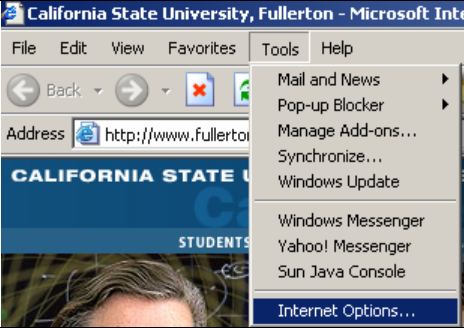
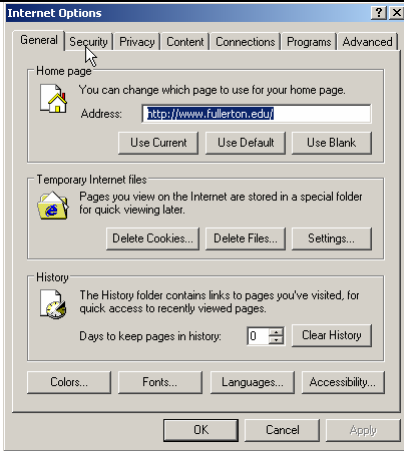

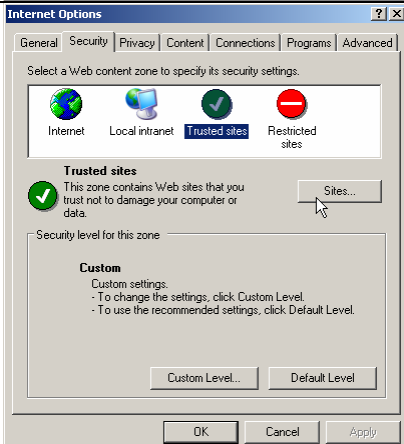



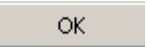
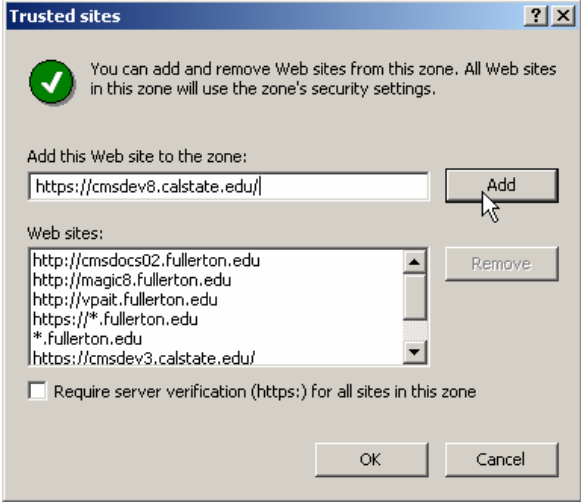
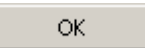
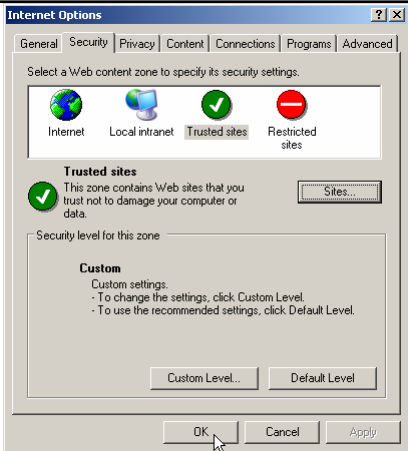


PeopleSoft Human Capital Management (HCM) or Finance v8.4 or higher allows identified data to be exported out directly into Microsoft Excel. **Wherever** you see the icon, the data displayed can be exported to MS Excel.

<p>To use the export icon you may need to add address to your computer's trusted sites.</p> <p>Example: www.fullerton.edu</p> <p>See Add Trusted Sites (next page).</p>	
<p>Step 1</p> <p>Click </p>	
<p>Step 2</p> <p>Click to immediately view the file or click to view at a later time.</p>	
<p>Step 3</p> <p>When the files open, the information displays.</p>	
<p>Contact Help Desk (x7777) if you have any questions or problems using this feature.</p>	

<p>Add to Trusted Sites</p> <p>Step 1</p> <p>Click Tools > Internet Options.</p>	
<p>Step 2</p> <p>Click 'Security' tab.</p>	
<p>Step 3</p> <p>Click 'Trusted sites'.</p> <p>Click </p>	



<p>Step 4</p> <p>Enter the url.</p> <p>Click </p> <p>Click </p>	 A screenshot of the "Trusted sites" dialog box. It has a title bar with a question mark and a close button. The main area contains a green checkmark icon and the text: "You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings." Below this is a section "Add this Web site to the zone:" with a text input field containing "https://cmsdev8.calstate.edu/" and an "Add" button. Underneath is a "Web sites:" list box containing several URLs: "http://cmsdocs02.fullerton.edu", "http://magic8.fullerton.edu", "http://ypait.fullerton.edu", "https://*.fullerton.edu", "*.fullerton.edu", and "https://cmsdev3.calstate.edu/". To the right of the list box is a "Remove" button. At the bottom, there is a checkbox labeled "Require server verification (https:) for all sites in this zone" which is currently unchecked. There are "OK" and "Cancel" buttons at the bottom right.
<p>Step 5</p> <p>Click </p>	 A screenshot of the "Internet Options" dialog box. The "Security" tab is selected. At the top, there are tabs for "General", "Security", "Privacy", "Content", "Connections", "Programs", and "Advanced". Below the tabs, it says "Select a Web content zone to specify its security settings." There are four icons representing content zones: "Internet" (globe), "Local intranet" (computer), "Trusted sites" (green checkmark), and "Restricted sites" (red minus sign). The "Trusted sites" icon is selected. Below this, there is a section for "Trusted sites" with a green checkmark icon and the text: "This zone contains Web sites that you trust not to damage your computer or data." To the right is a "Sites..." button. Below that, it says "Security level for this zone" and "Custom". Under "Custom", it says "Custom settings:" followed by two bullet points: "- To change the settings, click Custom Level." and "- To use the recommended settings, click Default Level." There are "Custom Level..." and "Default Level" buttons. At the bottom, there are "OK", "Cancel", and "Apply" buttons.