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Maximizing Performance on Cognos, Workflow, and BDMS



UNIVERSITY of DAYTON

System Configuration

In order Cognos, Banner Document Management (ApplicationXtender), and Banner Workflow to work optimally, some initial configuration should be performed.

NOTE: In order to gain access to these systems, the Confidentiality Agreement must be submitted and approved. Under "I am requesting access to:" section on the form (see link below), check:





- WORKFLOW
- BDMS (Banner Document Management Suite- Scanned Documents)
- COGNOS 8, then Enrollment Management, then Admissions
- http://www.udayton.edu/udit/_resources/documents/policies/ConfidentialityAgreementForm.pdf

After the Confidentiality Agreement is received by UDiT, accounts for the appropriate systems will be created, and an e-mail will be sent to notify the requestor when the accounts are completed. Additional access may also be requested from the Confidentiality Agreement which may be helpful but is not a necessity for this process

Cognos

Cognos is the University's supported tool for creating and viewing reports. In order to use the recommended functions of Cognos, Internet Explorer with the following settings should be configured prior to using it:

- Launch Internet Explorer 11
 - Set as Trusted Site
 - Type in cognos.udayton.edu in the address bar and press <enter>
 - Press <ALT> + T to bring up Tools menu and select Internet Options
 - Click on the 'Security' tab
 - Click on the 'Trusted sites' icon
- Select a zone to view or change security settings.

 Internet	 Local intranet	 Trusted sites	 Restricted sites
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- Click on the 'Sites' button
 - Uncheck the box by 'Require server verification (https:) for all sites in this zone
 - In the 'Add this website to the zone:' box, if <https://cognos.udayton.edu> does not already appear there, type it in.
 - Click the 'Add' button (this will move <https://cognos.udayton.edu> into the 'Websites:' box. Then, click the 'Close' button.
- Set up security level for this zone
 - With 'Trusted sites' still highlighted, click the 'Custom level...' button under the 'Security level for this zone' box.

- In the 'Security Settings – Trusted Sites Zone' window, find the following:
 - 'Downloads'
 - 'File Download' (select 'Enable')
 - 'Miscellaneous'
 - 'Display mixed content' (select 'Enable')
 - 'Launching applications and unsafe files (select 'Prompt')
 - 'Use Pop-up Blocker' (select 'Disable')
 - Scripting
 - 'Enable XSS filter' (select 'Disable')
 - Click on the 'OK' button, select 'Yes' to the 'Are you sure you want to change the setting for this zone?', and click 'OK' again in the 'Internet Options' dialog box.
- Set compatibility mode
 - Press <ALT> + T to bring up Tools menu and select Compatibility View Settings
 - In the 'Add this website:' box, enter 'udayton.edu'
 - Click the 'Add' button (this will move the 'udayton.edu' into the 'Websites you've added to compatibility View' box) then click the 'Close' button

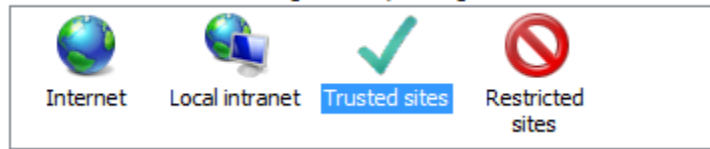
Banner Document Management (ApplicationXtender)

Banner Document Management (often referred to as ApplicationXtender) is the tool used for viewing student documents that have been submitted. The tool is optimized to work with Internet Explorer and should be configured with the following settings prior to using it:

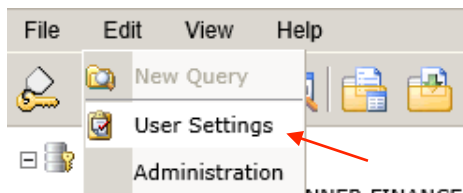
- Install ApplicationXtender client files (ActiveX components)
 - Type in <https://software.udayton.edu> in your web browser address bar and log in with UD LDAP user name and password
 - Under 'OPERATING SYSTEMS:', click on the appropriate choice
 - NOTE: Must be either Windows 8 64-bit, Windows 8 32-bit, Windows 7 64-bit, or Windows 7 32-bit
 - Under 'LIST BY', click on 'Vendor'
 - Click on 'EMC' and then click on 'EMC ApplicationXtender Client Installer 6.5'
 - Check the box next to 'the terms and conditions...'
 - Click on the 'Download' button
 - Double click on the downloaded file to start the installation process. Follow the on-screen instructions. Installation should complete in less than one minute in most cases.
 - NOTE: You must have administrator privileges to install.
 - NOTE: ActiveX components only work with Internet Explorer
- Launch Internet Explorer 11
 - Set as Trusted Site
 - Type in <http://extweb.udayton.edu/appxtender/> in the address bar
 - Press <ALT> + T to bring up Tools menu and select Internet Options
 - Click on the 'Security' tab

- Click on the 'Trusted sites' icon

Select a zone to view or change security settings.

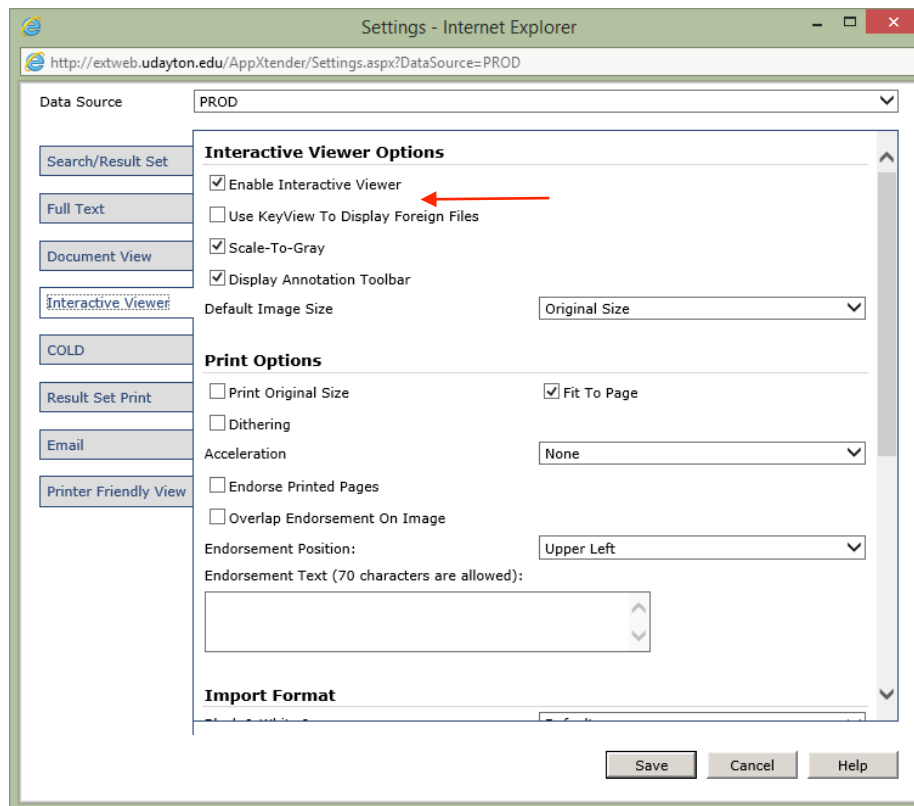


- Click on the 'Sites' button
- Uncheck the box by 'Require server verification (https:) for all sites in this zone'
- In the 'Add this website to the zone:' box, if <http://extweb.udayton.edu> does not already appear there, type it in.
- Click the 'Add' button (this will move <http://extweb.udayton.edu> into the 'Websites:' box. Then, click the 'Close' button.
- Set compatibility mode
 - NOTE: This will already have been done if the System Configuration instructions were followed for configuring Internet Explorer for Cognos.
 - Launch Internet Explorer 11 (if not open already)
 - Press <ALT> + T to bring up Tools menu and select Compatibility View Settings
 - In the 'Add this website:' box, enter 'udayton.edu'
 - Click the 'Add' button (this will move the 'udayton.edu' into the 'Websites you've added to compatibility View' box) then click the 'Close' button
- Set Interactive Viewer
 - Type in <http://extweb.udayton.edu/appxtender/> in the address bar (if not there already)
 - Log in with your Banner user name and password



- Click on the 'Edit' menu and select 'User Settings'

- Click on the 'Interactive Viewer' tab and make sure the 'Enable Interactive Viewer' checkbox is selected



- Click the 'Save' button

Banner Workflow

Workflow does not require any additional configuration. However, since it is recommended that Cognos and ApplicationXtender use Internet Explorer, it is also recommended that Banner Workflow use Internet Explorer.