

CPDOnline Report Manager Requirements

Report Manager is offered to those who have Credit Union Administrator Rights Only

Report Manager Hardware Required:

- Intel Pentium 1 GHz processor or equivalent
- 512 MB free RAM
- Video graphics adapter able to display 800x600 resolution or higher (compatible with 8-bit color)
- High-speed connection to the Web server

Report Manager Software Required:

- Internet Explorer 6.0.2 or higher with browser set to enable cookies; Web pop-up blockers disabled


Internet Explorer 7 Support Statement:

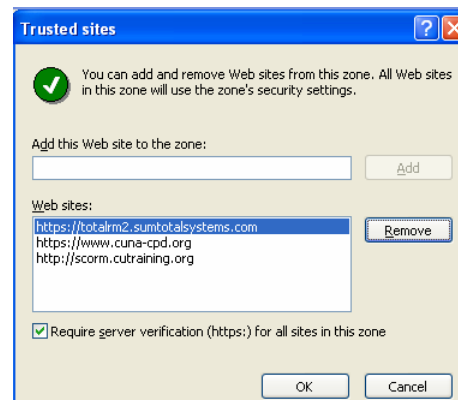
- SumTotal has identified a known issue with Internet Explorer 7. When you add Report Manager to trusted sites and set the security level of trusted sites to medium, reports do not appear. A solution to this issue is to set the security level for trusted sites to: Low.
- Windows 2000 SP4 or Windows XP Professional
- Requires Microsoft Office XP Web Components or Microsoft Office 2003 Web Components (these files are installed by default with Microsoft Office Professional and Office 2003)
- Microsoft Excel for printing (minimum of Excel 98)
- [Optional] To use the Import/Export to XML feature, the client machine must have MSXML 4.0 installed

Enable Trusted Sites for the CPDOnline Report Manager Website:



1. Open Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **Security** tab.



4. Click **Trusted sites**.
5. **Security Level** for this zone, select: **Low**.
6. Click .



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7. In the **Add Web site to the Zone** box, type the following address:
8. <https://totalrm2.sumtotalsystems.com>
9. Click on .
10. Click on .
11. If you receive a message stating that sites added to this zone must use the https:// prefix, uncheck the following box:

Require server verification (https:) for all sites in this zone

and click on .