

## How to Disable IE Pop-up Blockers

Reporting Overview

When exporting a report to excel, you may get the Internet Explorer blocker message in which case, you would have to download the file selected and re-run the report.

To avoid getting the internet explorer blocker, follow the steps outlined below prior to filling the report request:

1. Click Tools  $\rightarrow$  Internet Options  $\rightarrow$  Navigate to Security tab.

| https://infoview-qa.cuit.columbia.edu:8443/OpenDocument/opendoc/openDocument;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | sp - Windows Internet Explorer                                                                                                                           | 0.8.2                                     |
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| 🚰 🕞 💌 https://infoview-qa.cuit.columbia.edu.8443/OpenDocument/opendoc/o                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 🔹 🔒 🤧 🗙 🚼 Google 🖉 🔎                                                                                                                                     |                                           |
| 👷 Favorites 🛛 🎪 🔊 Welcome MyColumbia 🔛 Software Release 🔊 Technology Su<br>💌 https://infoview-ca.cuit.columbia.edu/8443/Ope                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | pport. 🔄 software.accenture 🚬 Accenture Portal 🚬 myTimeandExpenses - Ve 🔊 Web Sice Gallery 🔹                                                             | 🏠 e 🔯 e 🖂 📾 e Page e Safety e Tools e 📦 e |
| inter promot values.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Internet Options                                                                                                                                         |                                           |
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| Business Unit<br>Note: If no Business Unit(s) are selected, default is ALL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Reset al zones to default level                                                                                                                          | Business Unit                             |
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2. Click on Trusted Sites → once highlighted click on site → in the Add this website to the zone field ensure that the webpage for the reports is there and click Add → once added click close. Then click custom level.

| 🍘 https://infoview-qs.cuit.columbis.edu843/OpenDocument/openDocument/jp - Windows Internet Explorer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                |                                 |                      |                        |  |
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| Enter prompt values.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Internet Options                                                                                                                               | 8 23                            |                      |                        |  |
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| Business Unit<br>Note: If no Business Unit(s) are selected, default is ALL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                | X Cancel                        |                      | Business Unit          |  |
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## JOB AID



- 3. Scroll down to ActiveX controls and plug-ins under sub-category automatic prompting for ActiveX controls → set it to Enable.
- 4. Scroll down to Downloads, under sub-category automatic prompting for file downloads, click Enable
- 5. Scroll down to Miscellaneous → under sub-category websites in less privileged web content zone can navigate into this zone → set to Enable
- 6. Click ok. Then ok again and proceed to run the report.

This has to only be done once.