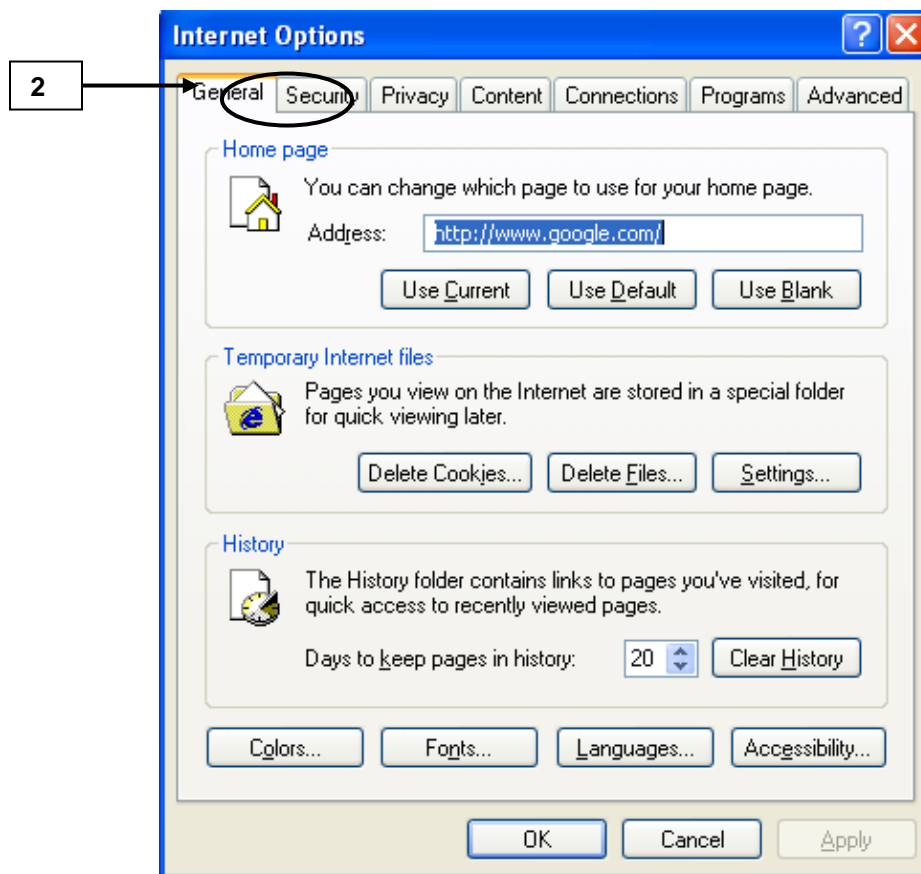


Setting Web Browser Security to Allow Easy Exporting of Crystal Reports

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

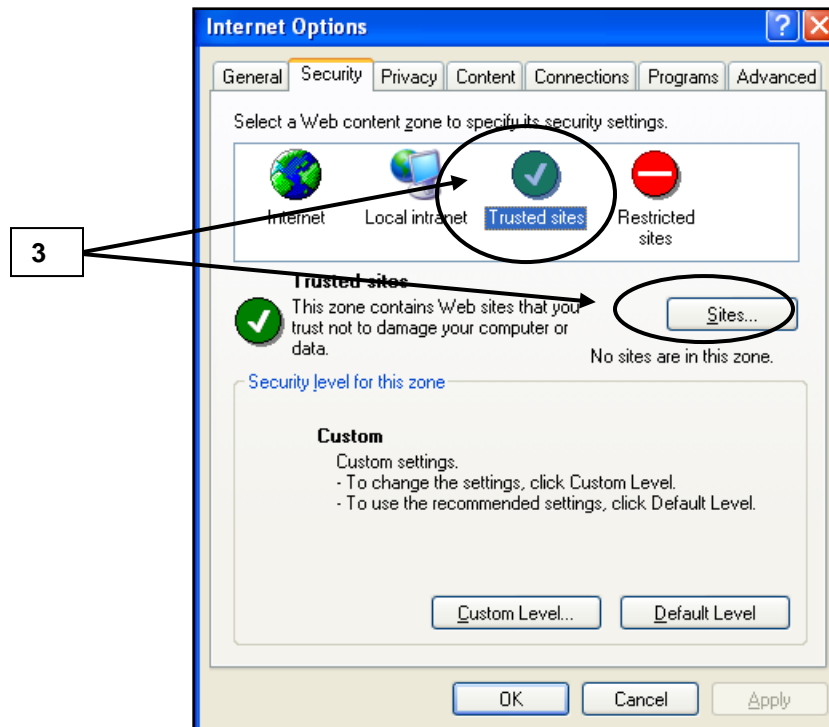
1. In the Internet Explorer web browser, follow the menu path: **Tools>Internet Options** (this will return the screen shown below).

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

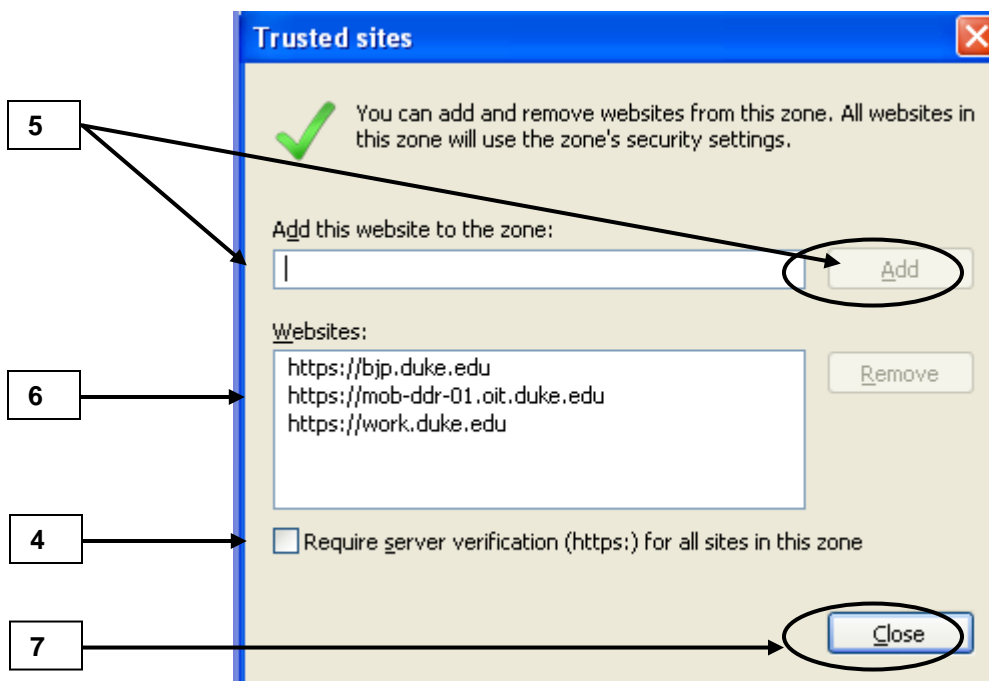


2. On the *Internet Options* window, click the **Security** tab.

Reporting Supplement Reporting (cont.)



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

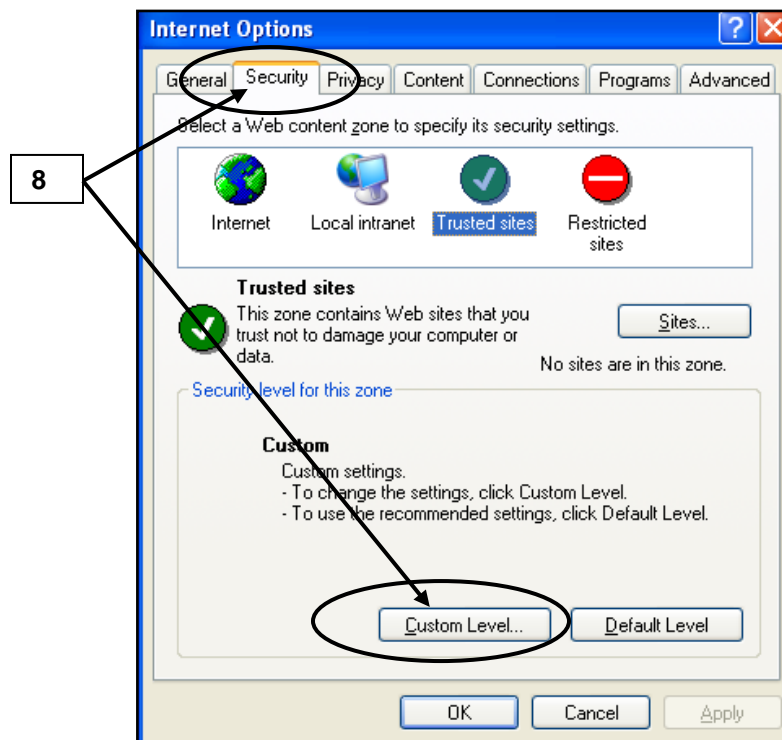


4. In the Trusted sites window, click in the box to uncheck and deselect the option **Require server verification... for all sites in this zone**.

Reporting Supplement

Reporting (cont.)

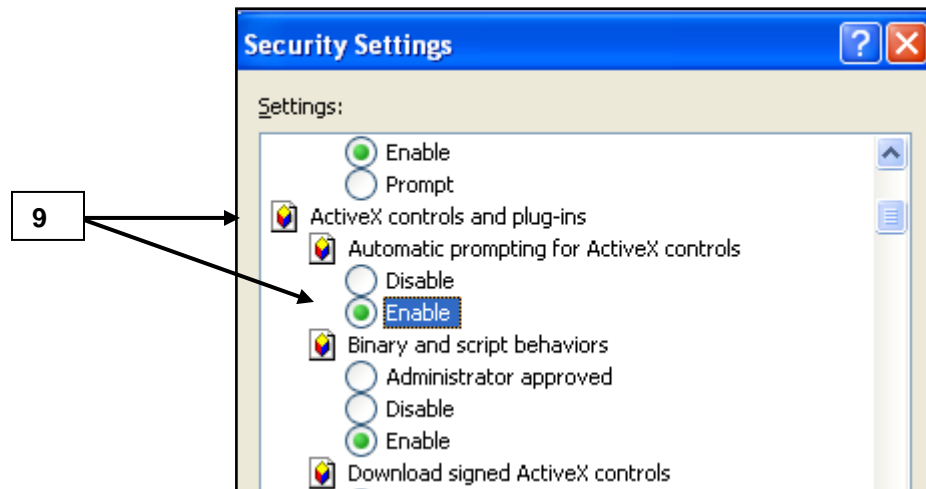
5. Enter each of the following URL web addresses (see bullets below) in the **Add this website to the zone** input field as follows
 - Enter each of the URLs listed here, one at the time and add per next bullet below:
<https://work.duke.edu>
<https://bjp.duke.edu>
<https://mob-ddr-01.duke.edu>
 - Click 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.



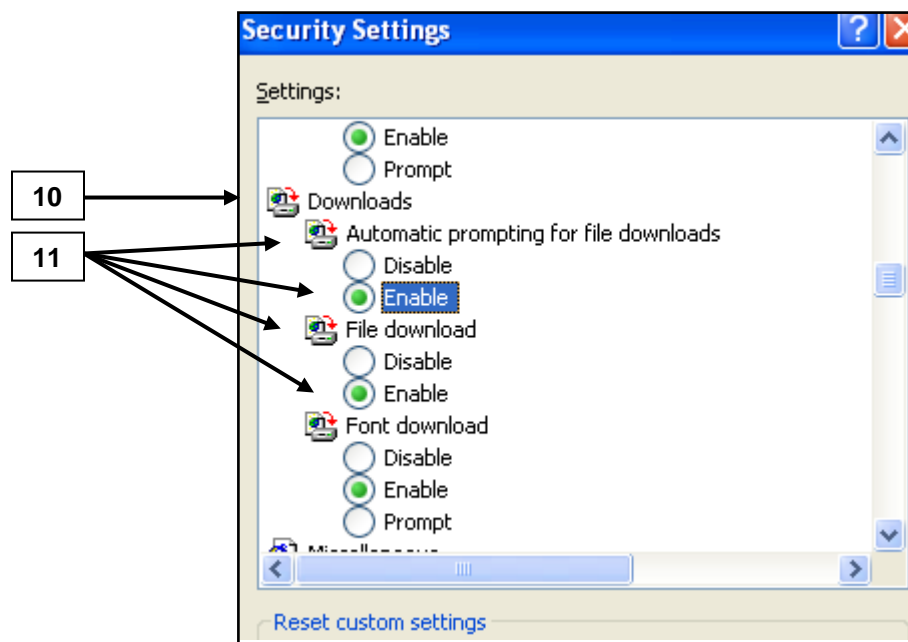
8. Back on the *Internet Options* window, under the **Security** tab, click the **Custom Level** button.

Reporting Supplement

Reporting (cont.)



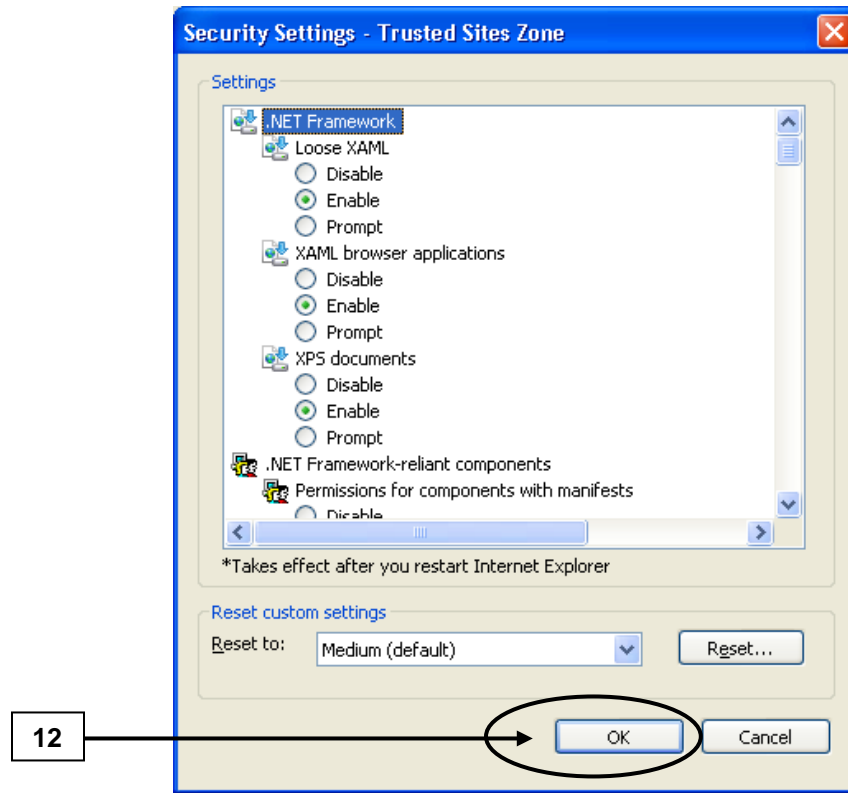
9. Scroll down to locate the **Activex Controls and plug ins** option and click in the **radio button** to select the **Enable** option.



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 Supplement

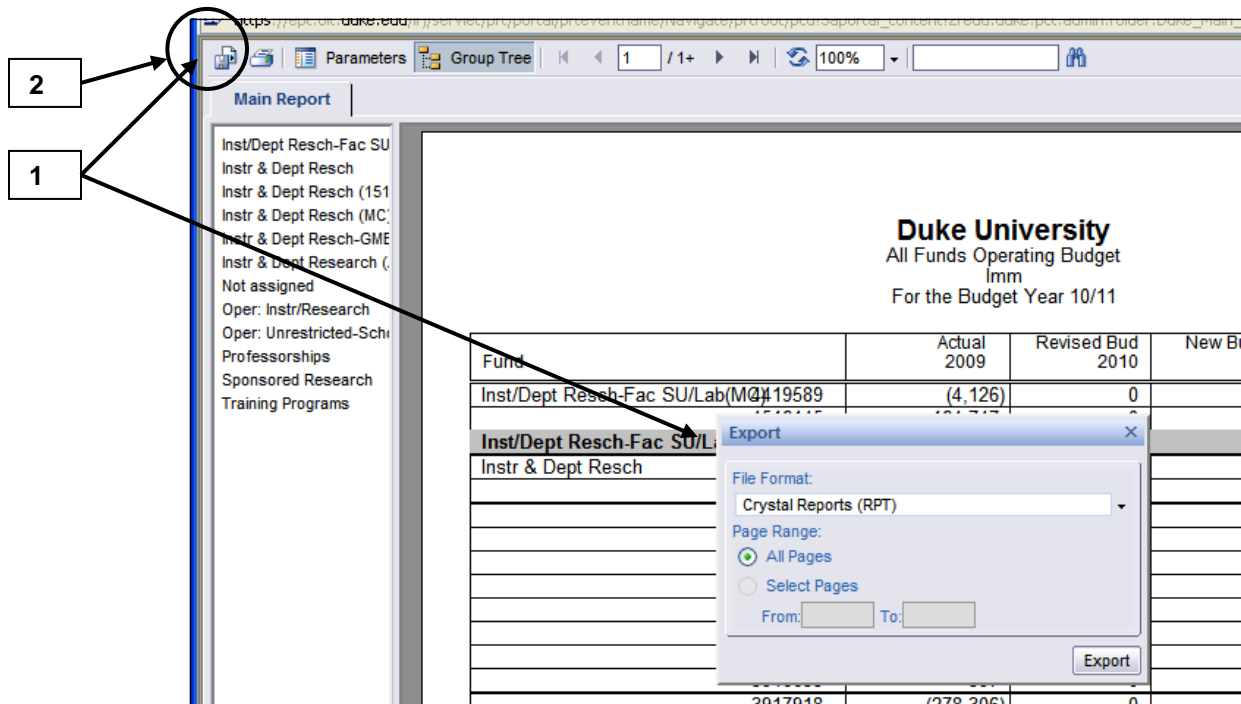
Reporting (cont.)



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

Reporting Supplement Reporting (cont.)

Once in the report, to perform other functions like export:



1. To **export the report (also use these steps to print)**, follow these steps:
 - Ensure your web security options are set properly before trying to export – see previous steps.
 - Click on the **Export this report** button to display a menu of options.
 - In the resulting Export window, click in the **Drop-down for File Format** and select the desired format for the exported report (**if planning to print, use the PDF format option**).
 - To export all pages, leave the radio button selected for **All Pages (the default)**.

Note: To export only certain pages, select the radio button beside the **Select Pages** option and enter the range of pages to be exported.

- Click the **Export** button.

Note: If the Export function does not work, check your web browser security options per previous steps.