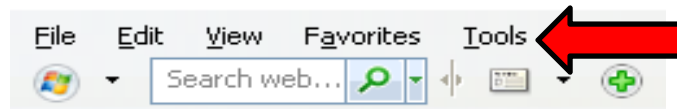


Kannapolis Archibus as a trusted website

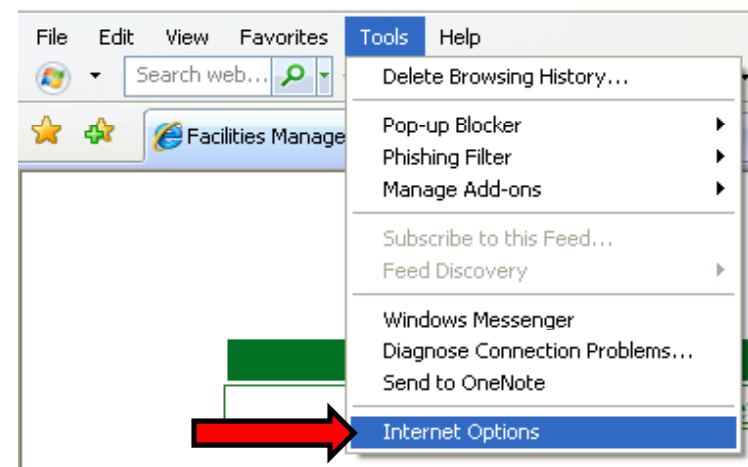
- If you have problems logging into Kannapolis Archibus to create a Work Request, you may need to make sure that Kannapolis Archibus is a trusted site on your web browser. Making Kannapolis Archibus a trusted site also allows you to use the export to Excel feature.
- 1.) First, open your web browser.
 - 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://fmbld05.uncc.edu/archibus> in the input box and click the Add button.
 - 7.) The Kannapolis Archibus website 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” and “Allow script-initiated windows without size or portion constraints.”
 - 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.) Kannapolis Archibus is now a trusted web site in your web browser. You are now free to create and submit a Work Request.

How to make Kannapolis Archibus a trusted website (with screenshots)



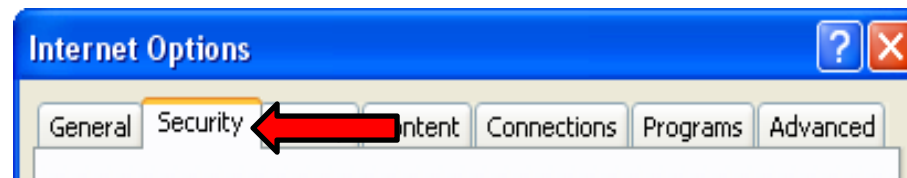
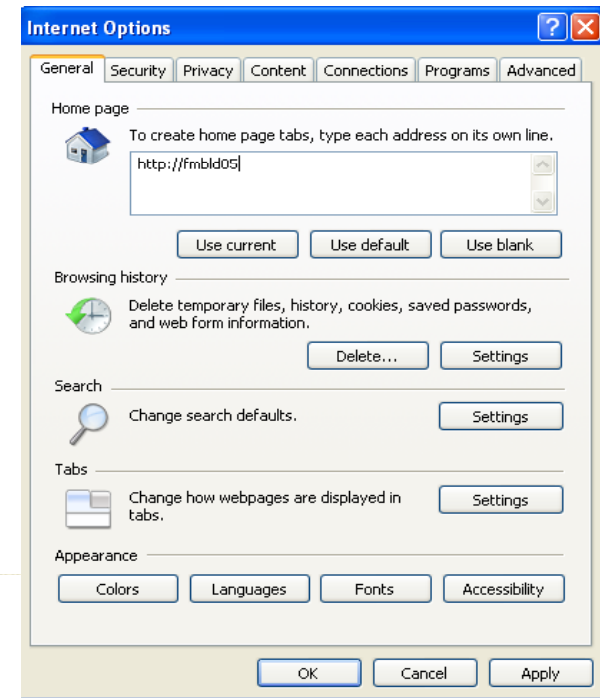
1.) Open your web browser and click on the Tools section of the toolbar

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



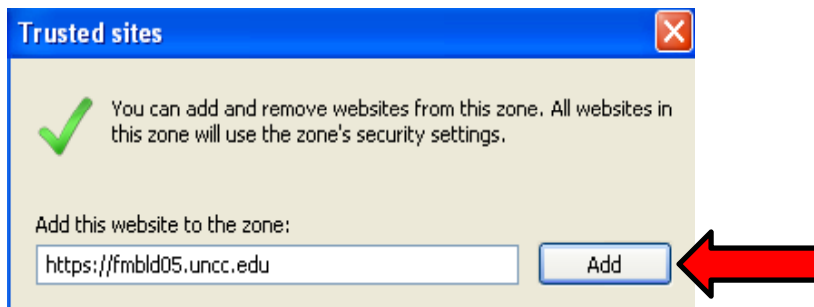
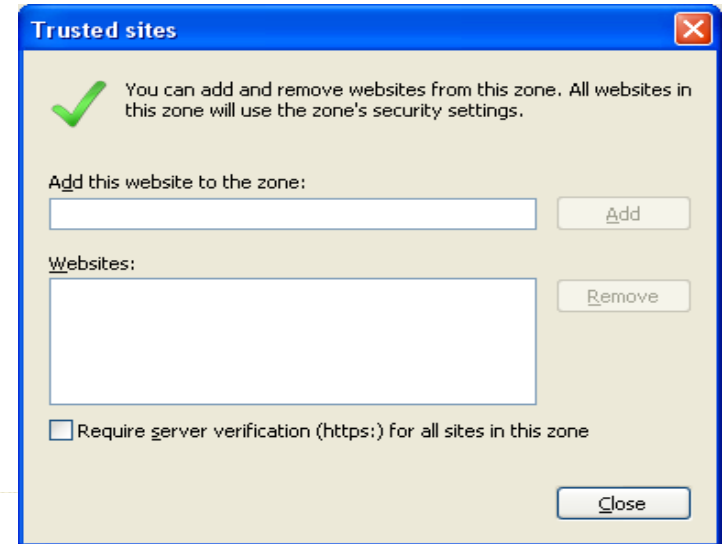
5.) Next click on trusted sites.



6.) Then click on the Sites button

Trusted Sites

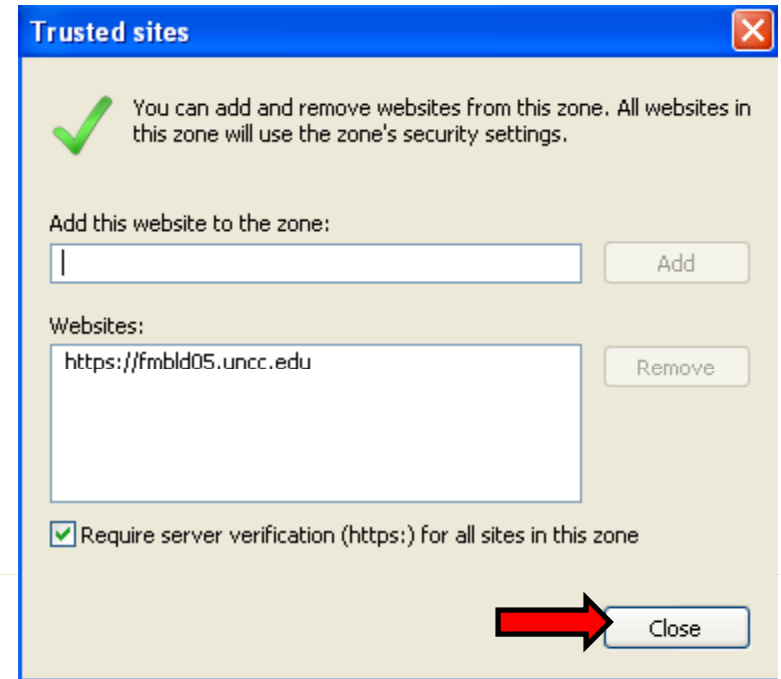
7.) Another small window will pop up.



8.) Next, type <https://fmbld05.uncc.edu> in the input box and click the Add button.

Kannapolis Archibus

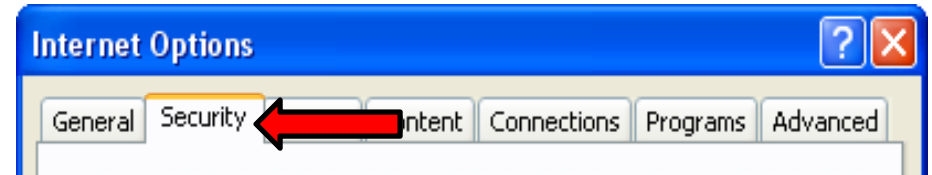
9.) The Kannapolis Archibus websites will appear in the trusted website zone. Now click the Close button.



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

Custom Settings

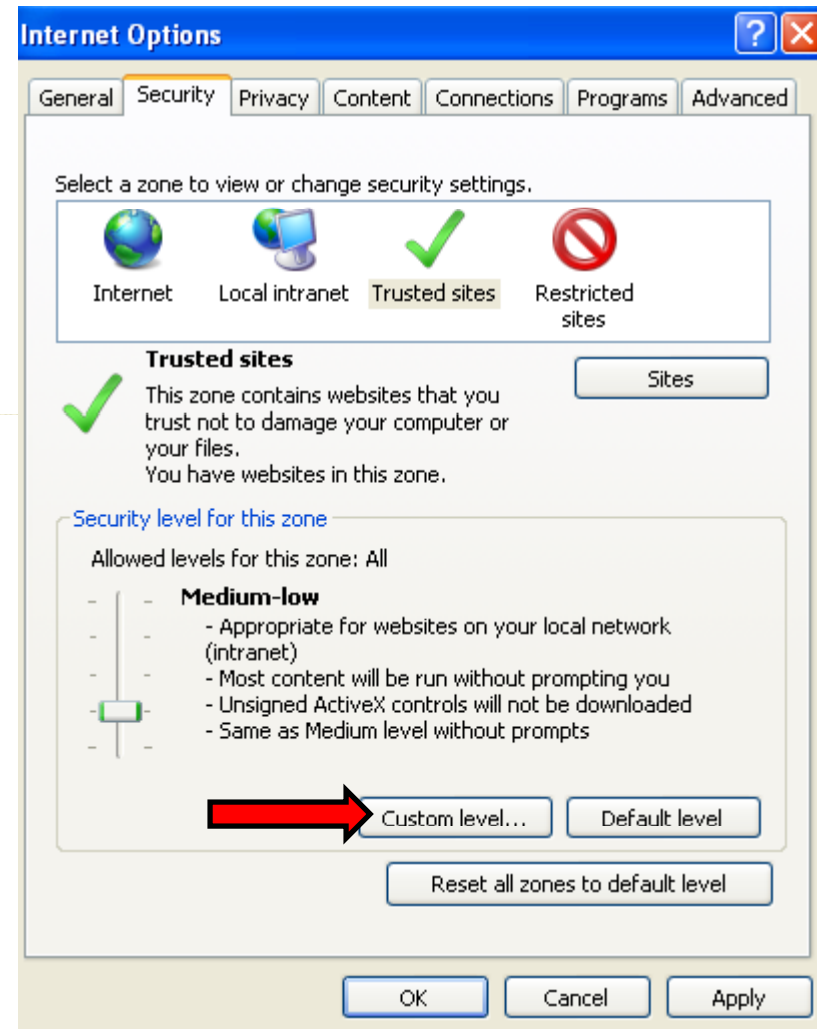
11.) Repeat step 2 and open Internet Options. Then click on the Security tab in the Internet Options window.



12.) Click on Trusted Sites

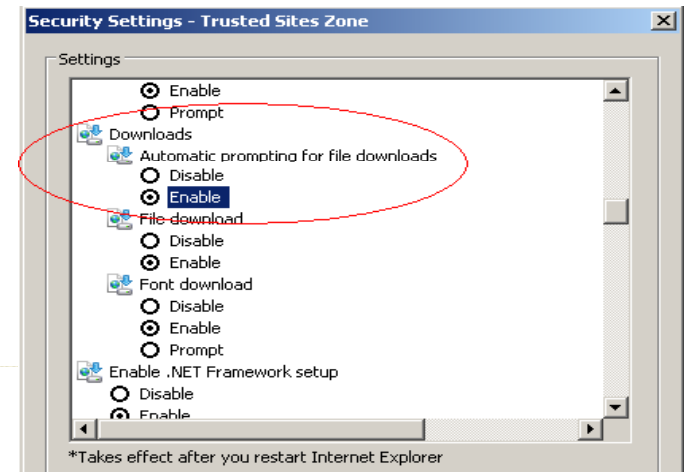
Custom Level

13.) Click on the Custom Level button located in the custom zone.

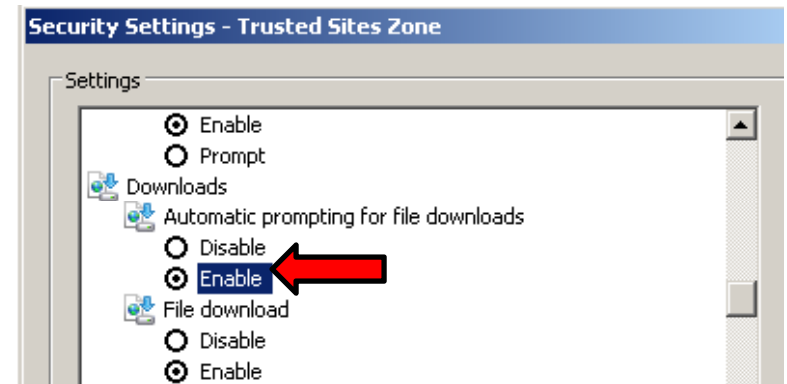


Security Settings

14.) A new window will pop up. Scroll down to the Download section and find “Automatic prompting for file downloads”

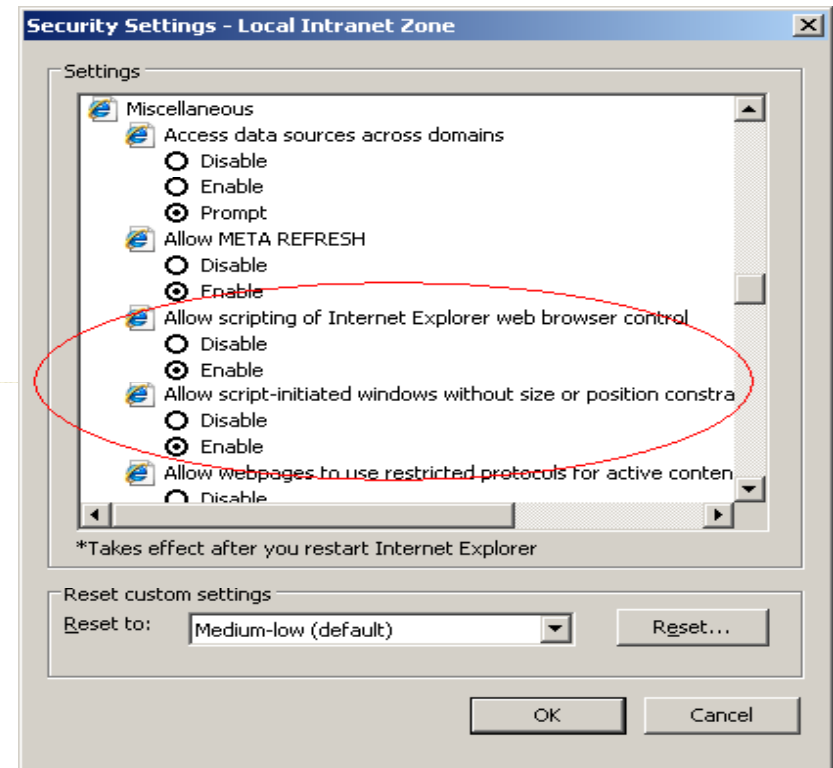


15.) Click the Enable button

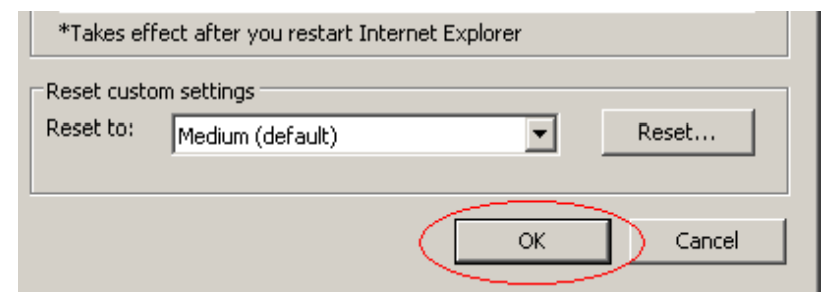


Security Settings

16.) Scroll down to the Miscellaneous section to find “Allow scripting of Internet Explorer web browser control” and “Allow script-initiated windows without size or position constraints.” Click the Enable button for both.

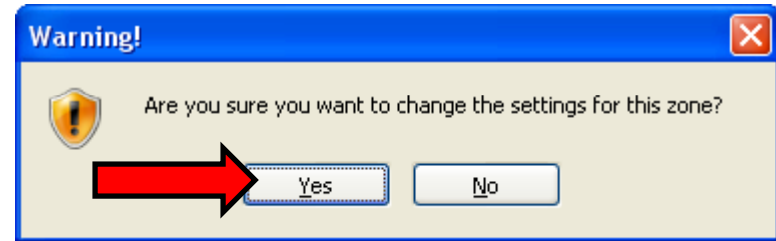


17.) Now click OK in the Security Settings window

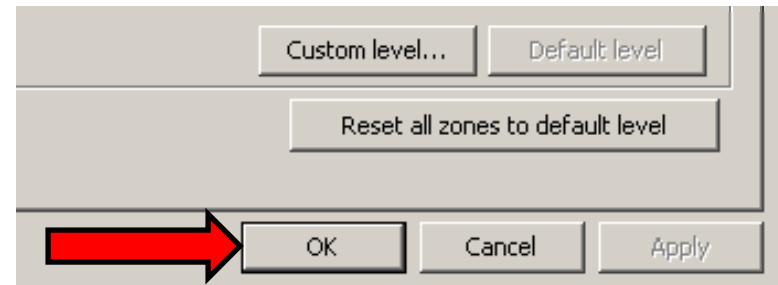


Finalizing Security Settings

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.) Kannapolis Archibus is now a trusted web site in your web browser.