



eReports Setup for Users on Windows 7 Workstations

Overview:

This document provides step-by-step instructions for DNAs on setting up an eReports user on a Windows XP workstation.

1. Install the Interactive Reporting (IR) Web Client (plug-in) on the local workstation.
 - a. Download the standalone installer found at this link.
[Get IR Web Client Installer](#)

Note:

- This is a self-extracting zip; you may unpack it to any location you prefer.
- This updates the registry, so install with an administrative account.
- You may have problems if you run setup.exe. It is recommended you run [setupie.bat](#) for Internet Explorer.
- Firefox 3.59 is the latest version supported by this release. Run [setupff.bat](#) to install on Firefox.
Caution, this browser is no longer supported with security patches from Mozilla. Install at your own risk.

- b. Download and follow the plugin installation instructions.
[IR Web Client Installation Instructions](#)

Note: Depending on the workstation setup, you may need to take some extra steps when installing on Windows 7:

- Turn off notification in UAC for the install to work.
- Elevate nonpriv user to local priv to turn off notification.

2. Change your browser settings.

- [Internet Explorer Browser Settings](#)
- [Firefox Browser Settings](#)

3. Test the installation.

- a. Send a request to access@osu.edu and tell them you are a DNA who needs to test the plugin installation.
 - b. When you have been notified that your account has been set up, go to this link and sign in.
[Test Plugin Install](#)
 - c. If you get a success message, you are done. If the test fails, send an e-mail to EreportsTeam@osu.edu for help.

-OR-

- d. Have the user go to this link and sign in.
[Test Plugin Install](#)
 - e. If the user gets a success message, you are done. If the test fails, send an e-mail to EreportsTeam@osu.edu for help.



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4. Configure Excel to recognize .CSX files using the command line.

The PeopleSoft applications require that data exported from Excel use something other than a comma to separate fields. These files use .CSX as the file type; it's very similar to the standard Comma Separated Values file (.CSV). If your user has Excel installed on their workstation, the .CSV file type has been defined but you will need to define the .CSX file type. You can use the GUI interface to do this, but it is easier to set up the association on the command line.

- a. Open a command line window.
- b. Display how Excel has set up the .CSV extension.

```
C:\>assoc .csv  
  
.csv=Excel.CSV
```

- c. Verify that the .CSX extension has not been associated with a program.

```
C:\>assoc .csx  
  
File association not found for extension .csx
```

- d. If you don't get the message above, reset the .CSX to have no association to a program.

```
C:\>assoc .csx=
```

This clears the association for .csx

- e. Validate that there is no association.

```
C:\>assoc .csx  
  
File association not found for extension .csx
```

- f. Set up a file association for the .CSX extension in the same way as the Excel install did for a .CSV.

```
C:\>assoc .csx=Excel.CSV  
  
.csx=Excel.CSV
```

- g. Validate that the association has been made correctly.

```
C:\>assoc .csx  
  
.csx=Excel.CSV
```

- h. Exit the command line window.

```
C:\>exit
```