

# myCalPERS Cognos Reports Browser Requirements

Supplemental Guide

**April 25, 2020**



# Introduction

To generate reports and utilize the Cognos application embedded in myCalPERS, you must properly configure your internet browser. This procedure will assist you in adjusting your internet browser to properly function with Cognos.

## Cookies and Java Script

You must also have cookies and JavaScript enabled in your browser to use our online services. These features are usually on by default but can be modified in your browser’s security and privacy settings.

## Supported Browsers

The following browsers are supported and compatible with IBM Cognos:

- Chrome (Google)
- Internet Explorer (Microsoft)
- Safari (Apple)

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# Add CalPERS to Your Trusted Sites

## Introduction

Adding CalPERS websites to your Trusted Sites list enables your ability to generate and view reports in Cognos.

## Step Actions

Step 1	Open Internet Explorer to configure your trusted sites and security settings.
Step 2	On the Menu bar, select <b>Tools</b> .
Step 3	Select <b>Internet Options</b> .
Step 4	Select the <b>Security</b> tab.
Step 5	Select the <b>Trusted sites</b> zone.
Step 6	Select the <b>Sites</b> button.
Step 7	Ensure the checkbox <b>Require server verification (https) for all sites in this zone</b> is not checked.
Step 8	In the Add this website to the zone field, enter “https://*.calpers.ca.gov” without quotation marks.
Step 9	Select the <b>Add</b> button.
Step 10	Repeat steps 7-8 to add “http://*.calpers.ca.gov” and “https://www-moext-mycalpers.calpers.ca.gov” without quotation marks.
Step 11	Select the <b>Close</b> button.
	<b>You have completed this scenario.</b>

# Customize Your Trusted Sites

## Introduction

Customizing your Trusted Sites settings allows Cognos to function properly and download reports.

## System Logic

The Downloads – Automatic prompting for file downloads custom level setting is not present in Internet Explorer 9 and 10 browsers; therefore it does not need to be set.

## Step Actions

Step 1          Open Internet Explorer to configure your trusted sites and security settings.

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Step 2          On the Menu bar, select **Tools**.

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Step 3          Select **Internet Options**.

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Step 4          Select the **Security** tab.

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Step 5          Select the **Trusted sites** zone.

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Step 6          Select the **Trusted Sites** icon.

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Step 7          Select the **Custom level...** button.

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Step 8          In the Security Settings – Trusted Sites Zone dialog box locate the “Downloads – Automatic prompting for file downloads” setting.

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Step 9          Ensure the **Enable** radio button is selected.

**You have completed this scenario.**

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# Disable Pop-Up Blocker

## Introduction

Disabling pop-up blocker allows Cognos to generate reports in a new window.

## Step Actions

Step 1	Open Internet Explorer to configure your trusted sites and security settings.
Step 2	On the Menu bar, select <b>Tools</b> .
Step 3	Select <b>Internet Options</b> .
Step 4	Select the <b>Security</b> tab.
Step 5	Select the <b>Trusted sites</b> zone.
Step 6	Select the <b>Trusted Sites</b> icon.
Step 7	Select the <b>Custom level...</b> button.
Step 8	In the Security Settings – Trusted Sites Zone dialog box locate the “Use Pop-up Blocker” setting.
Step 9	Ensure the <b>Disable</b> radio button is selected.
Step 10	Continue scrolling down in the Security Settings – Trusted Sites Zone dialog box to “Enable XSS filter” setting.
Step 11	Ensure the <b>Disable</b> radio button is selected.
Step 12	Select the <b>OK</b> button.
Step 13	If prompted to change settings for this zone, select the <b>Yes</b> button.
Step 14	Select the <b>OK</b> button.
	<b>You have completed this scenario.</b>

# Compatibility View for Internet Explorer

## Introduction

Compatibility view is a feature that enables the browser to display pages that may not have the latest browser features. This should be completed for Internet Explorer 10 and newer.

## Step Actions

Step 1          Open Internet Explorer to configure your trusted sites and security settings.

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Step 2          On the Menu bar, select **Tools**.

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Step 3          Select **Compatibility View Settings**.

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Step 4          In the Add this website field, enter **ca.gov**.

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Step 5          Select the **Add** button.

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Step 6          Select the **Close** button.

**You have completed this scenario.**

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# Update Adobe Reader

## Introduction

You may export a Cognos report into a PDF format. Cognos uses Adobe Reader to convert reports from HTML into PDF.

## Option 1

To update the Adobe Reader visit <http://get.adobe.com/reader/>.

## Option 2

### Step Actions

Step 1      Open the Adobe Reader application.

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Step 2      Select **Edit** from the toolbar.

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Step 3      Select **Preferences**.

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Step 4      Select **Internet**.

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Step 5      Deselect the checkbox for **Display PDF in browser**.

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Step 6      Select the **OK** button.

**You have completed this scenario**

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