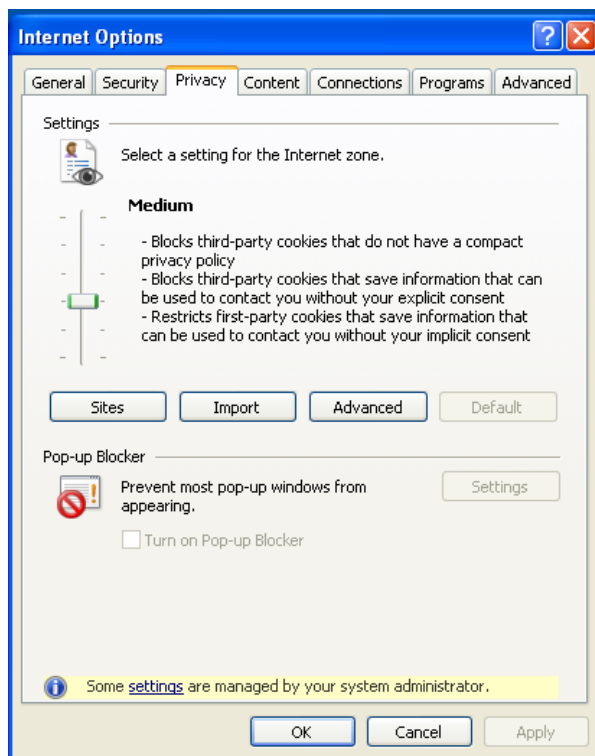


Problems Downloading to Excel

If you are having problems downloading to Excel while using eUMB HRMS, eUMB Financials or RAVEN, the following 4 items will need to be checked/updated:

1. Disable your Internet Pop-up Blocker -

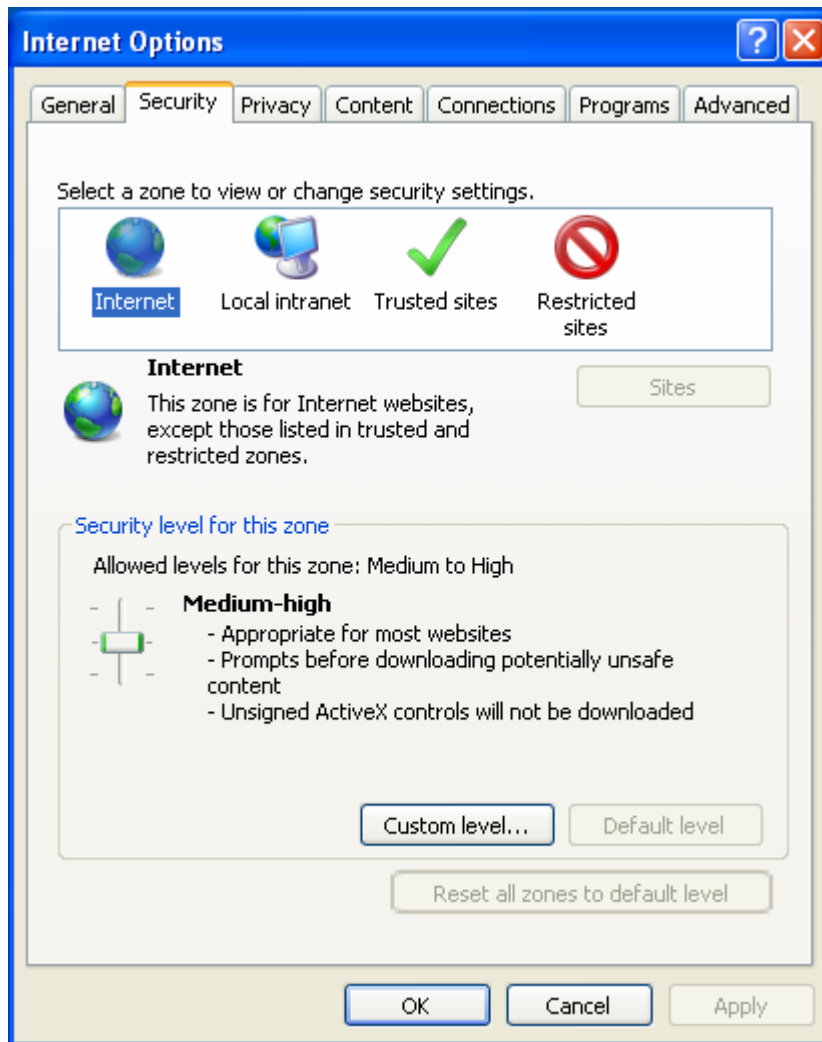
- Click on “**Tools/Internet Options**”.
- Click on the “**Privacy**” tab.
- Under “**Pop-up Blocker**”, uncheck the box to the left of “**Turn on Pop-up Blocker**”.



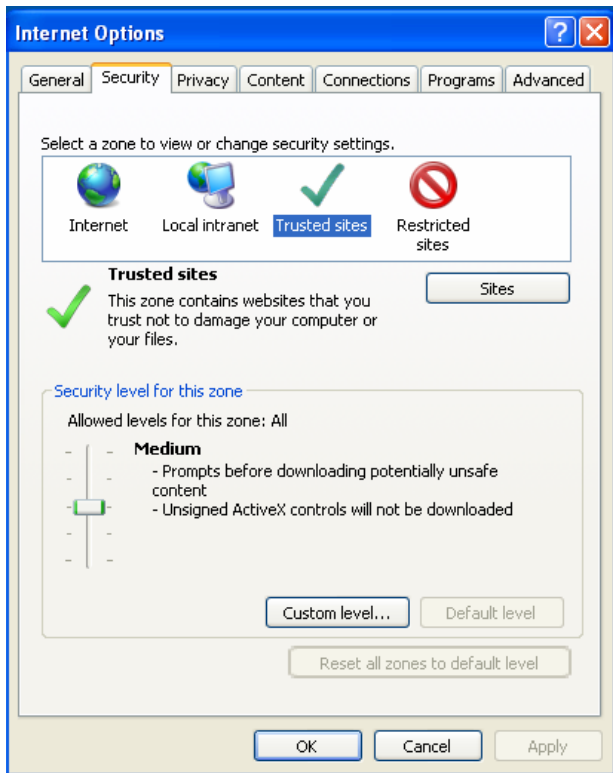
- Click on the “**OK**” button.

2. Change the Security level to Medium, and list <https://www.finance.umaryland.edu> as a trusted site -

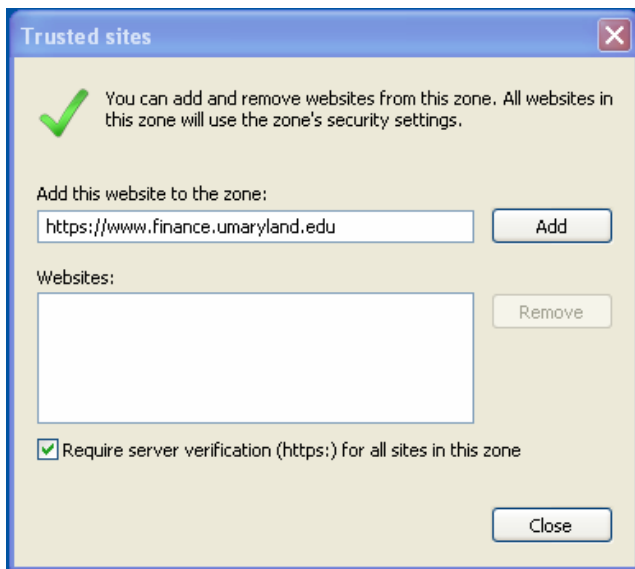
- Click on “**Tools/Internet Options**”.
- Click on the “**Security**” tab.



- Click on the “**Trusted sites**” icon.
- Make sure the Security level bar under “**Security level for this zone**” is set to “**Medium**”. If not, move the bar under the “**Security level for this zone**” to “**Medium**”.



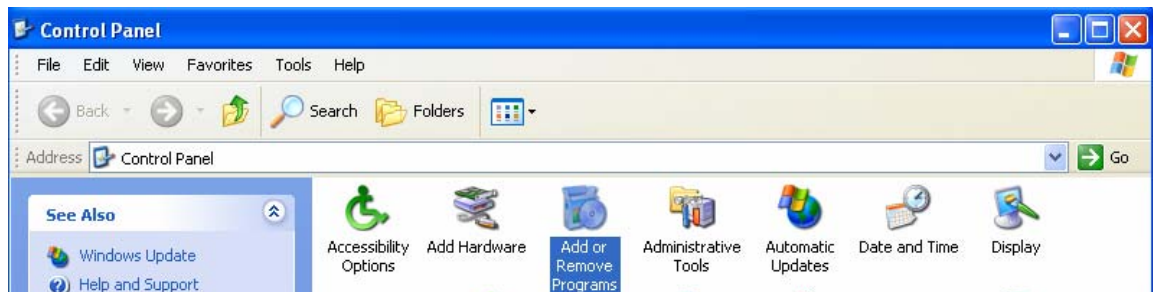
- Click on the “**Sites**” button.
- In the “**Add this website to the zone:**” box, type <https://www.finance.umaryland.edu>



- Click on the “**Add**” button.
- Click on the “**Close**” button.
- Close the “**Internet Options**” dialog box.

3. Remove all Toolbars or Search bars in Internet Explorer -

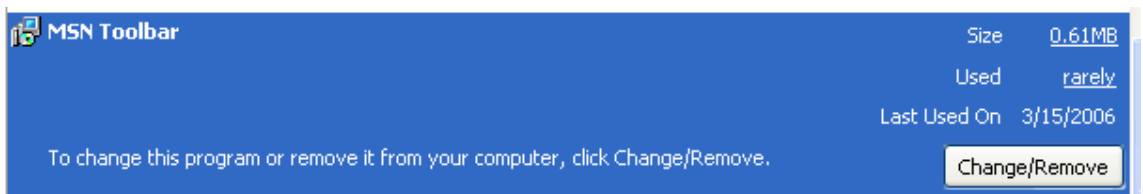
- Click on the “start” box (in the lower left corner).
- Click on “**Control Panel**”.
- Double click on “**Add or Remove Programs**”.



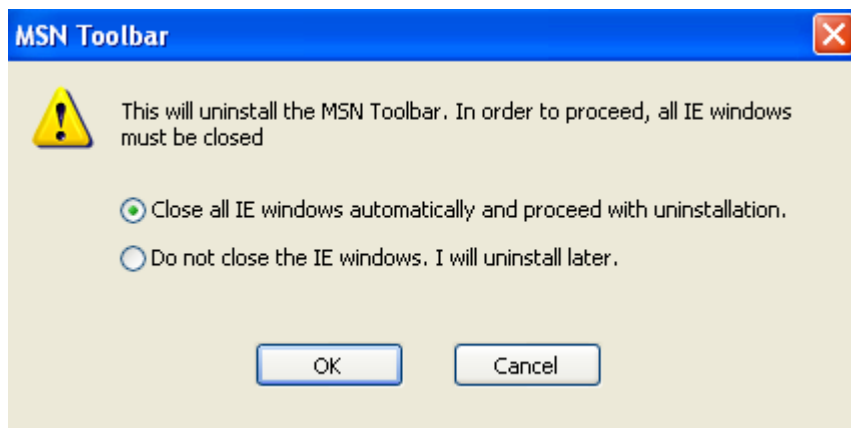
- Find the Toolbars and Search bars. Examples would be MSN Toolbar, Yahoo Toolbar, AOL Toolbar, ICQ Toolbar, or Google Toolbar.
- Select one of the Toolbars you want to remove (such as MSN Toolbar).



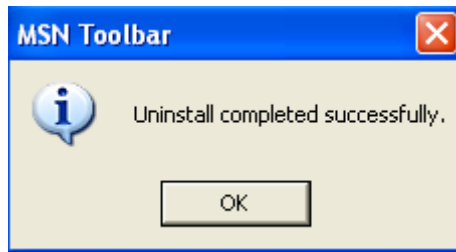
- Click on the “**Change/Remove**” button.



- You may get additional options, i.e., for the MSN Toolbar, choose “Close IE windows automatically and proceed with uninstallation”.



- Click on the “**OK**” button.



- Click on the “**OK**” button.
 - Repeat the above process to remove other Toolbars and Search bars.
 - Close the “**Add or Remove Programs**” dialog box.
 - Close the “**Control Panel**” dialog box.
4. If your Download is still getting blocked by a Pop-up Blocker, perform the following steps -
- Press and hold the **CTRL** key down (to bypass the Pop-up blocker).
 - If you get a window saying “**Always ask before opening this type of file**”, uncheck that option.
 - Click on the Excel spreadsheet again.

Questions?

For questions concerning Problems Downloading from Excel, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) weekdays from 8:00 a.m. to 5:00 p.m., or send an email to: help@umaryland.edu .