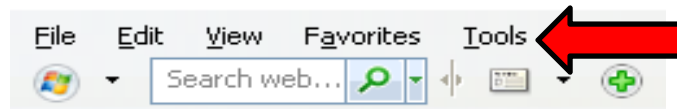


# Archibus 18.1 as a trusted website

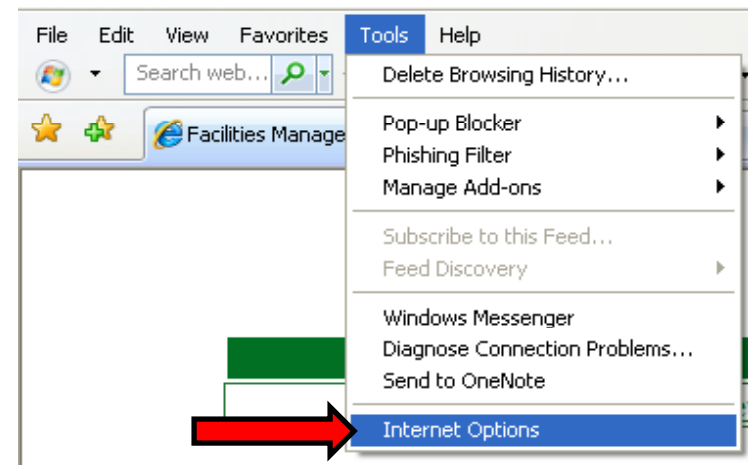
- Before you can log into Archibus 18.1 and create a Work Request, you need to make sure that Archibus is a trusted site on your web browser. Making Archibus a trusted site and adjusting security settings also allows you to use the export to Excel feature.
  - 1.) First, open your web browser.
  - 2.) In the tool bar, click on Tools. Scroll down and select Internet Options.
  - 3.) A small window will pop up. Select the security tab at the top of the window.
  - 4.) Next click on Trusted Sites and select the Sites button.
  - 5.) Another small window will pop up telling you to add or remove web sites.
  - 6.) Type <https://archibus.uncc.edu/> in the input box and click the Add button. Type <https://fmbld05.uncc.edu/archibus> and click the Add button.
  - 7.) The Archibus websites will appear in the trusted website zone. Now click the Close button.
  - 8.) Click OK in the Internet Options window.
  - 9.) Now repeat step 2 and open Internet Options.
  - 10.) Click on the Security tab in Internet Options.
  - 11.) Then click on Trusted Sites.
  - 12.) Click on the Custom level button.
  - 13.) A new window will pop up. Scroll down to the Download section and enable “Automatic prompting for file downloads” Then, scroll down to the Miscellaneous section and enable “Allow scripting of Internet Explorer web browser control”, “Allow script-initiated windows without size or portion constraints” and “Display mixed content”
  - 14.) Next click OK and then Yes on the pop up window to confirm the changes.
  - 15.) Click the OK button in the Internet Options window to finalize the new settings.
  - 16.) After restarting Internet Explorer, Archibus will be a trusted web site in your web browser. You are now free to create and submit a Work Request, print and view files within Archibus.

# How to make Archibus 18.1 a trusted website (with screenshots)



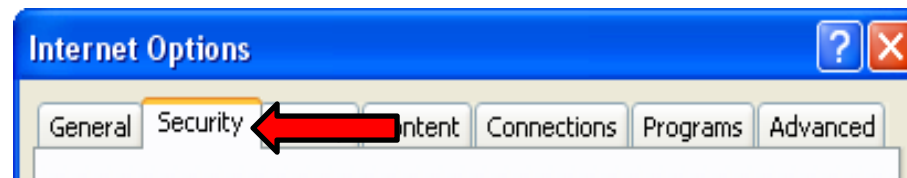
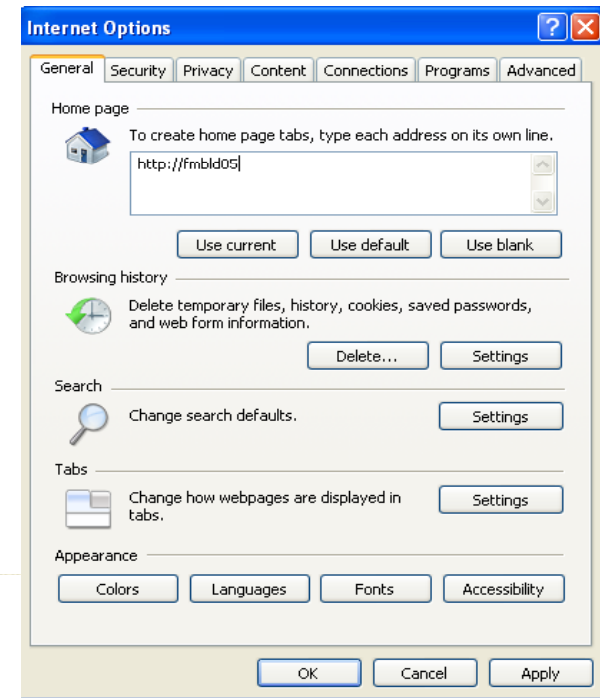
1.) Open your web browser and click on the Tools section of the toolbar

2.) Scroll down and click Internet Options.



# Internet Options

3.) A small window will pop up.



4.) Click on the Security tab in the window.

# Security Options



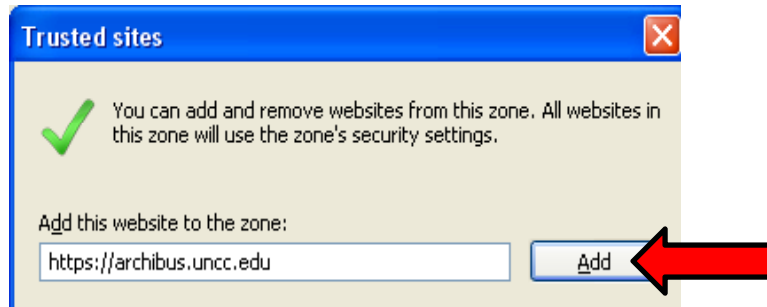
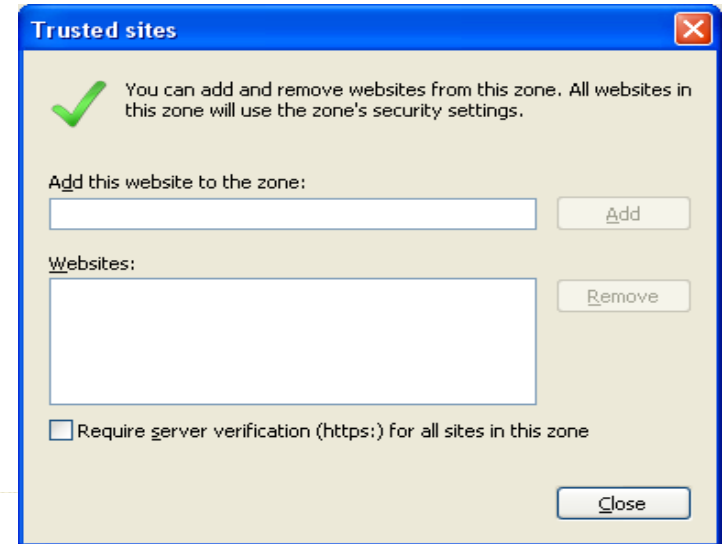
5.) Next click on trusted sites.



6.) Then click on the Sites button

# Trusted Sites

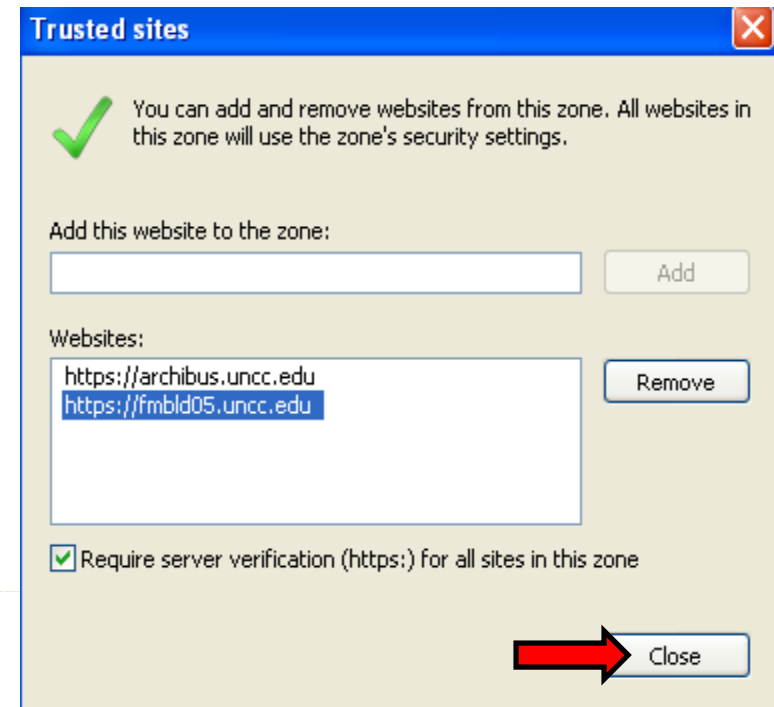
7.) Another small window will pop up.



8.) Next, type <https://archibus.uncc.edu> in the input box and click the Add button.

# Archibus

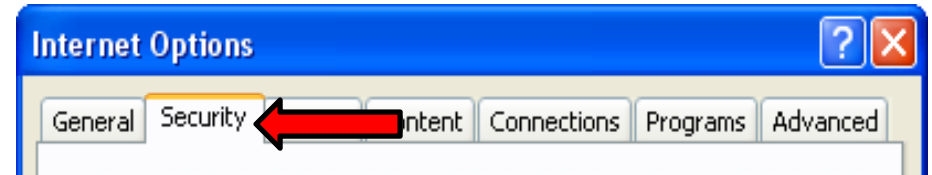
9.) The Archibus website will appear in the trusted website zone. Now click the Close button.



10.) Click the Okay button in the Internet Options window.

# Custom Settings

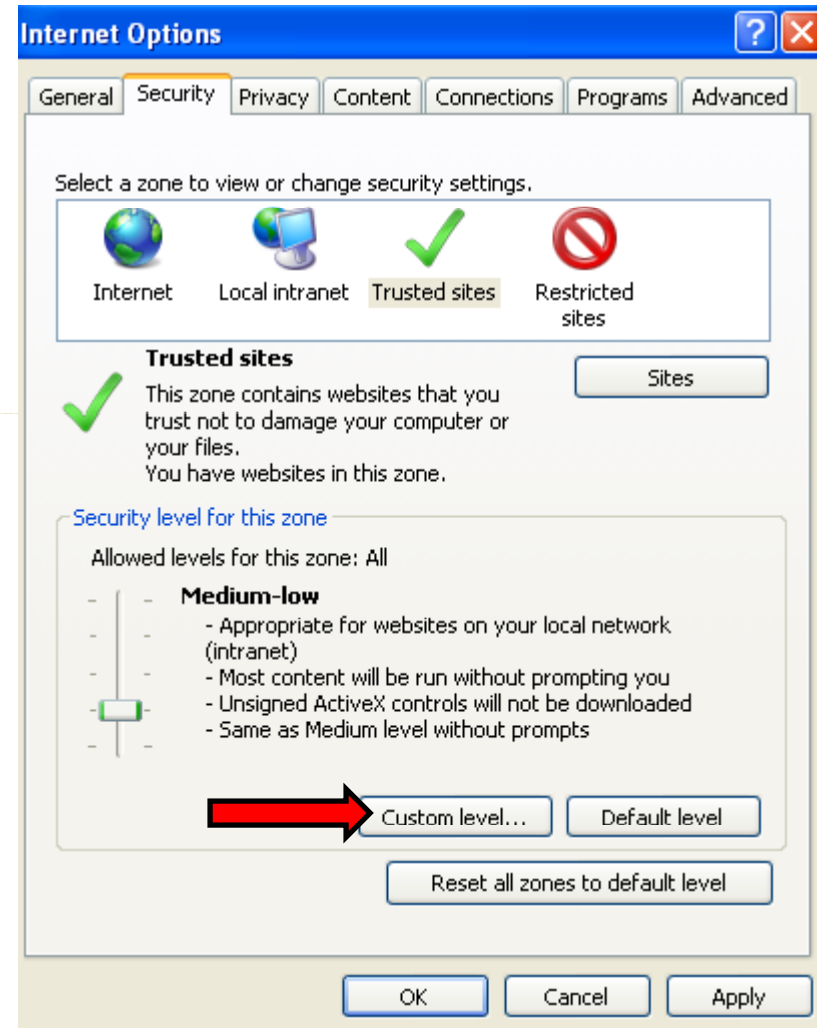
11.) Repeat step 2 and open Internet Options. Then click on the Security tab in the Internet Options window.



12.) Click on Trusted Sites

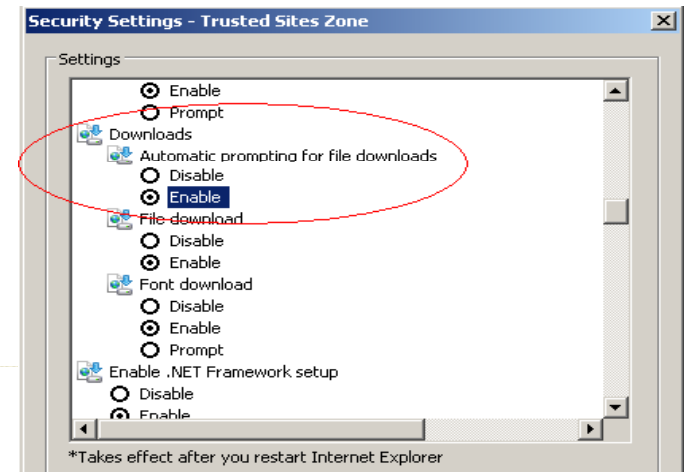
# Custom Level

13.) Next, click on the Custom Level button located in the custom zone.

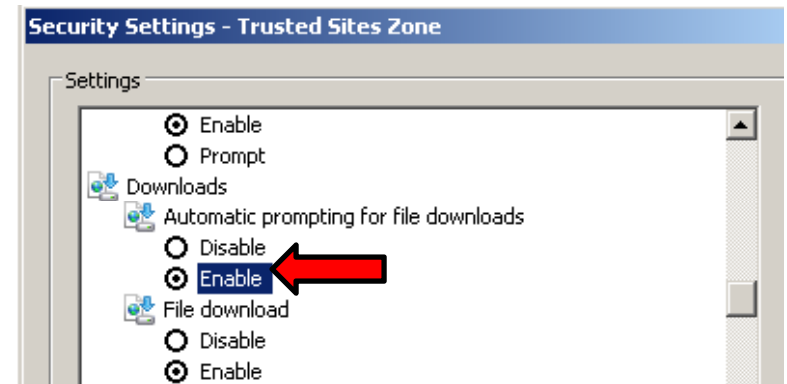


# Security Settings

14.) The Settings window will display. Scroll down to the Download section and find “Automatic prompting for file downloads”

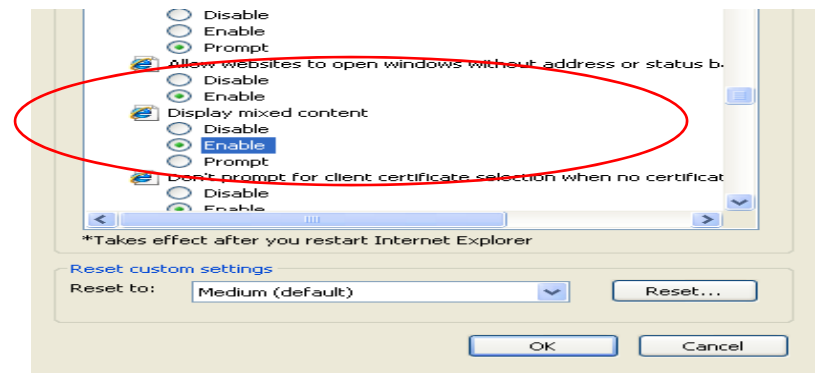
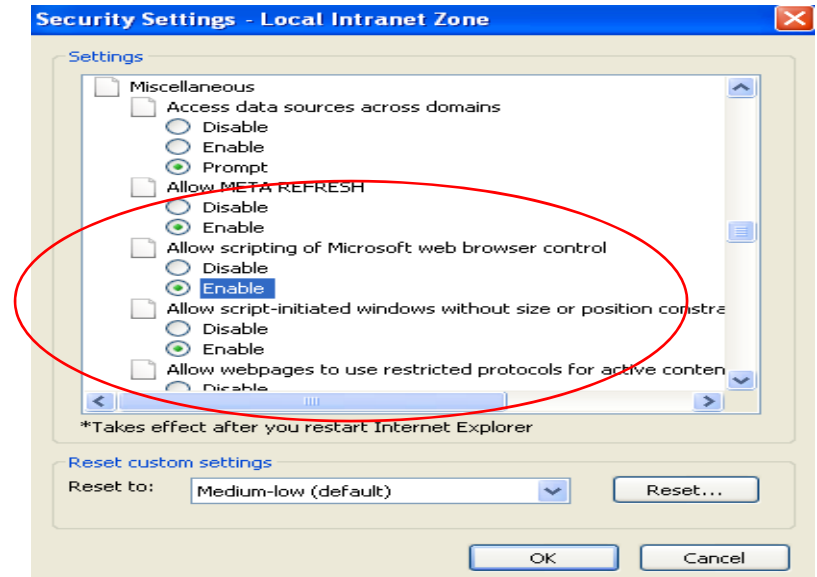


15.) Click the Enable button

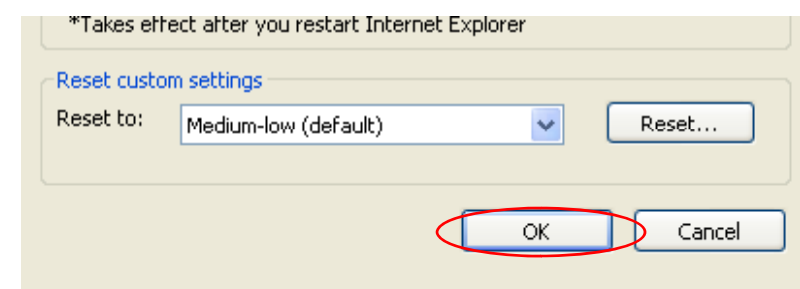


# Security Settings

16.) Scroll down to the Miscellaneous section to find “Allow scripting of Internet Explorer web browser control”, “Allow script-initiated windows without size or position constraints” and “Display mixed content”. Click the Enable button for all if they are not already enabled.

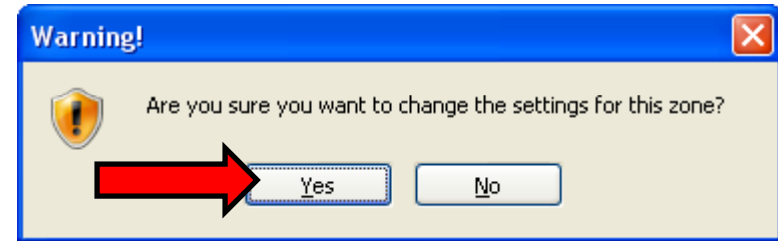


17.) Now click OK in the Security Settings window

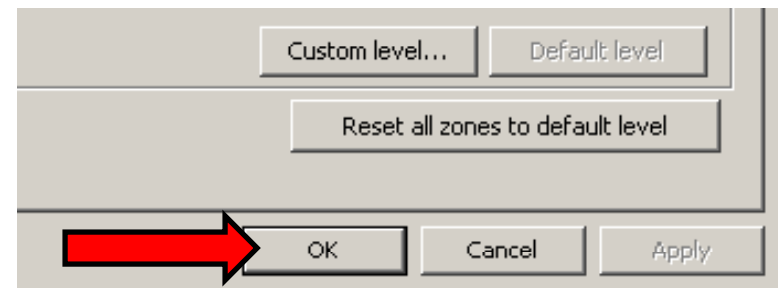


# Finalizing Security Settings

18.) A pop up window will appear. Click Yes to verify the new changes.



19.) Now click OK in the Internet Options window to finalize the security settings.



20.) You will need to close out and reopen Internet Explorer to enable the new changes. Archibus will then be a trusted web site in your web browser.