# **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.



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# 3. From the Tools menu click Internet Options.

Tool	ls	Help	
	De In Di Re	elete Browsing History Private Browsing iagnose Connection Problems eopen Last Browsing Session	Ctrl+Shift+Del Ctrl+Shift+P
	In In	Private Filtering Private Filtering Settings	Ctrl+Shift+F
	Po Sr M	op-up Blocker nartScreen Filter lanage Add-ons	> >
✓	Ci Ci	ompatibility View ompatibility View Settings	
✓	Su Fe W	ubscribe to this Feed eed Discovery <b>'indows Update</b>	•
	D	eveloper Tools	F12
	Se Ge	end to OneNote ears Settings	
	In	ternet Options	

4. Select **Security** tab, click **Trusted Sites**, and click the **Sites** button.

Internet Options						
General Security Privacy Content Connections Programs Advanced						
Select a zone to view or change security settings.						
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Internet Local intranet Trusted sites Restricted sites						
Trusted sites						
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.						
Security level for this zone						
<b>Custom</b> Custom settings. - To change the settings, dick Custom level. - To use the recommended settings, dick Default level.						
Enable Protected Mode (requires restarting Internet Explorer)           Qustom level						
<u>R</u> eset all zones to default level						
OK Cancel Apply						

5. In the field labeled **Add this web site to the zone,** type the following: https://\*.sc.edu

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Trusted sites					
You can add and remove websites from this zone this zone will use the zone's security settings.	e. All websites in				
Add this website to the zone:					
https://*.sc.edu	Add				
Websites:					
	Remove				
Require server verification (https:) for all sites in this zone					
	Close				

6. Click the **Add** button, and click <u>Close</u>.

#### Security settings – Custom level

1. On the same **Security** tab, click **Custom level.** 

Internet Options									
ſ	Ge	enera	I S	ecurity	Privacy	Content	Connections	Programs	Advanced
	Select a zone to view or change security settings.								
			Ű	2	G)		/ (	8	
		Ir	nterr	net L	ocal intrar	net Trust	ed sites Res	stricted sites	
				Trustee	sites			Site	
	This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.								
	Security level for this zone								
	<b>Custom</b> Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.								
	Enable Protected Mode (requires restarting Internet Explorer)								
	Reset all zones to default level								
OK Cancel Apply									

- 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.

Internet Options						
General         Security         Privacy         Content         Connections         Programs         Advanced           Settings						
Security <ul> <li>Allow active content from CDs to run on My Computer*</li> <li>Allow active content to run in files on My Computer*</li> <li>Allow software to run or install even if the signature is invi</li> <li>Check for publisher's certificate revocation</li> <li>Check for server certificate revocation*</li> <li>Check for signatures on downloaded programs</li> <li>Do not save encrypted pages to disk</li> <li>Empty Temporary Internet Files folder when browser is dc</li> <li>Enable DOM Storage</li> <li>Enable Integrated Windows Authentication*</li> <li>Enable memory protection to help mitigate online attacks*</li> <li>Enable native XMLHTTP support</li> <li>Enable SmartScreen Filter</li> <li>*Takes effect after you restart Internet Explorer</li> </ul>						
Reset Internet Explorer settings         Resets Internet Explorer's settings to their default         Resets Internet Explorer's settings to their default         Reset         You should only use this if your browser is in an unusable state.						
OK Cancel Apply						

## 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 3<sup>rd</sup> –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.

Pop-up Blocker Settings				
Exceptions Pop-ups are currently blocked. You can allow pop-ups from websites by adding the site to the list below.	om specific			
Address of website to allow: *.sc.edu	Add			
Allowed sites:				
	Remove all			
Notifications and blocking level:				
✓ Play a sound when a pop-up is blocked.				
Show Notification bar when a pop-up is blocked.				
Blocking level:				
Low: Allow pop-ups from secure sites	•			
Learn more about Pop-up Blocker	Close			

- 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 (<u>http://vip.sc.edu/</u>). 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: <u>https://datawarehouse.sc.edu</u>

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 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".

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IBM Cognos Connection	Log Off 🛛 🚯	<b>⊠</b> ▼ <b>â</b> ▼ <b>i</b> ▼				
Public Folders My Folders	USC Data Warehouse Portal	USC Banner Reporting				
USC Data Warehouse Portal						
USC Areas of Information						
USC Data Warehouse						

At the bottom of the USC Data Warehouse Portal page you'll find **Web Links** to additional "Help" documents including "Running Reports in Cognos".