

## OZONE ALERT

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*Instructions for Using Cognos with IE9*

### USING COGNOS WITH INTERNET EXPLORER 9

Cognos is the reporting tool available in oZONE through the [Cognos Reports](#) link in the Academic Helpful Links channel on the Faculty and Staff tab.

Cognos has known compatibility issues with the recently released Internet Explorer 9. If you have downloaded IE9 (or Windows has updated your IE8 to IE9), please apply the following browser setting changes to make IE9 work with Cognos. You should have another browser loaded, such as Firefox or Chrome, just in case you have to delete IE and go to the web to get a new copy.

#### Getting to Internet Options

- a) Open Internet Explorer 9
- b) Click 'Tools' on the Menu bar

If you don't see the Menu bar below the Address bar, tap the Alt key on your Keyboard (To save screen space IE hides the Menu bar)

- c) Click 'Internet Options' (it's the bottom item on the 'Tools' menu)

#### Assigning Cognos to your Trusted Sites

To help keep our Internet Security settings secure, we will be adding Cognos to Trusted sites. This will let us not change how IE handles most websites, only those we assign as trusted.

- a) Click the 'Security' tab
- b) Click the 'Trusted sites' Icon
- c) Click the 'Sites' button
- d) Uncheck the box by "Require server verification..." if it is checked.
- e) In the 'Add this website to the zone:' box type **\*://cognos.ou.edu** and **\*://devcognos.ou.edu** and click the 'Add' button  
This will make it so both https:// and http:// forms of cognos.ou.edu are supported
- f) If any other cognos.ou.edu addresses are in the 'Websites:' list click on them and click the 'Remove' button
- g) Click the 'Close' button to close the 'Trusted Sites' window

#### Setting the Security Level

Now we need to tell Internet Explorer 9 how to handle the settings for our Trusted Sites

- a) Under the 'Security level for this zone' click the 'Custom level...' button
- b) Make sure the following settings are set:
  - 1 'Downloads' → 'File download': Enable  
This allows you to have file downloads
  - 2 'Miscellaneous' → 'Display Mixed Content': Enable  
This allows you to see images from both secure and unsecure websites (many images are hosted on an unsecure website so you can see them)
  - 3 'Miscellaneous' → 'Launching applications and unsafe files': Prompt  
This allows you to have Excel Downloads when File Downloads is Enabled
  - 4 'Miscellaneous' → 'Use Pop-up Blocker': Disable  
This prevents Cognos from blocking File download Pop-ups (Authors: it also allows you to open some studios)
  - 5 'Scripting' → 'Enable XSS Filter': Disable  
XSS Filtering is a security feature of Internet Explorer. Not all websites work with it, and a few features of Cognos do legitimate Cross-Site Scripting (XSS). We don't want IE getting in the way of this legitimate use.
- c) If you are an Author, you should also set the following:
  - 1 'Miscellaneous' → 'Allow websites to open windows without address or status bars': Enable  
This is for the studios that open in new windows to work (such as Report Studio or Event Studio)
  - 2 'Scripting' → 'Allow Programmatic clipboard access': Enable  
This makes it so you don't have to answer the question about letting a Studio have access to your clipboard every time you launch it (such as Report Studio)
- d) Click the 'OK' button to close the 'Security Settings - Trusted Sites Zone' window

#### Finishing Up and Note about Pop Up blockers

- a) Click the 'OK' button to close the 'Internet Options' window
- b) Close all Internet Explorer windows and reopen Internet Explorer
- c) Note: If the next time you try to download an Excel file, it is still blocked, you may have 3rd Party Pop-Up blockers installed, such as Bing, Yahoo, or Google toolbars. You will need to adjust settings in each of these.

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#### COGNOS REPORTS INSTRUCTIONS

Step-by-step instructions for Running Cognos Reports are available on the oZONE info site at [ou.edu/portal/](http://ou.edu/portal/).

A [101 report dictionary](#) is available on the Provost web site.

#### ACCESS TO COGNOS REPORTS

The [Request for Access to Cognos Reports form](#) is available at [forms.ou.edu](http://forms.ou.edu).