

Banner Document Management

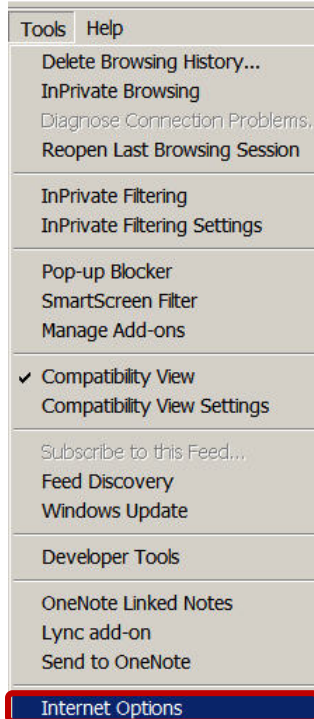
How to Set Trusted Sites

Set Trusted Site for PROD

This is done in Internet Explorer.

Log into BDMS.

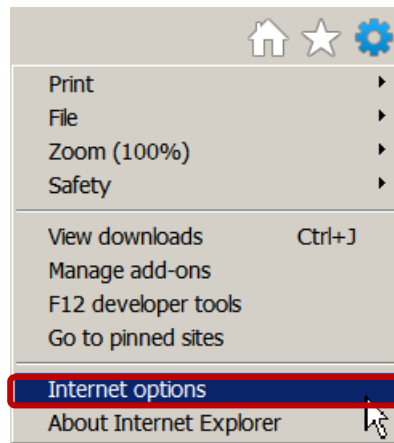
On the menu bar, click **Tools**, then **Internet Options**.



At the top right of your screen, click the cog.



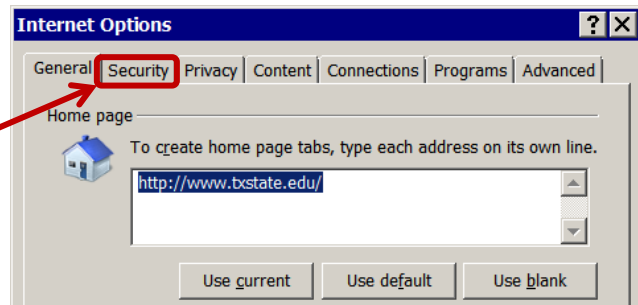
The drop down menu displays
Click **Internet options**



OR

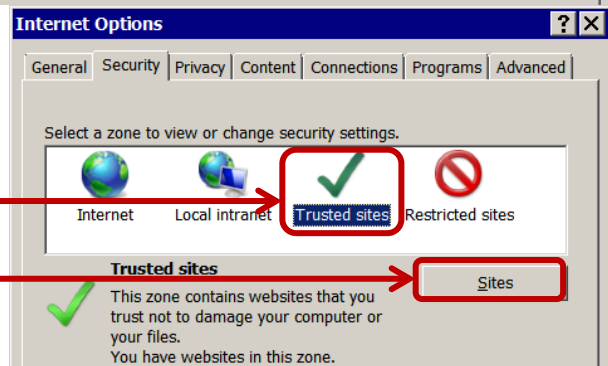
Either way, get to **Internet Options**

Main **Internet Options** screen displays.



Click the **Security** tab.

Security tab opens

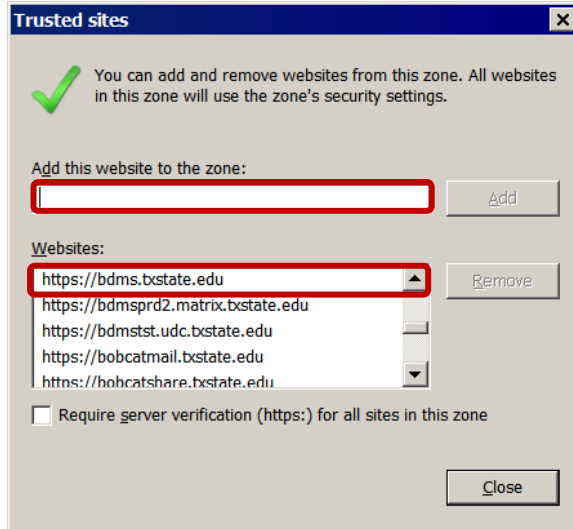


If **Trusted Sites** (green check) isn't selected, select it.

Then click **Sites**

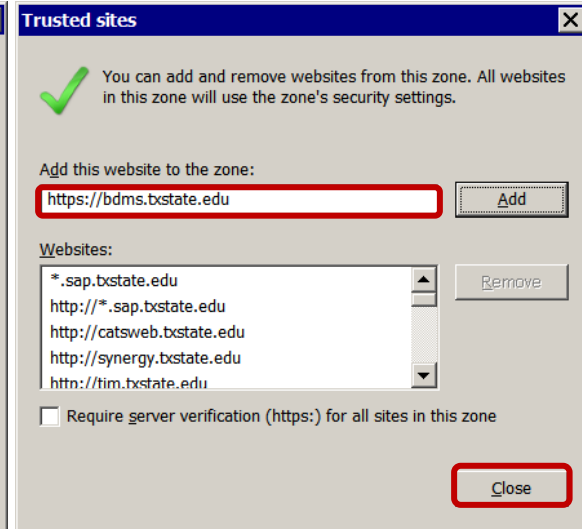
This is what you see if the site is already on the list.

The list is already in the list of Websites.
No action needed.



This is what you see if the site is NOT already on the list.

Click **Add**.



Click **Close, OK, OK** to exit.

Close all Internet Explorer windows and begin again.