


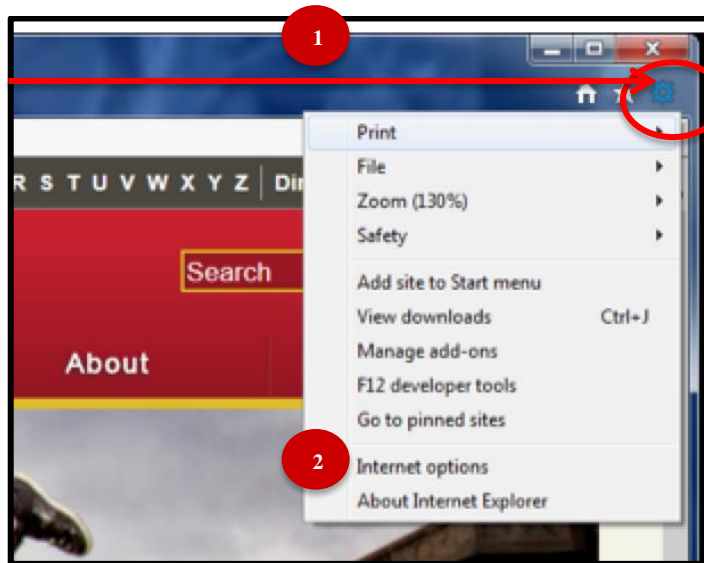
## Quick Reference Guide: Exporting eData Reports to Excel Using Internet Explorer

**Instructions:** Use the following steps in Internet Explorer (IE) to export reports from eData to Excel. If you are using Internet Explorer and trying to export a report using Excel, you will have to configure your computer to trust content from the ITS website and eData.

**Note:** Please be sure to update your IE web browser. These instructions are designed to help with the latest versions of IE (9 and 10). Other browsers are not affected and can be used instead of IE.

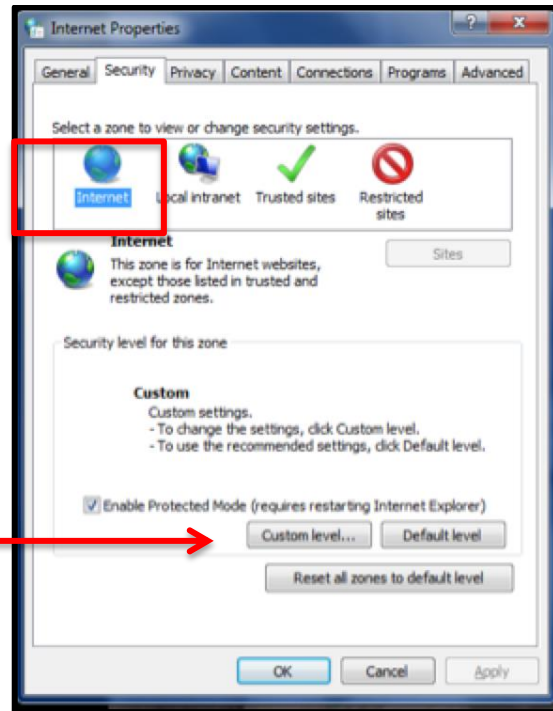
### Disable Pop-up Blocker

1. Open **Internet Explorer**.
2. Click the tool  icon in **Internet Explorer**.
3. Click **Internet options**.

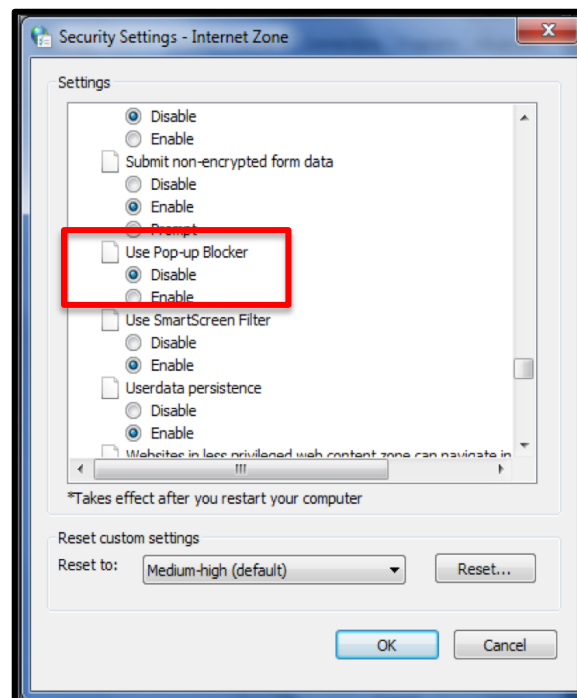


## Quick Reference Guide: Exporting eData Reports to Excel Using Internet Explorer

4. Click the **Security** tab.
5. Click **Internet**.
6. Click **Custom Level**.



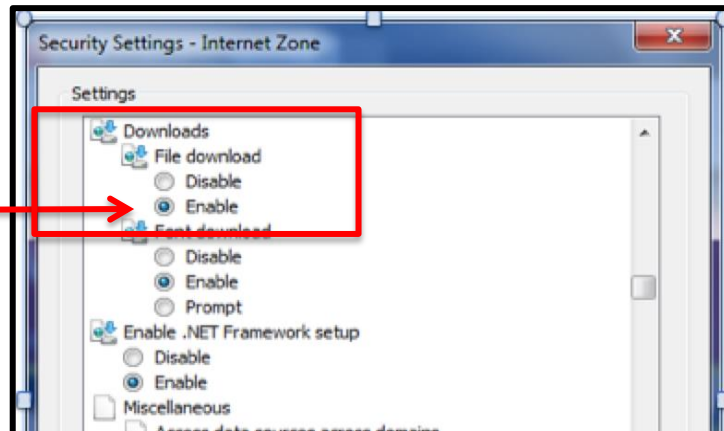
7. Scroll down in the **Settings** box to **Miscellaneous**, then click **Disable** under **Use Pop-up Blocker**.



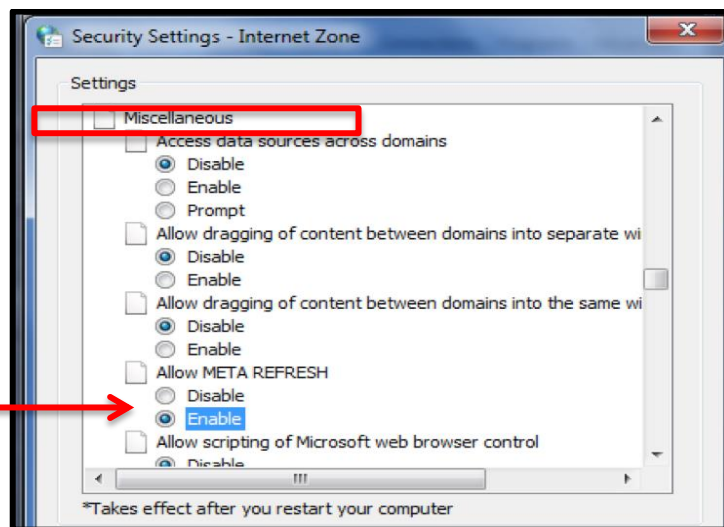
## Quick Reference Guide: Exporting eData Reports to Excel Using Internet Explorer

### Allow File Downloads

8. Scroll to **Downloads** and click **Enable** to allow automatic prompting for downloads.



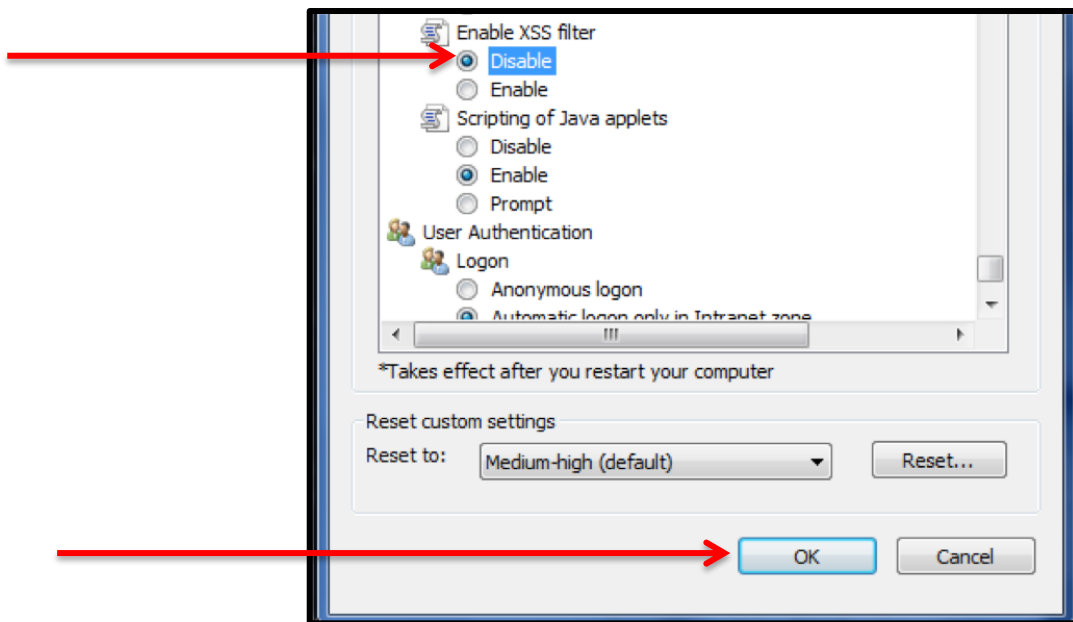
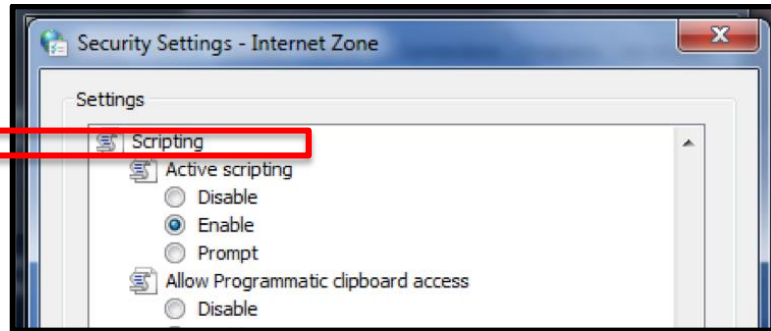
9. Scroll to **Miscellaneous** and click **Enable** to allow META FRESH.



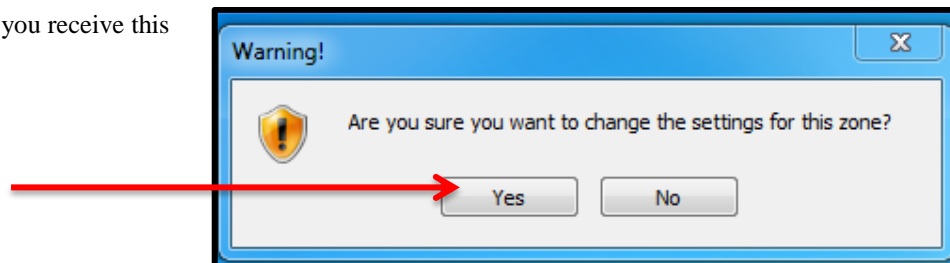
## Quick Reference Guide: Exporting eData Reports to Excel Using Internet Explorer

10. Scroll to **Scripting** and click **Disable** under **Enable XSS filter** (cross-site scripting).

11. Click **OK**.



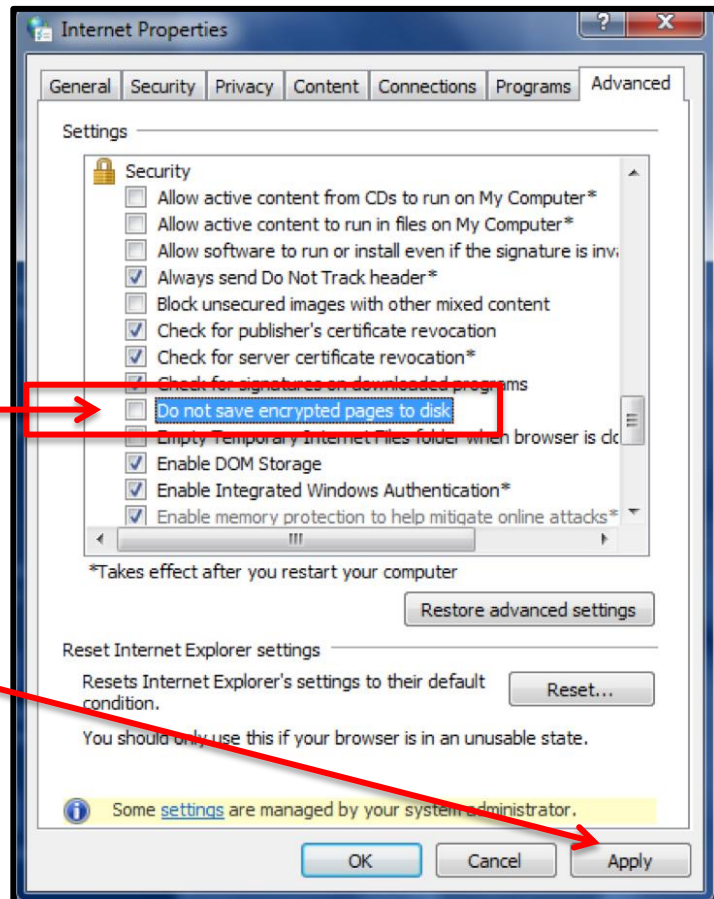
**Note:** Click **Yes** if you receive this warning box.



## Quick Reference Guide: Exporting eData Reports to Excel Using Internet Explorer

### Allow Encrypted Pages To Be Saved

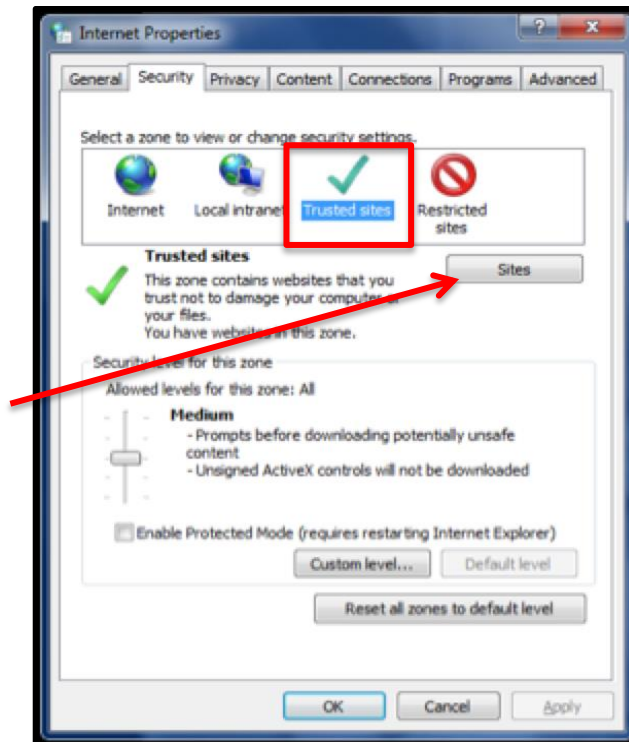
12. Click the **Advanced** tab on the **Internet Properties** screen.
13. Scroll to the **Security** section.
14. Deselect **Do not save encrypted pages to disk**.
15. Click **Apply**.



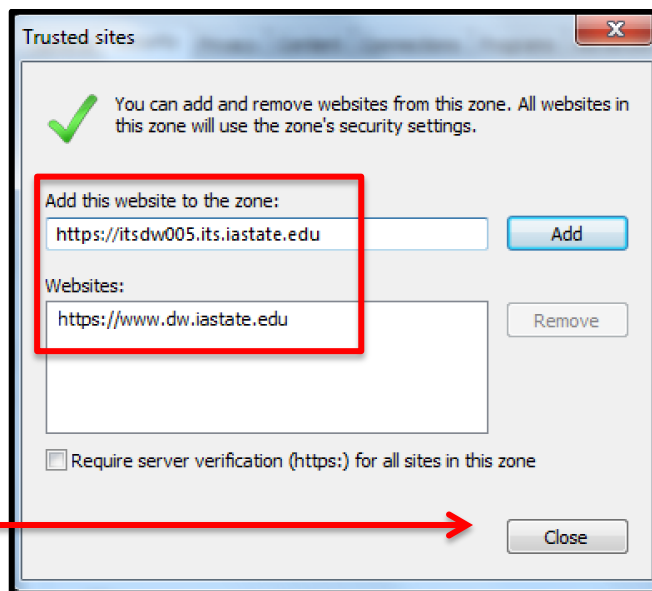
## Quick Reference Guide: Exporting eData Reports to Excel Using Internet Explorer

### Add eData to Your Trusted Sites

16. Click the **Security** tab on the **Internet Properties** screen.
17. Select **Trusted Sites** then **Sites**.



18. Type in <https://dw.iastate.edu> then click **Add**.
19. Type in <https://itsdw005.its.iastate.edu> then click **Add**.
20. Click **Close**.
21. Click **OK** on the **Internet Properties** screen.
22. Log into **eData** from **AccessPlus**.



## Quick Reference Guide: Exporting eData Reports to Excel Using Internet Explorer

*Note:* Click **Yes** if you receive this message when trying to **Add** the trusted sites in **steps 18 and 19** above.

