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Browser Settings

Overview

If you are having problems opening AIS Oracle applications; requesting output files, e.g., viewing reports in Word, Adobe, etc., the instructions in this document may help to resolve your problems.

- To quickly access the section that provides a solution to your problem, click on the appropriate link above.
- We recommend that you **“print these instructions prior to beginning any download processes”**.

Note: This document was created using Windows 7 Professional

Internet Explorer Instructions to Access AIS

- The instructions in this section are applicable when using the Internet Explorer Browser to access AIS.

IMPORTANT: Make sure the recommended Java version is installed before following these steps. Certified versions of Java can be found at <http://oit.siu.edu/ais/production/index.php>

- When you use Internet Explorer to Login to AIS applications and open a form, you will be prompted to confirm that you want to *run the application*.

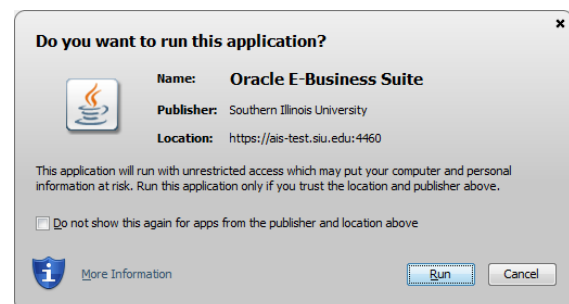


Figure 1: Pop-up to confirm running the application.

- As shown in the enlarged image below, click on the box in front of the text beginning with, “Do not show this box again...”, and then click the **Run** button near the bottom of the message.

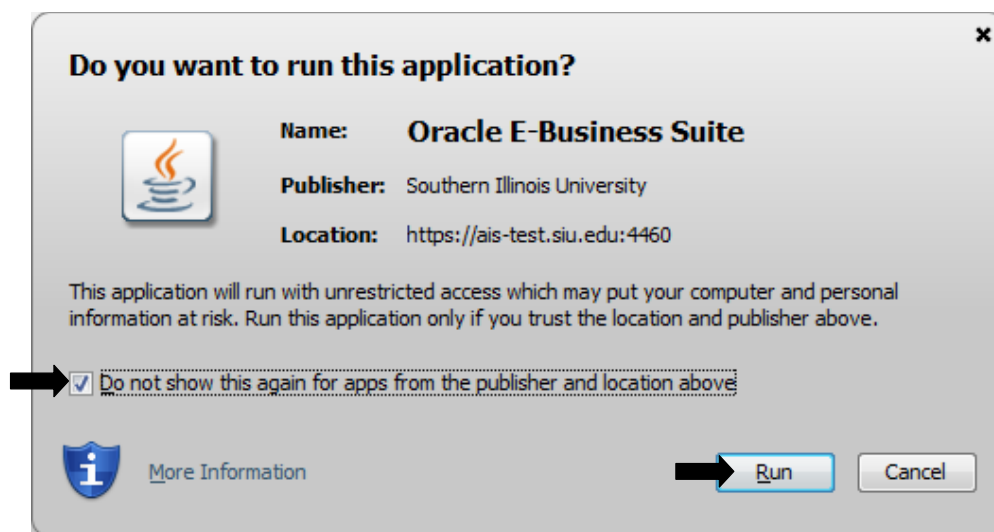


Figure 2: Pop-up options to run the application identified.

- You will then be prompted with a *Warning* about the version of Java. Click the button at the bottom of the pop-up labeled, **Run with the latest version**.



Figure 3: Java warning “Run with the latest version” option selected.

- The same Warning will pop-up a second time. Again, click the button, **Run with the latest version**.



Figure 4: Warning re-appears and “Run with the latest version” is selected a second time.

- If you get a **Windows Security Alert** when the form opens, as shown below, click the “**Allow Access**” button at the bottom of the pop-up window to continue.

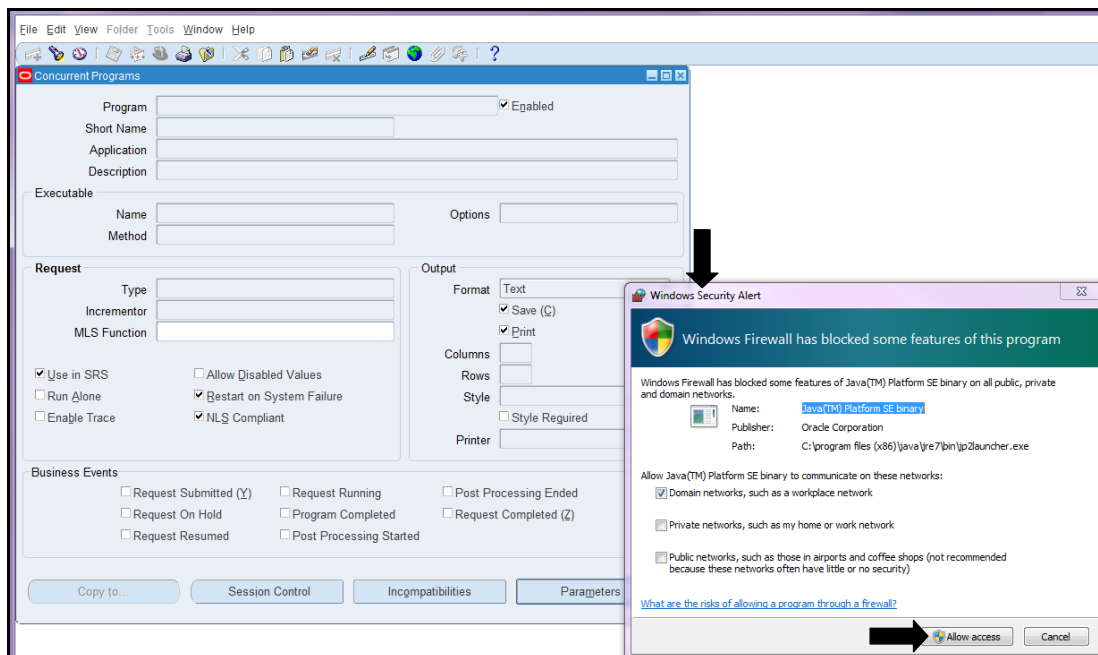


Figure 5: Windows Security Alert “Allow Access” button chosen.

Safari Mac Instructions to Access AIS

The instructions in this section are applicable when using a Mac and the Safari Internet Browser to access AIS.

IMPORTANT: Make sure the recommended Java version is installed before following these steps. Certified versions of Java can be found at <http://oit.siu.edu/ais/production/index.php>

Change Settings in Safari

- To begin, open the Safari Browser.
- Click the Safari menu and select Preferences...

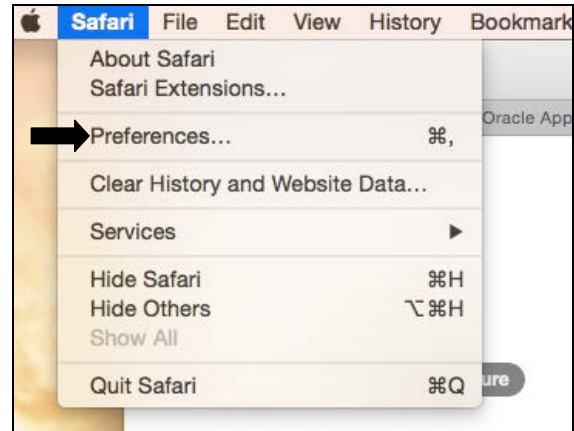


Figure 6: Safari menu open with options shown.

- From the Preferences window, select the Security tab, as shown in the screenshot below.
- Locate the "Web-content:" section and click on the checked box in front of "Block pop-up windows".

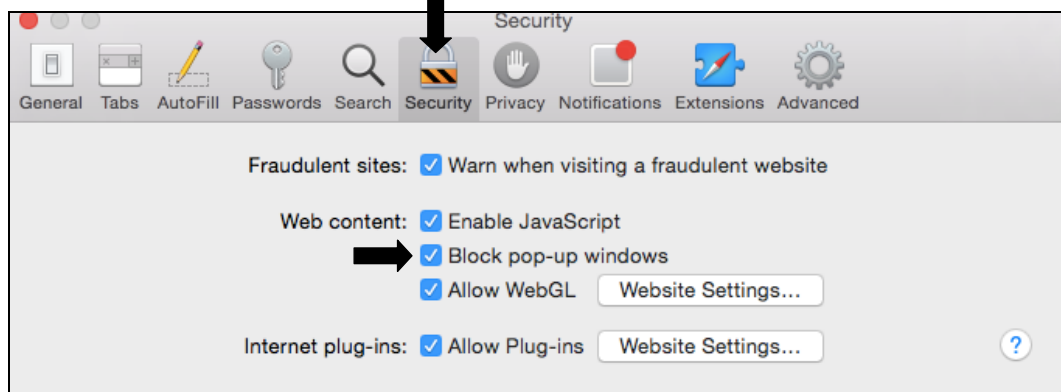


Figure 7: Security tab with "Block pop-up windows" checked.

- The box in front of "Block pop-up windows" will then appear blank (see below).

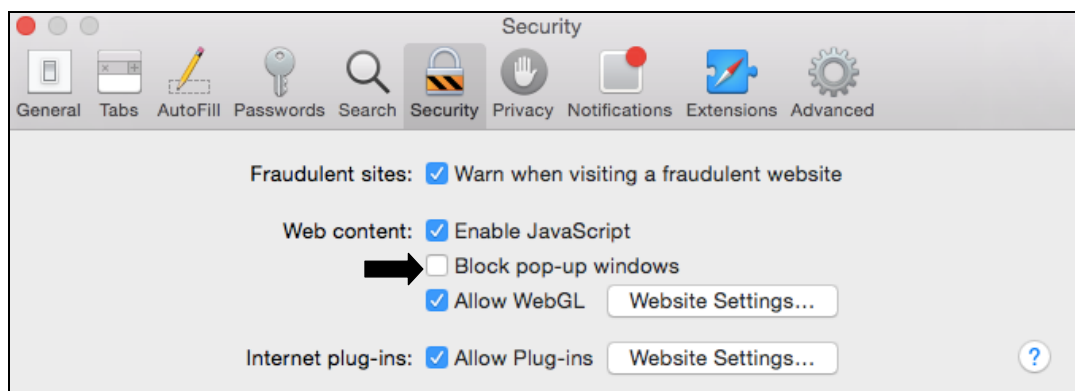


Figure 8: Security tab open with Block pop-up windows option unchecked.

- Close all open windows and menus.

Access AIS Production

- Access AIS Production and Login.
 - <http://oit.siu.edu/ais/production/index.php>
- Once you Login and select a form to open, a message (shown below) will appear asking you to trust the website using the Java plugin.
- Click the **Trust** button below the message.

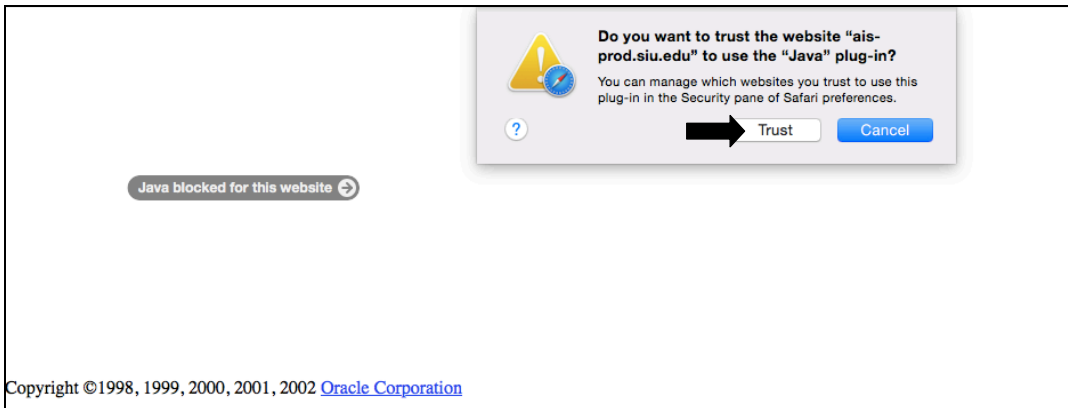


Figure 9: Java plugin Trust message.

- Next, you will be prompted with another pop-up message asking you if you want to run the application.
- To continue, **FIRST**, click on the box in front of the text beginning with, "Do not show this box again...", and then click the **Run** button near the bottom of the message.



Figure 10: Pop-up for consent to run the Oracle application.

- The application should then open to the selected form.

Enabling Automatic Prompting for File Downloads

- Select the **Start** menu located in the lower left corner of your screen and select **Control Panel**.
- A screen similar to the one on the right will open.
 - The **View by:** setting is set for Small Icons.
 - If yours is not set this way, you may want to change the setting to make it easier to follow along.
- Locate the link, **Internet Options**, and click on it.

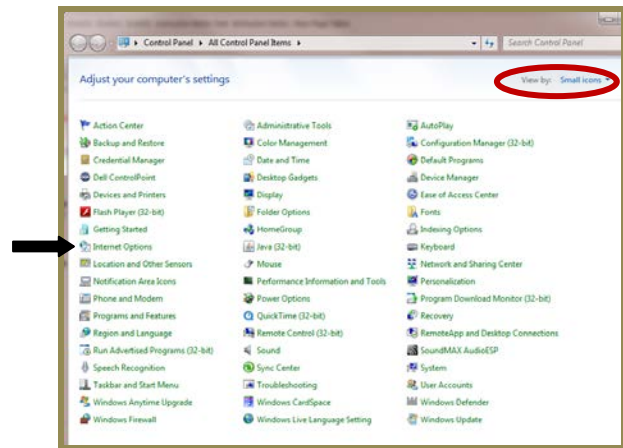


Figure 11: Control Panel Options

- The **Internet Properties** window opens.
- Click the **Security** tab.
- Then, select the **Custom level...** button on the lower half of the window.

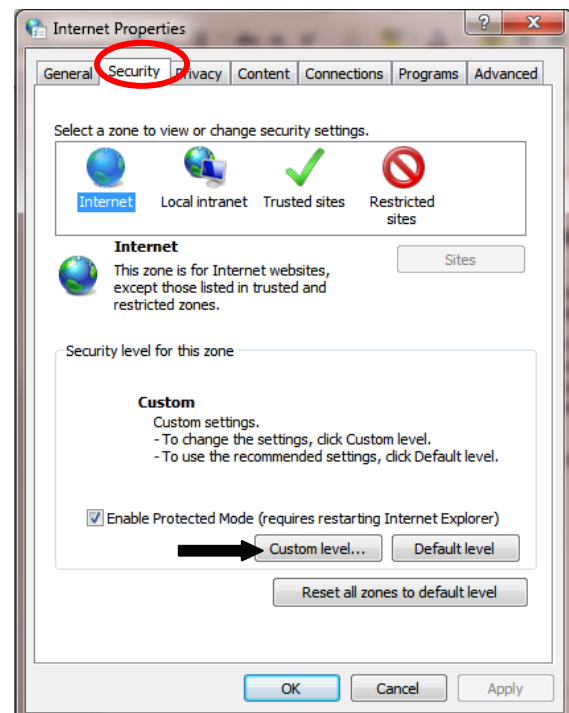


Figure 12: Internet Properties with Security tab selected.

- The **Security Settings – Internet Zone** window appears.
- Scroll down to the **Downloads** section.
- In the **Automatic prompting for file downloads** area, click the **Enable** radio button.
- In the **File download** area, click the **Enable** radio button.
- Click the **OK** button at the bottom of the Security Settings window to close it.

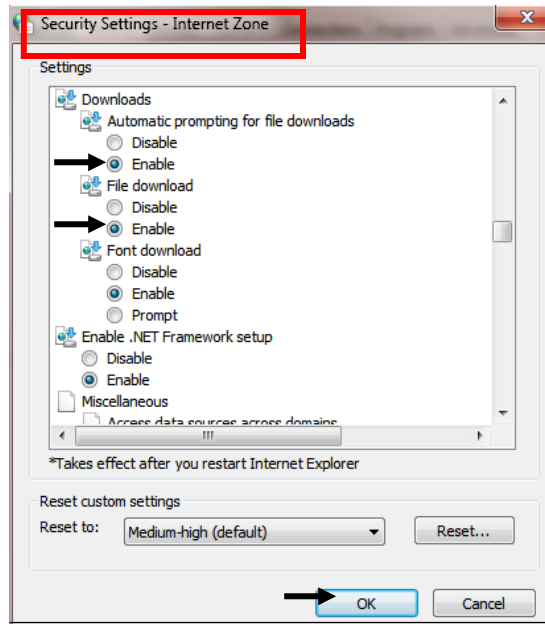


Figure 13: Security Settings download options

- When changes are made, the **Warning** window on the right appears for affirmation. "Are sure you want to change the settings for this zone?"
- Click **Yes**.

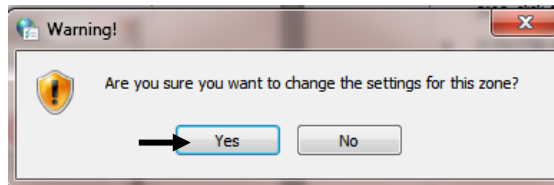


Figure 14: Warning to affirm actions to change settings

- The Internet Properties window re-appears; click **OK** at the bottom of this window to close it.
- The Control Panel window will then re-appear; close it by clicking the "X" Window Control Button in the top, right corner.

Allowing Access from Secure Sites

Important: After allowing automatic prompting for file downloads (previous section), you can also allow secure internet sites to open automatically, eliminating the need to perform the steps to “Allow blocked content...” The steps outlined below will work for any trusted web-site.

- Highlight the URL for the Internet Site that you want to add to your settings as a Secure Site.
- Using the keyboard command **Ctrl + C**, copy the URL – you will need it later.
- Access the **Internet Properties** window, using the same steps as before.
 - Select the **Start** menu and then select **Control Panel**.
 - Locate the link, **Internet Options**, and click on it.
- From the Internet Properties window, select the **Privacy** tab.
- To allow an exception to generic pop-up blocking – click the **Settings** button in the **Pop-up Blocker** section of the window.

NOTE: The **Turn on Pop-up Blocker** checkbox should be checked. If it is not, go ahead and click in the box. This will enable the Settings...button.

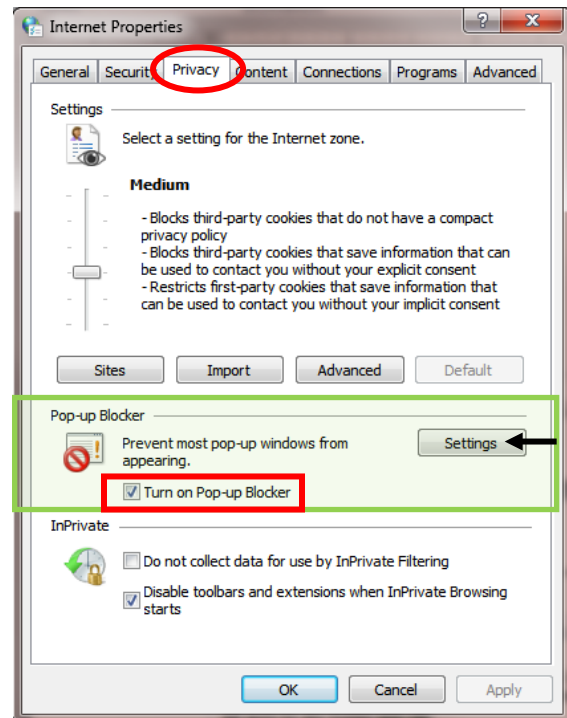


Figure 15: Internet Properties - Privacy window

- The **Pop-up Blocker Settings** window appears.
- Click in the **Address of website to allow:** field.
- If you have followed instructions, you should still have the URL on your Clipboard. Using the keyboard command **Ctrl + V**, paste the URL into the field.
 - If you did not copy the URL, close the open windows; return to your browser window to copy the URL and repeat the steps to this point.

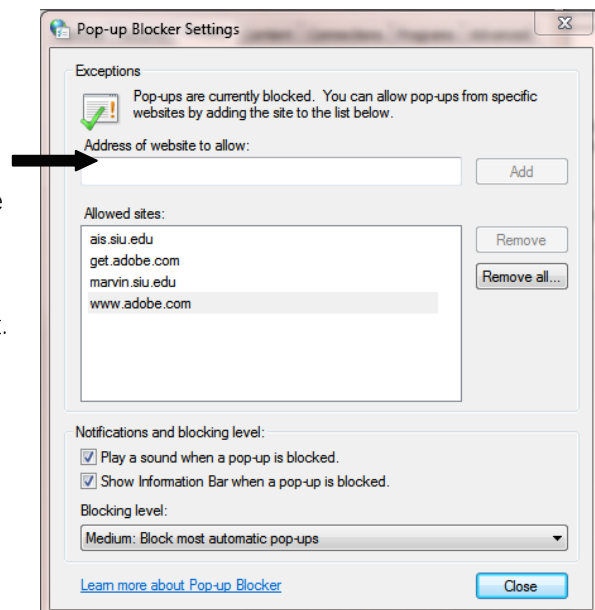


Figure 16: Pop-up Blocker Settings

- After pasting the URL into the **Address of the web site to allow** field, click the **Add** button.
 - For demonstration purposes, the AIS web-site was added.

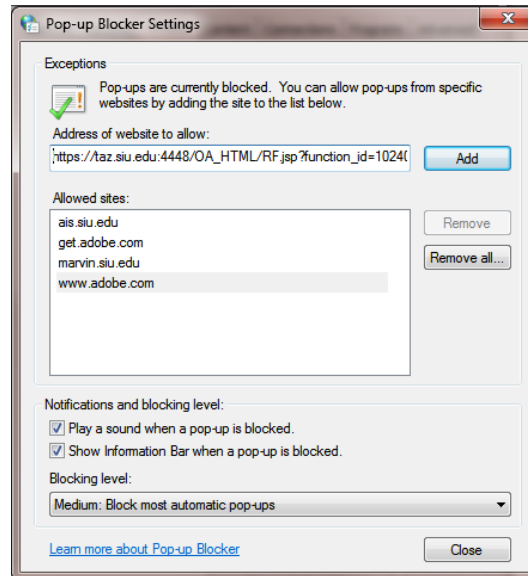


Figure 17: Pop-ups allowed for website address added.

- The URL has been added to the **Allow sites:** area.
 - Notice how the URL has been shortened to **taz.siu.edu**.
- When finished, click the **Close** button at the bottom of the window.

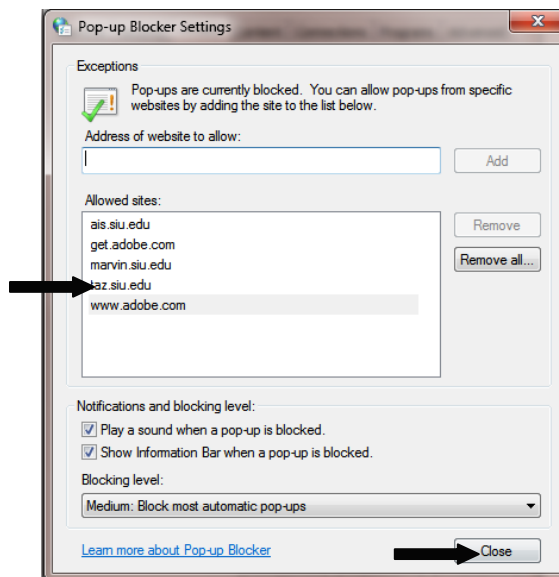


Figure 18: Confirm allowed sites

- The Internet Properties window appears; click **OK** at the bottom of this window to close it.
- The Control Panel window will then re-appear; close it by clicking the "X" Window Control Button in the top, right corner.

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