
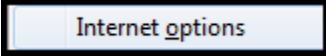
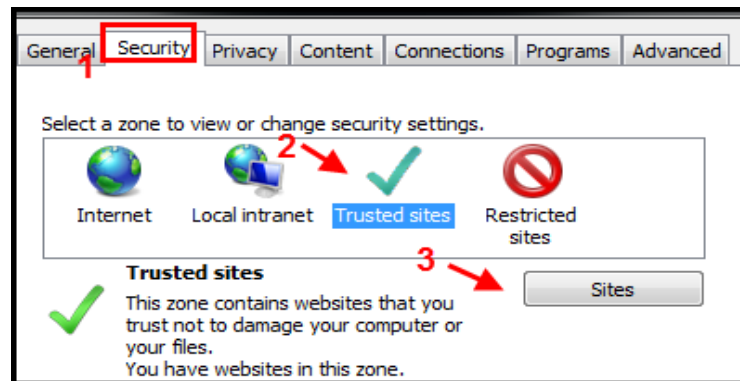
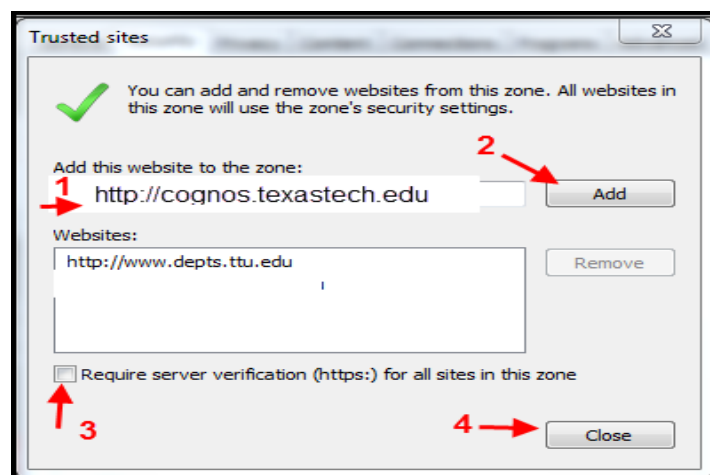


Settings for Cognos to Execute in Excel

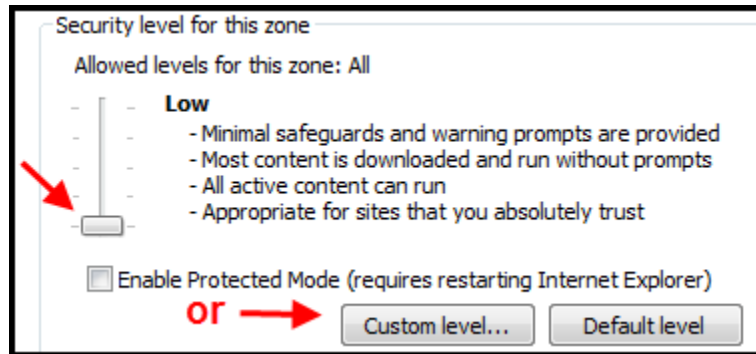
1. Open browser, click on the small gear shaped icon  in the upper right hand corner of the browser window. You may also click alt-X on your keyboard to open this menu.
2. Select *Internet Options* from the menu 
3. Click on the *Security* tab.
4. Click on the Trusted Sites Icon (Green Check Mark) and then click the Sites Button just below Trusted Sites.



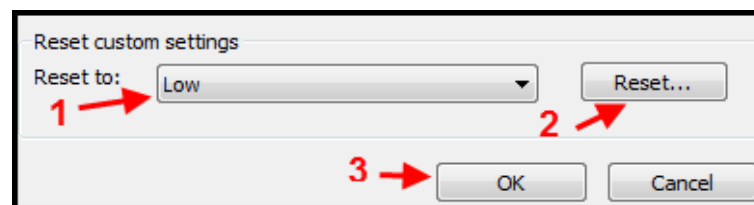
5. If you were in Cognos Connection before entering the Internet Options area, the Cognos URL (<https://cognos.texastech.edu>) will be displayed in the "Add this website to the zone" text box. Otherwise, type URL into the box provided, click the Add Button to the right of the text box. The Cognos URL will now be displayed in the "Websites:" box below the textbox.
6. Next make sure the "Require server verification (<https://> for all sites in this zone)" check box below the "Websites:" list is **Unchecked**.
7. Click **Close**



8. In the Internet Options Dialog box (while Trusted Sites is still selected), change the security level for Trusted Sites to low. If you see a slider bar in the lower section of the dialog box ("Security level for this zone") you can slide it down to low. If no slider bar is available, follow instructions in step 9.



9. If no slider bar is available, click on the "Custom level.." button. In the "Security Settings – Trusted Sites Zone" dialog box you will see the lower section entitled "Reset custom settings". Change the drop down to low (medium is the default) and then click the "Reset..." button to the right of the drop down box. Click OK



10. The slider bar will now appear in the lower section. It should be set to low and no further action is necessary. If it is not set to low, please set it.
11. Click OK to close the Internet Options dialog box.
12. Re-run your report in Excel.

Note: If you are running Google or Yahoo Toolbars you will need to temporarily disable these while in Cognos. If you do not actively use them you may want to consult with your IT professionals to have them uninstalled.

To temporarily disable the toolbars, simply right click in the header of your browser window and click on the Google or Yahoo toolbars listed there. Once you are finished with Cognos, you may repeat this process to re-instate the toolbars in your browser window.

For further assistance, contact afism.2know@ttu.edu or dial 742-5669