

***Insight* Technology Requirements**

Because agencies operate with varying technology, users must follow the below technology requirements when using *Insight*:

- [Compatibility with Internet Explorer 9 and 10 \(IE9 and IE10\)](#)
 - [Using compatibility mode in Internet Explorer 10 \(IE10\)](#)
 - [Using compatibility mode in Internet Explorer 11 \(IE11\)](#)
- [Export Feature Requirements](#)
 - [Reformat Excel Exports](#)
 - [Reformat Excel Exports in *Insight*](#)
 - [Reformat Excel Exports in Excel](#)

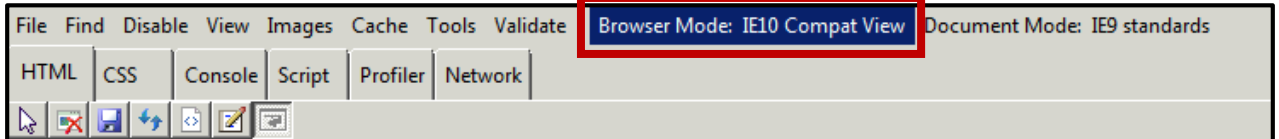
Compatibility with Internet Explorer 9 and 10 (IE9 and IE10)

***Insight* is currently compatible with Internet Explorer 9 and 10 (IE9 and IE10)** and requires the following plug-in updates:

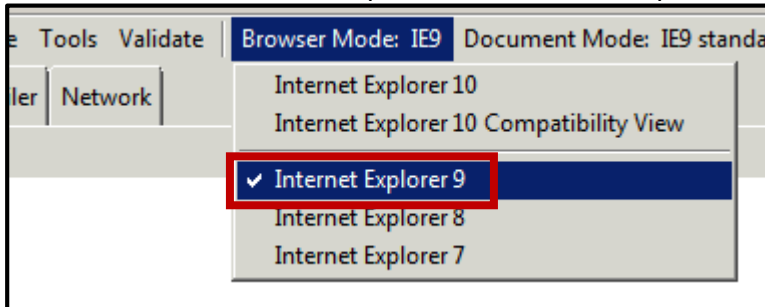
- Java for Windows
- Adobe Flash
- ActiveX

To use the compatibility and browser emulation mode for IE10, follow the steps below:

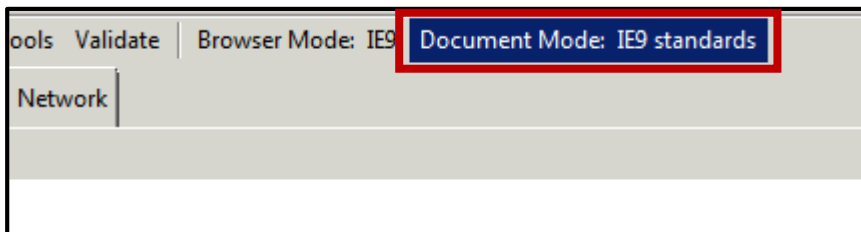
1. Open an Internet Explorer 10 browser window.
2. Press F12 on your keyboard to open the Developer Pane
3. Find the “Browser Mode” bar on the toolbar



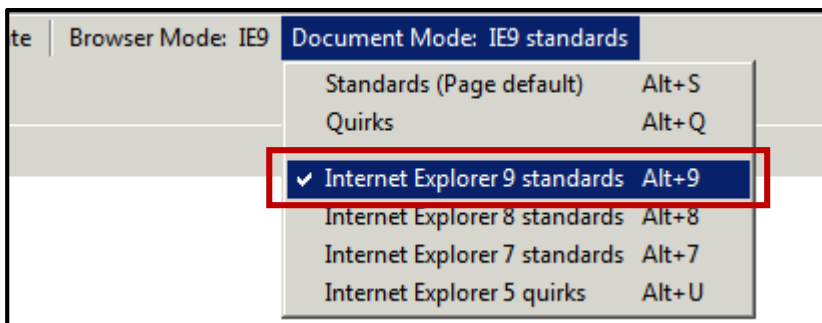
4. Click and Select “Internet Explorer 9” from the Drop-Down Menu:



5. Find the “Document Mode” bar on the toolbar:



6. Click and select “Internet Explorer 9 standards” from the Drop-Down Menu:

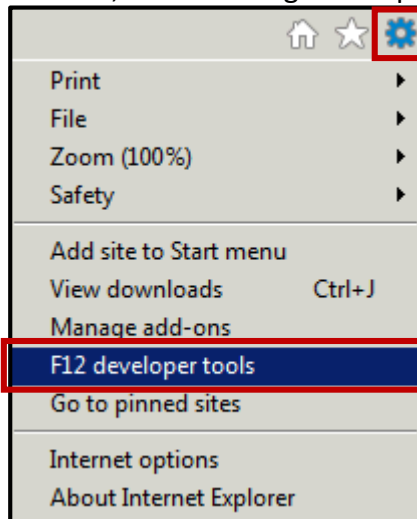


7. Wait a moment until your screen refreshes.
8. Close the Developer Pane

Troubleshooting Tips

If you are unable to follow the above steps, or are still having *Insight* report issues after following the above steps, it may be due to internal security settings set by your agency. In this case, adjust settings as you are able to. For example:

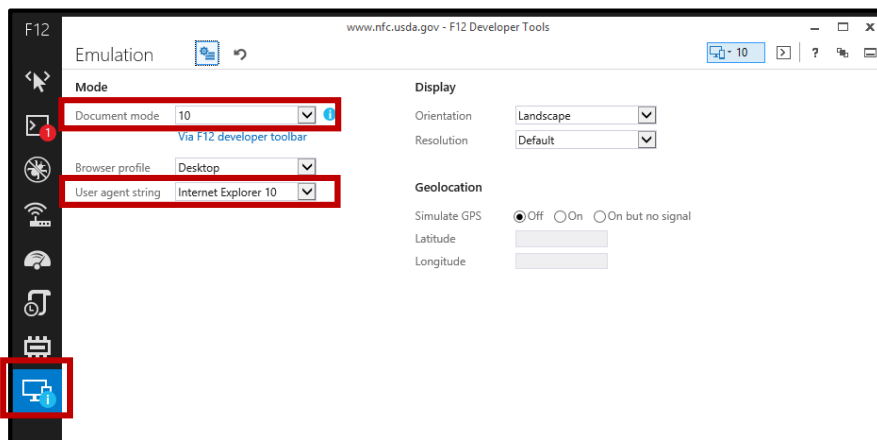
- If, when pressing F12, you are unable to access the Developer Tools window, try navigating to the gear icon in the upper right corner of the Internet Explorer window, and selecting Developer tools from the drop-down window:



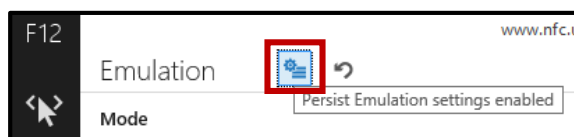
- If you are using an older browser version (Internet Explorer 9 or earlier), try navigating to the gear icon in the upper right corner of your browser and selecting “Compatibility View Settings.” Then, add “usda.gov” to the list of sites to view in Compatibility Mode.

To use the compatibility and browser emulation mode for IE11, follow the steps below:

1. Open an Internet Explorer browser window.
2. Press F12 on your keyboard to open the Developer Tools pane
3. Press the Ctrl and 8 on your keyboard simultaneously to navigate to the Emulation tab.
4. Select '10' from the Document Mode drop-down menu.
5. Select 'Internet Explorer 10' from the User Agent String drop-down menu.



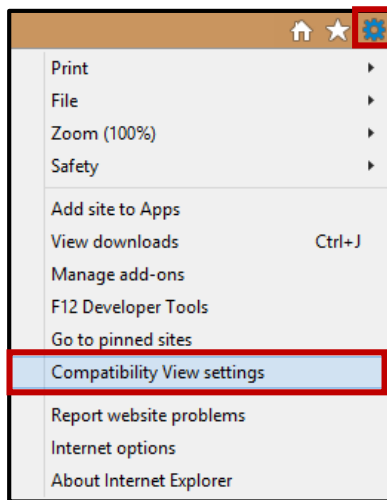
6. Click the button to enable Persistent Emulation settings:



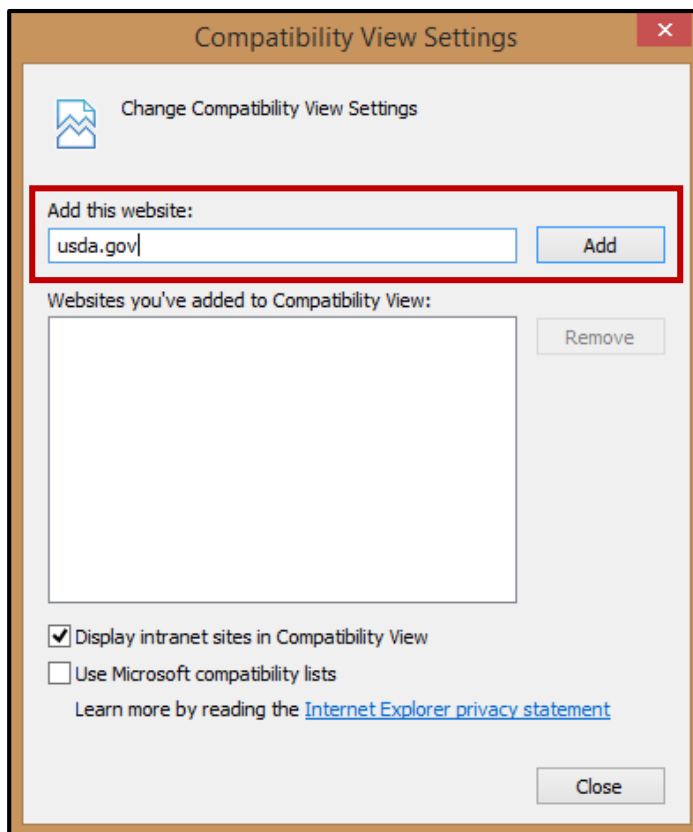
7. Wait a moment until your screen refreshes.
8. Click the "X" in the upper right corner to close the Developer pane.



9. In the Internet Explorer Tools (launched by selecting the gear icon in the top right corner of the IE browser window), Select Compatibility View settings



10. In the Compatibility View window, add “usda.gov” to the list of websites to view in Compatibility mode.



11. Close the window

Troubleshooting Tips

If you are unable to follow the above steps, or are still having *Insight* report issues after following the above steps, it may be due to internal security settings set by your agency. In this case, adjust settings as you are able to. For example:

- If, when pressing F12, you are unable to access the Developer Tools window, try skipping to Step 9 (above) and adding or removing “usda.gov” from the list of Compatibility View websites.
- Try skipping step 8 above, and leaving the Developer Tools pane open while working with *Insight* in order to retain the Compatibility Settings

Export Feature Requirements:

- Adobe Reader installed (to export to PDF)
- Microsoft Office 2003 required (2007 or higher recommended)
- Java and ActiveX are required to display the File Download dialog box
- Pop-ups must be allowed
- If the export has over 50,000 rows, it is recommended to export to .CSV instead of Excel to decrease the size of the file

Reformat Excel Exports in *Insight* or Excel:

If you would like to sort a column, you need to reformat the report either in *Insight* or in Excel.

Reformat Excel Exports in *Insight*:

- To create a basic sort, manipulate the report in the run view. Hover over the targeted column header. Click the Up (Sort Ascending) or Down (Sort Descending) arrow. Click Export at the bottom of the report to export to Excel.



Figure 2: Sort Arrows in the Run View

- To create a complex sort, manipulate the report in the Criteria tab. In the selected Columns Pane, click the Edit icon and select Sort from the menu of options. Select a type of sort from the Sort options. Repeat for additional data elements to be sorted.
 - Note: To sort a column from a common report, select Clear All Sorts in Columns before applying a sort.*

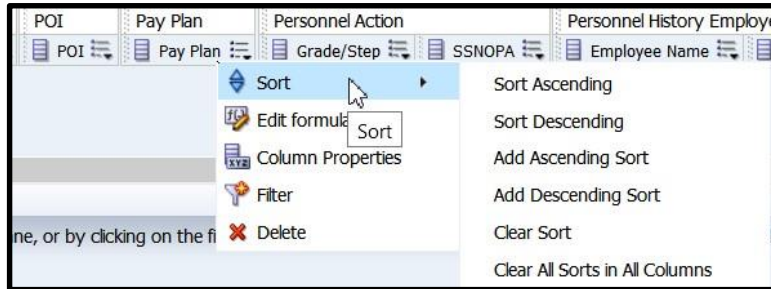


Figure 3: Sort Menu of Options

Reformat Excel Exports in Excel:

- In Excel 2003, delete the footer in the exported report.
- In Excel 2007, click CTRL + A. In the Home toolbar, select the Merge and Center dropdown menu. Select unmerge cells.
 - Note: Unmerging cells in Excel results in blank cells or columns. Review the report before printing and reformat cells as necessary.*

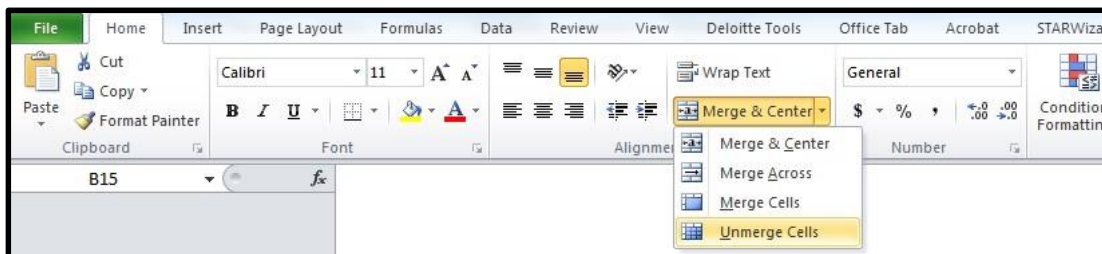


Figure 4: Excel Merge and Center Options