Settings needed to view reports in Excel

1. In MS Internet Explorer 6.0 or Later…
   a. Navigate to Tools/Internet Options/“Security” Tab.
   b. Click on the “Custom Level” button in the Local Intranet section.
   c. Set the Option "Initialize and script Active X controls not marked as safe" to "Prompt".
   d. Click the “OK” button.
   e. Click the “OK” button on the Internet Options screen.

2. In MS Internet Explorer 6.0 or Later…
   a. Navigate to Tools/Internet Options/“Security” Tab.
   b. Click on the “Sites” button in the Local Intranet section.
   c. Click on the “Advanced” button.
   d. Enter “https://mybiz.rit.edu” in the “Add this Web Site to the Zone” field.
   e. Click the “Add” button.
   f. Click the “OK” button.
   g. Click the “OK” button on the Internet Options screen.

3. In MS Excel
   a. Navigate to Tools/Macro/Security/Trusted Sources
   b. Select Trusted Publishers tab.
   c. Check "Trust access to Visual Basic Project".