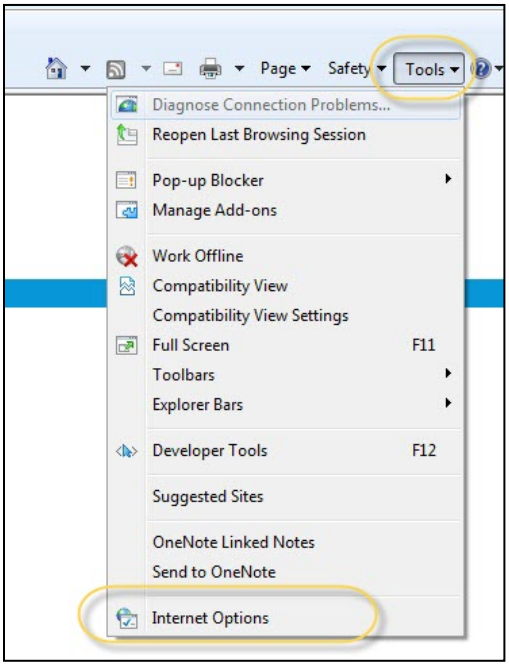
Query/Report Not Opening in Excel using IE

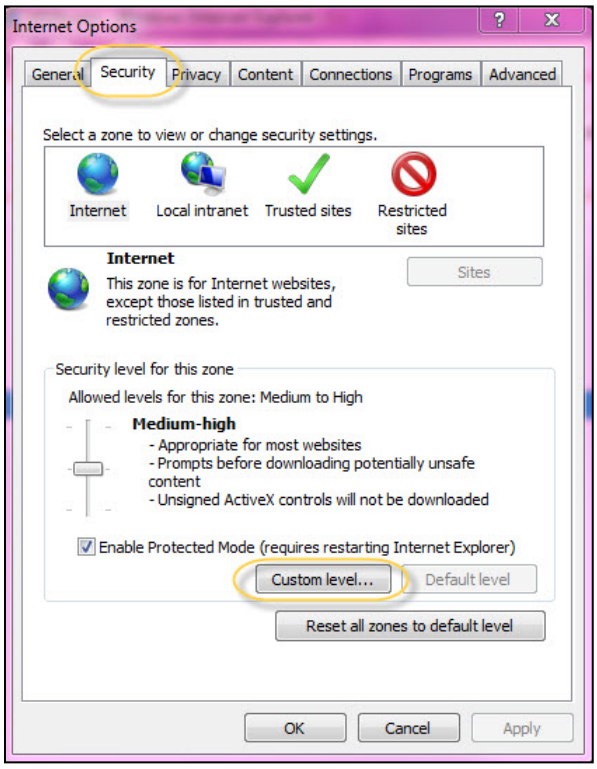
Depending on the settings on your computer, when you run a query to Excel, it may or may not open in the Internet Explorer browser window. If Excel does open in the browser window, Excel functionality is not available. This setting is defined in Internet Explorer.

To adjust the settings:

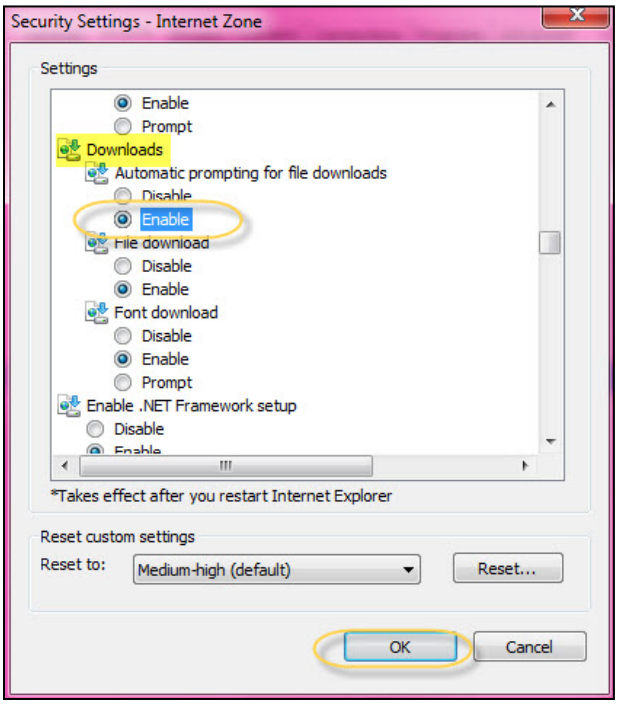
1. **Open** an Internet Explorer Window.
2. **Choose** "Tools" from the menu in the upper right hand corner.



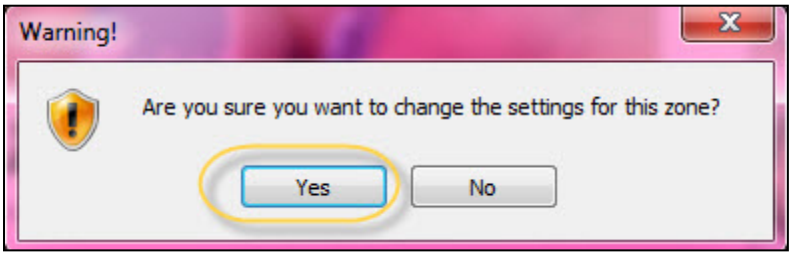
3. **Click** Internet Options.

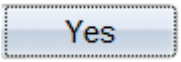


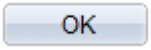
4. On the Internet Options screen, **click** Security.
5. **Click** Custom level....

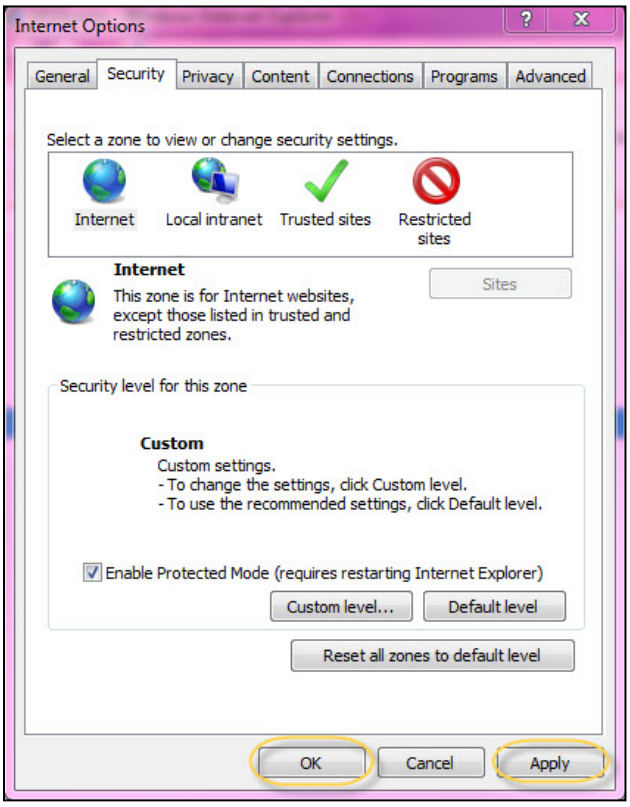


6. **Scroll** down to the “Downloads” heading.
7. Under “Automatic prompting for file downloads”, **choose** the “Enable” radio button.



8. **Click** 

9. **Click** 



10. **Click** Apply
11. **Click** OK
12. Excel will now open in a new window when opened.