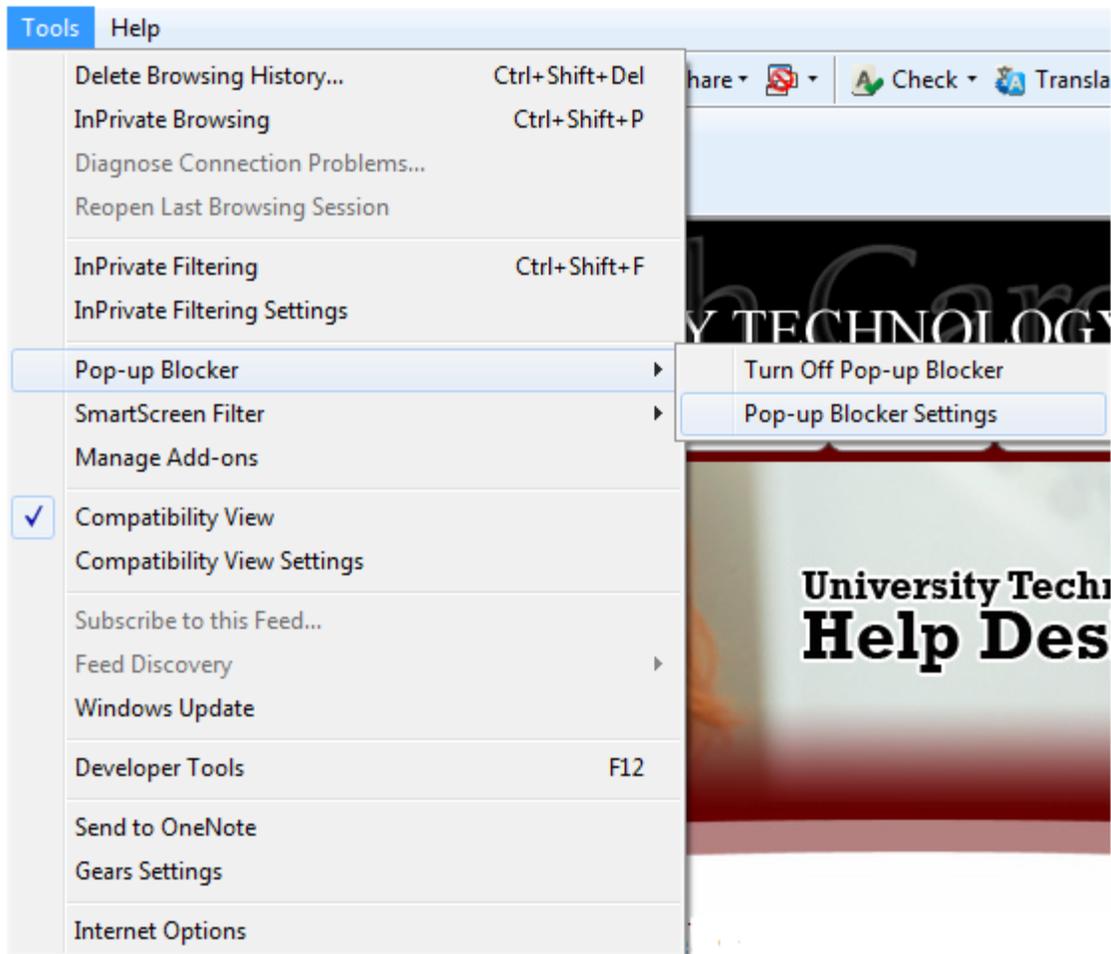
2. In the box labeled **Address of Web site to allow**, enter ***.sc.edu** and click **Add.**
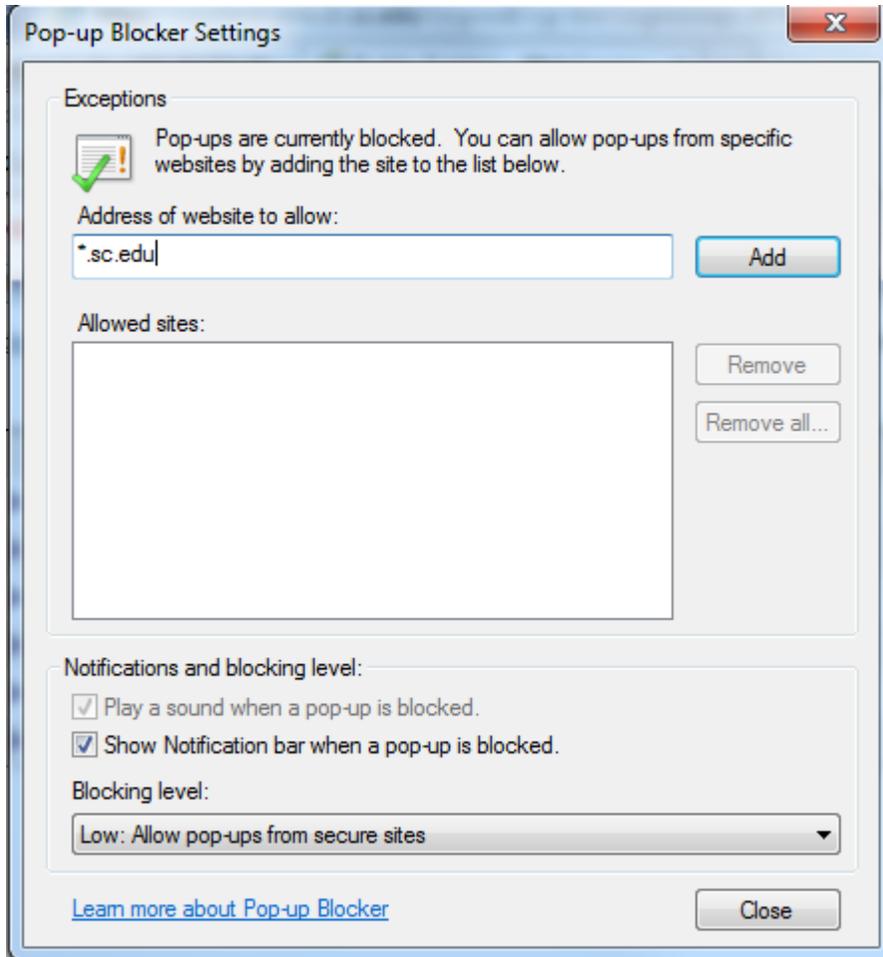
3. Click "**Close**".
4. Close the **Internet Explorer** window.

Viewing Excel Output

To view reports in Excel you must set options for the Excel file types.

1. In Windows 7, click **Start** (lower left corner), click **Control Panel**, click **Programs**, and click **Default Programs**.
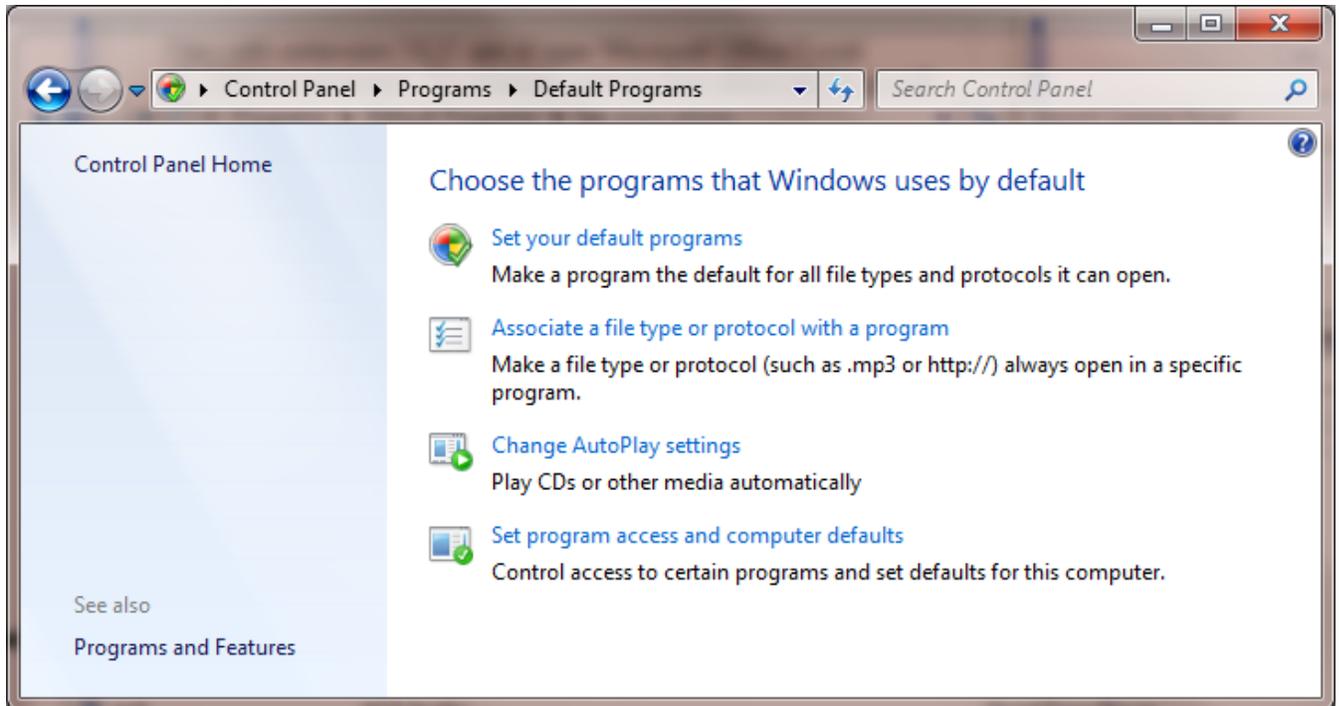
2. Under **Choose the programs that Windows uses by default** click **Associate a file type or protocol with a program**.

3. Click **.xls**.
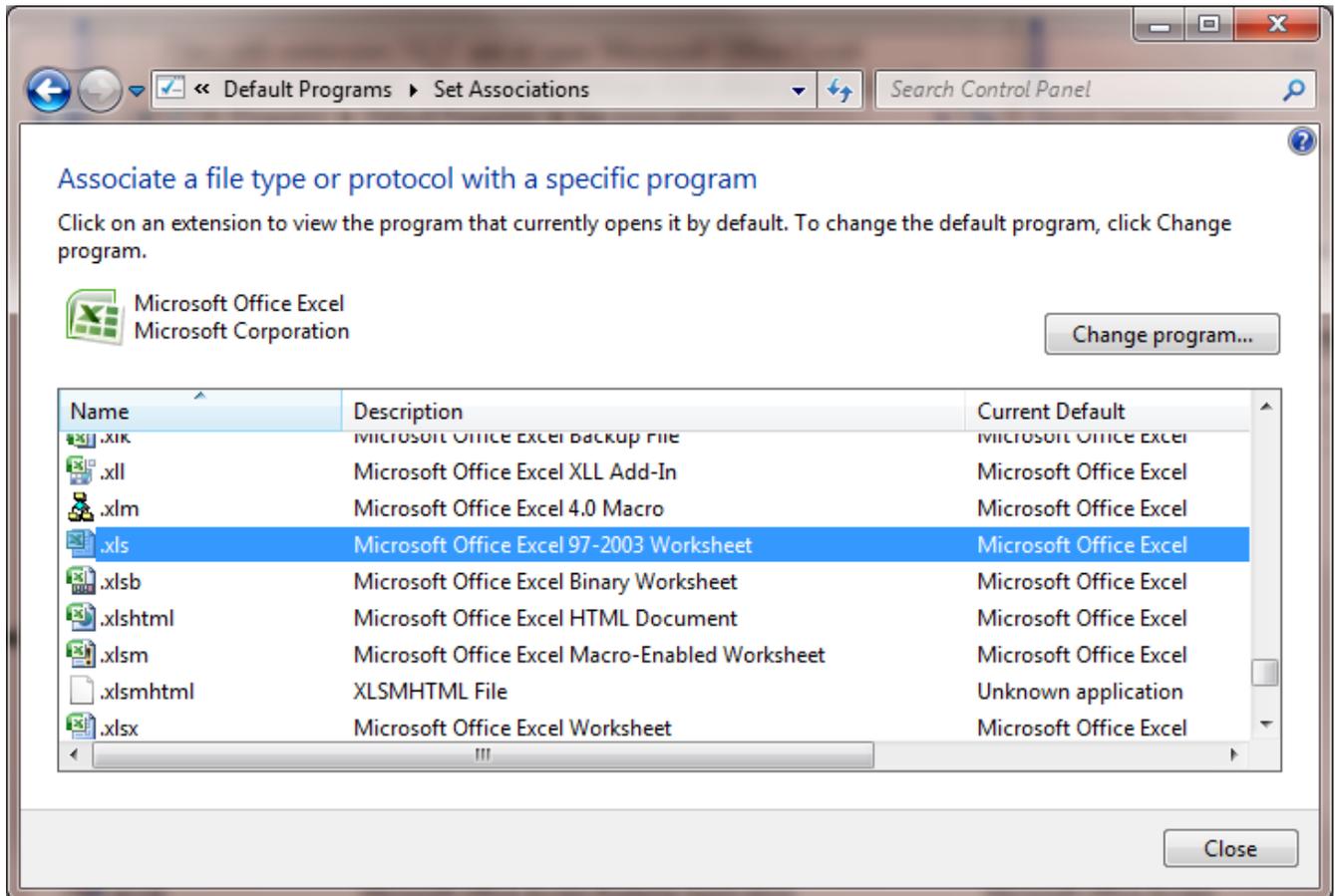
4. Under **Current Default** it should say, **Microsoft Office Excel**. If it doesn't, click "**Change program**" and choose **Microsoft Office Excel** from the program list.
5. Click **"OK"** and click **"Close".**
6. Close your **Control Panel** window.

Network Username and Password

Before you log in to the Cognos Data Warehouse you'll need your USC network username and password. If you don't know your network username, or need to update your network password, here's what you do:

- Go to VIP (http://vip.sc.edu/). On the left side of the page click **LOGIN**, log in, and on the left side, click on **TECHNOLOGY**.
- Click on SHOW ME **Network Username.** Your username will be displayed in the middle of the screen. This is also where you will update your password.

Important note: When you update your network password on VIP it is updated for the Data Warehouse as well. The Date Warehouse support team cannot reset your password. You will always update your password through VIP.

Cognos Connection

Cognos Connection is the Web portal where you run reports or view previously saved output.

Open a new browser window and enter in the address line: https://datawarehouse.sc.edu

To login, click the Login link.   The first time you login you will see the Welcome page. (You can bypass this page by unchecking the checkbox that says, "Show this page in the future.") Click **Cognos content**, and you'll see either the "USC Data Warehouse Portal" page or the "USC Banner Reporting" page. This is your default

"Home" in Cognos Connection. You can return "home" by clicking the house icon [icon] in the upper right area in Cognos Connection. You can also change you "home" page by clicking the "down" arrow next to the icon and clicking "Set View as Home".
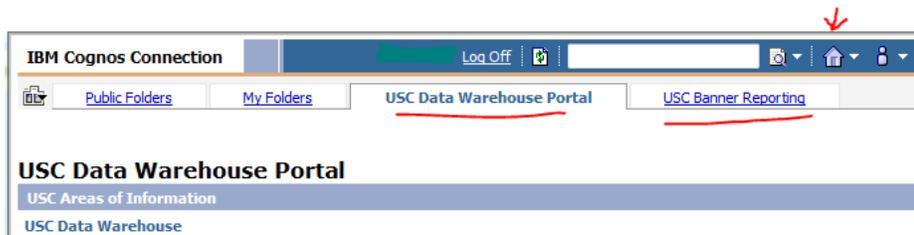
At the bottom of the USC Data Warehouse Portal page you'll find **Web Links** to additional "Help" documents including "Running Reports in Cognos".