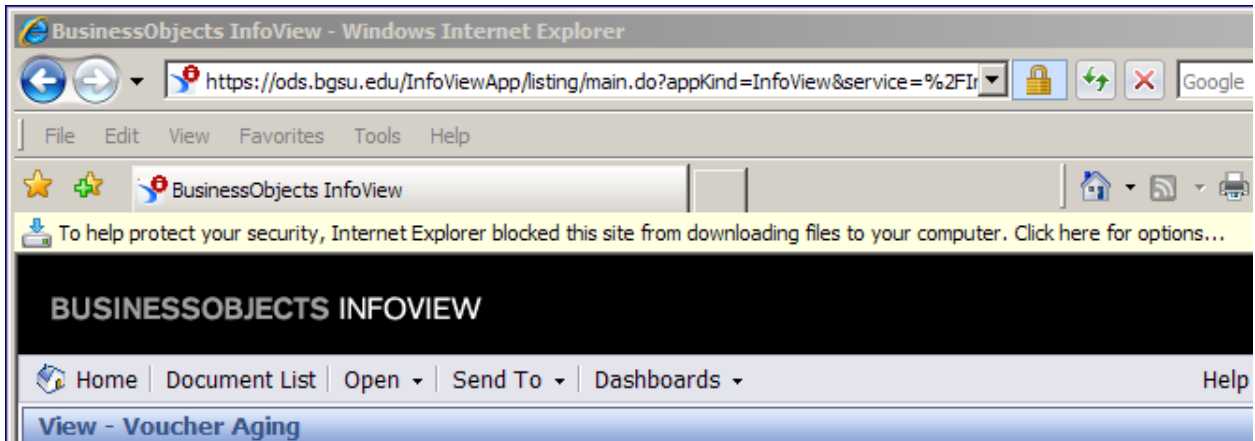
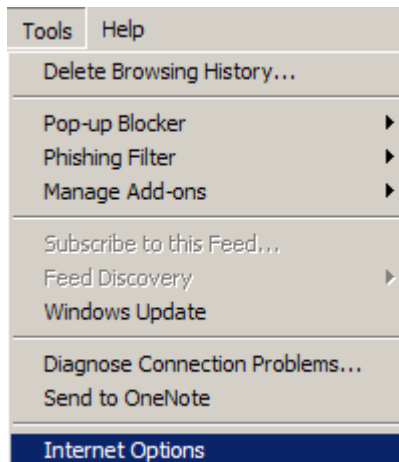


Purpose: If downloads are not set to “Enable” in Internet Explorer, the user will receive an error message when attempting to export a report. This process document explains how to set downloads to “Enable.”

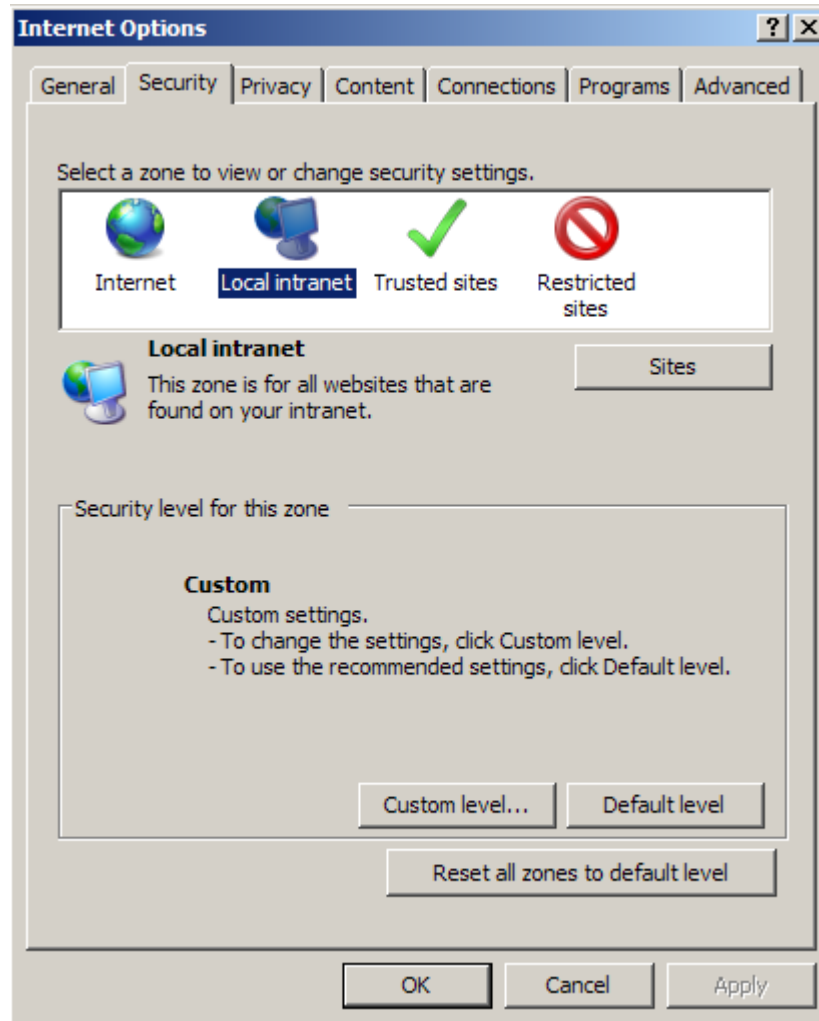
1. If you receive a notification that IE has blocked the site from downloading files to your computer (see message below) follow these steps to correct it.



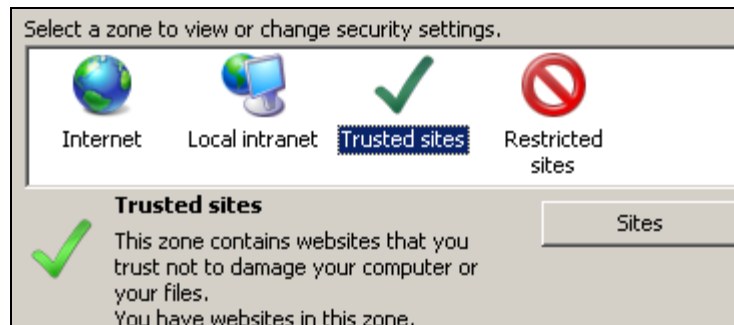
- a. Open Internet Explorer
- b. Click on Tools on the top menu
- c. Select Internet Options



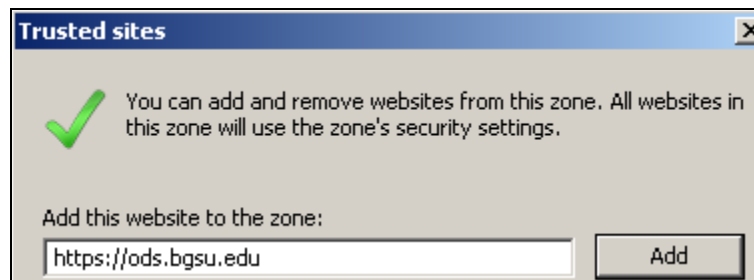
d. Click on the Security tab



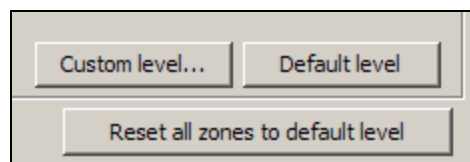
e. Select Trusted sites



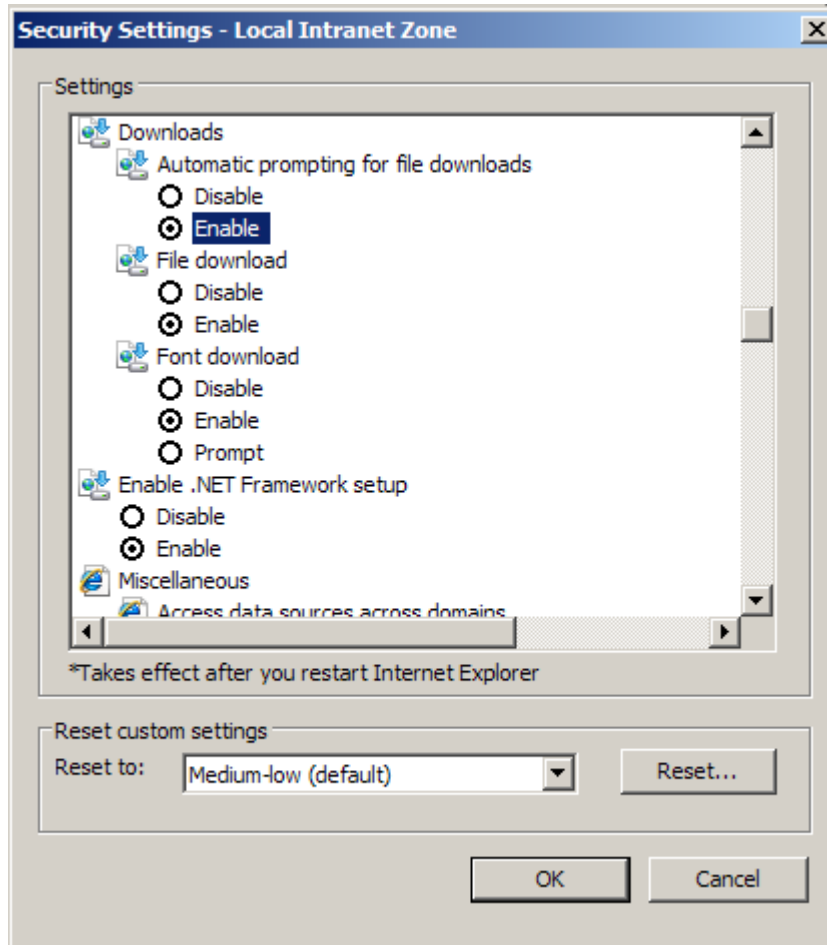
- f. Click the Sites button, to open the Trusted sites window



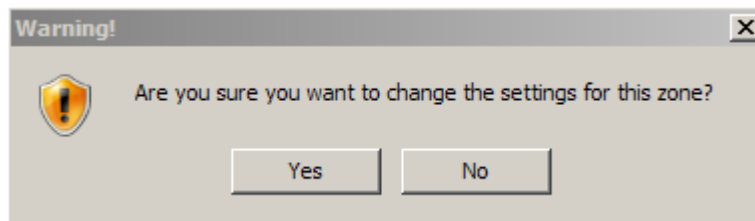
- g. Enter `https://ods.bgsu.edu`. Click Add.
- h. Click Close to exit the Trusted sites window
- i. Next, click on the Custom Level button (near the bottom)



- j. Scroll down the list until you get to the Downloads section.
- k. Select the Enable radio button under Automatic prompting for file downloads (see image below)



- I. Click OK
- m. If you will receive a warning that asks if you are sure that you want to change the settings for this zone, click Yes



- n. Click OK to close the Internet Options window. Completely close Internet Explorer and restart it for the change to take effect.