

Technical Information

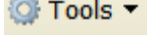
Topics include:

- Windows 7 settings
 - Configure pop-up blocker
 - Automatic prompting for file downloads
 - Configure for Excel downloads
- Using the Download Tool in PeopleSoft
- Printing web pages in the Browser (after PeopleTools 8.51)
- Using Multiple PeopleSoft windows

Windows 7 Settings

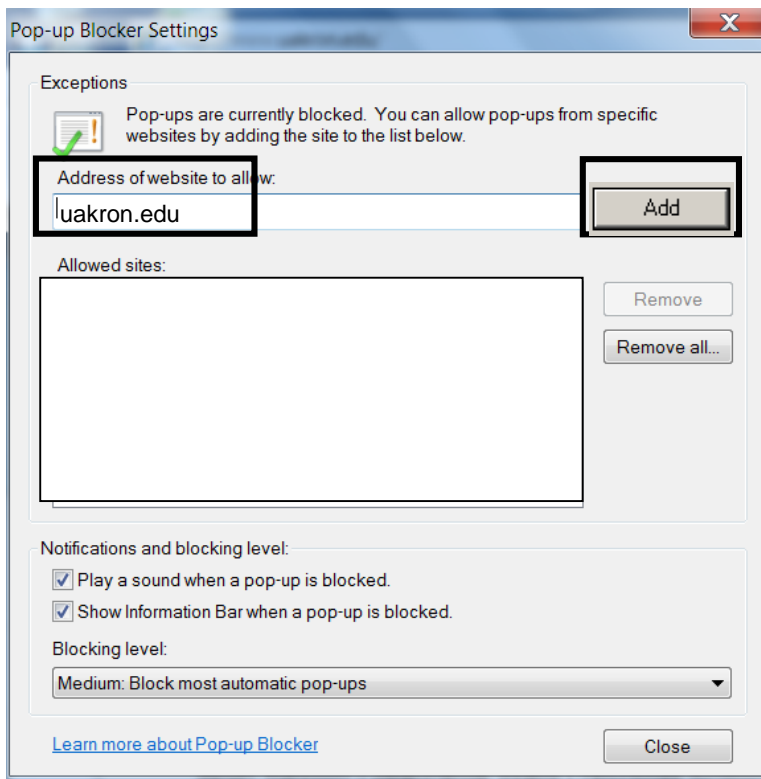
Configure Pop-up Blocker

The following instructions are provided to enable pop-ups from The University of Akron web sites. This is necessary so that PeopleSoft can open new windows to display reports or to open Excel.

1. From within Internet Explorer, select the arrow to the right of the  icon and select Pop-up Blocker > Pop-up Blocker Settings.

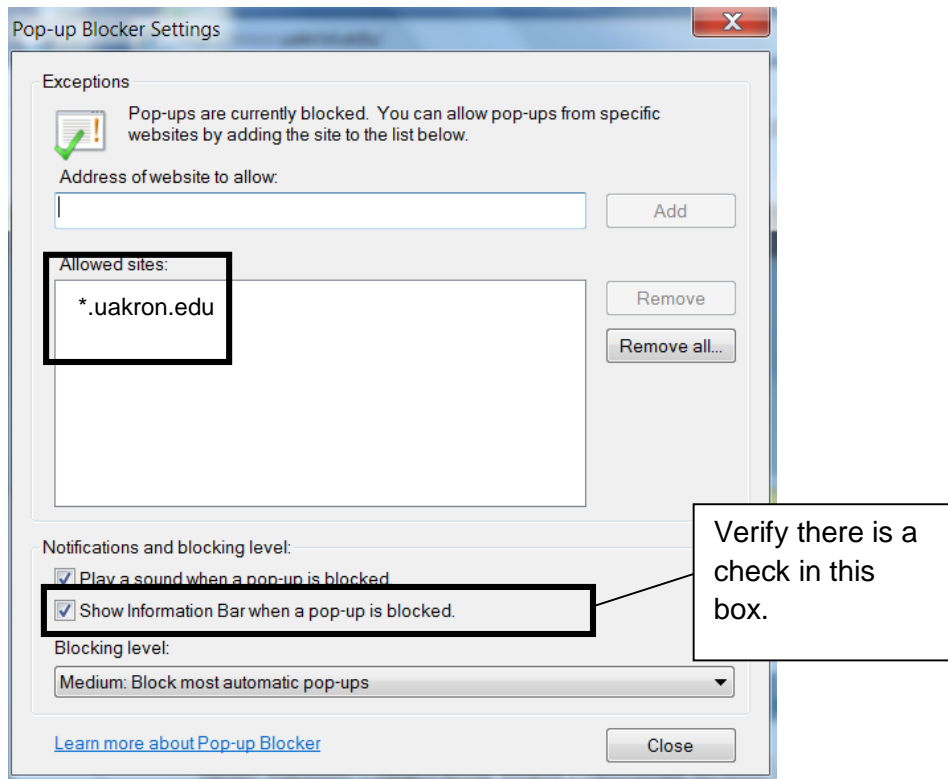
The Pop-up Blocker Settings dialog box displays.

2. In the box for Address of Web site to allow, enter **uakron.edu** .



3. Click the Add button.

*.uakron.edu displays in the Allowed sites box,



4. Repeat steps 2 and 3 for uanet.edu.

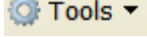
5. Make sure there is a check in the box for Show Information Bar when a pop-up is blocked.

6. Click the **Close** button.

Note: Some browser plug-ins, such as the Yahoo search bar, Google search bar, and MSN search bar may have built-in popup blockers. While in PeopleSoft, remove these toolbars from the display at View > Toolbars.

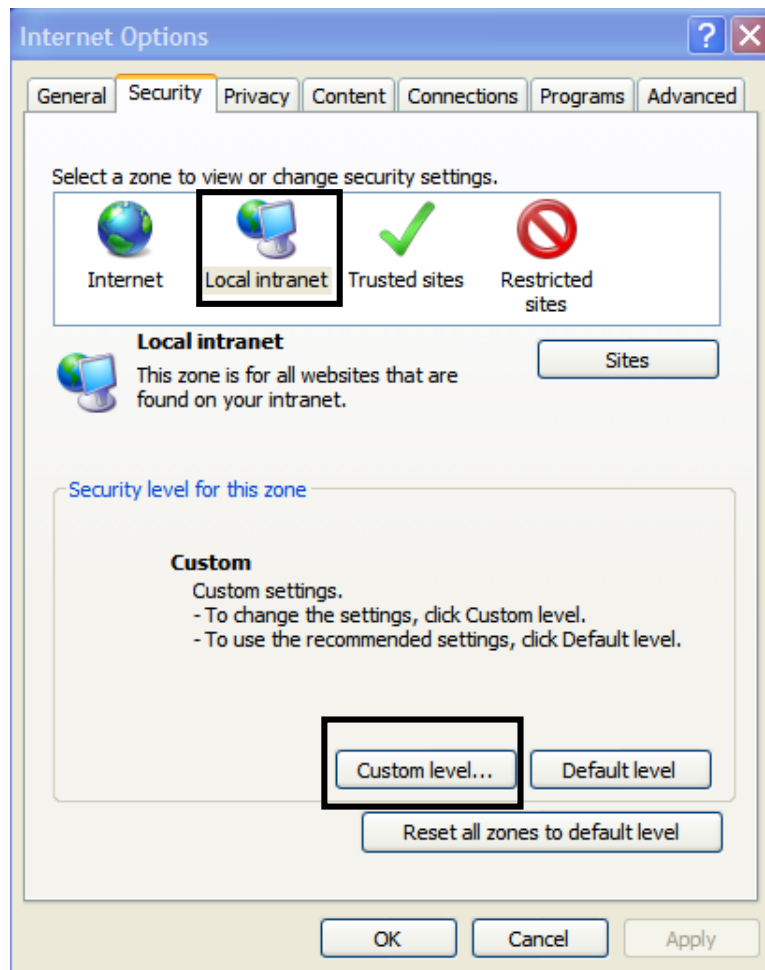
Automatic Prompting for File Downloads

In addition to the pop-up blocker setting, the settings for Automatic prompting for file downloads and File downloads should be checked. Verify that these settings are **enabled**. If these settings are disabled, Internet Explorer is unable to prompt you to save or open a file.

1. From within Internet Explorer, select the arrow to the right of the  icon. And select Internet Options.

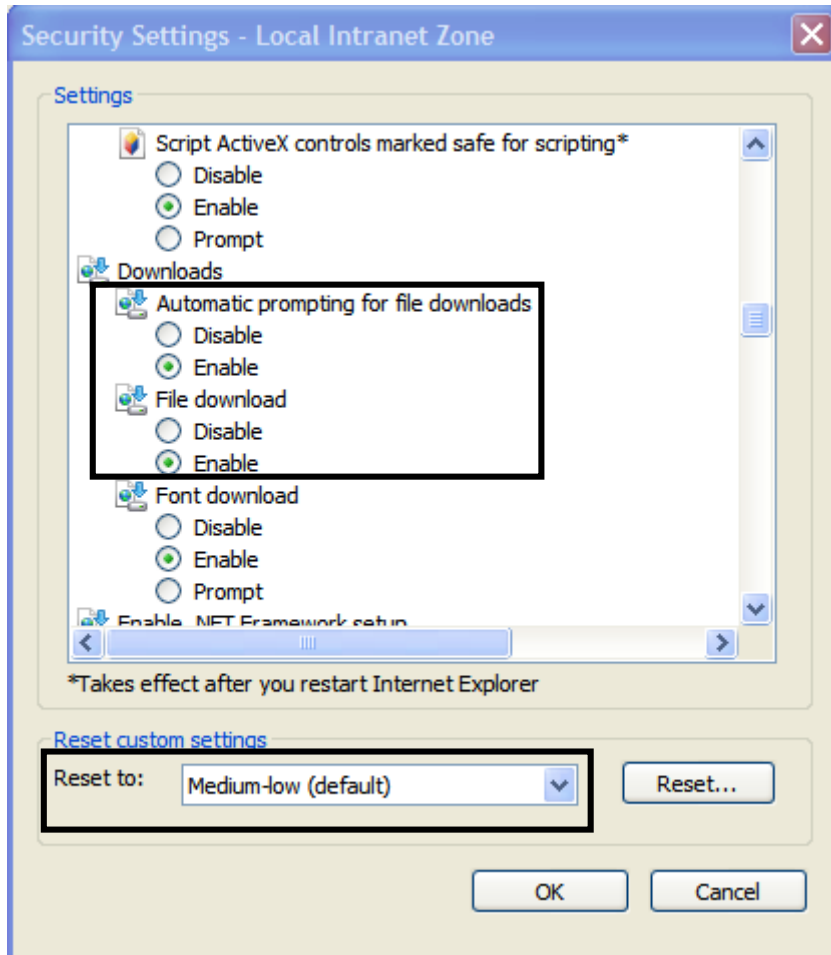
The Internet Options dialog box displays.

2. Click the Security tab.
3. Click to select Local Intranet
4. Click the Custom Level button located at the bottom of the screen.

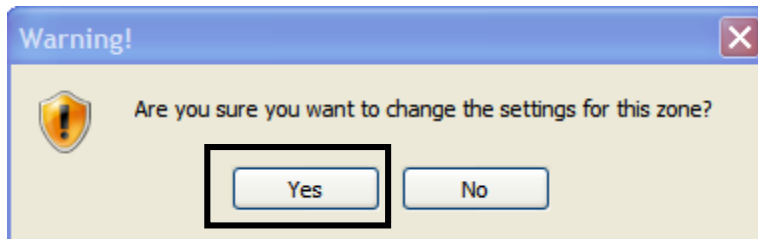


The Security Settings-Local Intranet Zone box displays.


5. In the Security Settings-Local Intranet Zone box:
 - Scroll down and locate the heading for Automatic prompting for file downloads. Make sure the Enable option is selected.
 - Under the heading for File download, make sure the Enable option is selected.
6. Verify that the Reset custom settings are set to Medium-low.
7. Click the **OK** button.

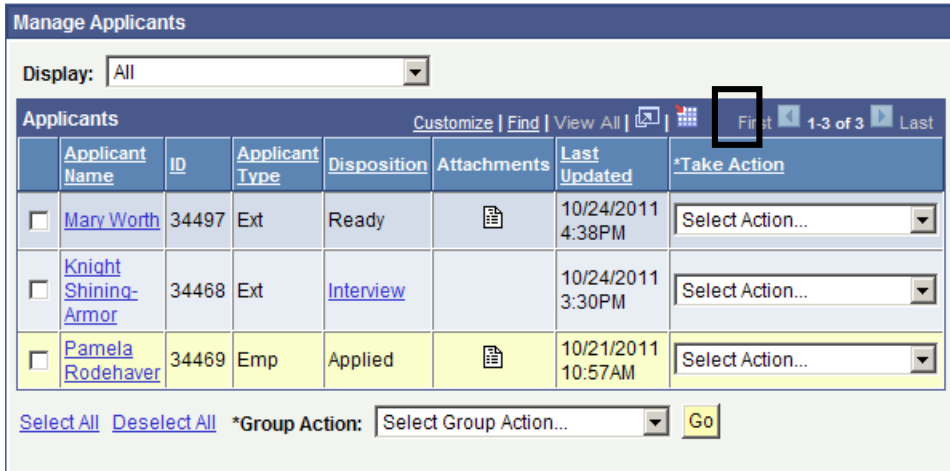


8. If prompted to verify the change – click **Yes**. Then, click **OK** twice.





Configure for Excel Downloads

Windows must be configured in order to use the download  tool from within PeopleSoft. The download tool is available in the View tools bar at the top of a grid of data.

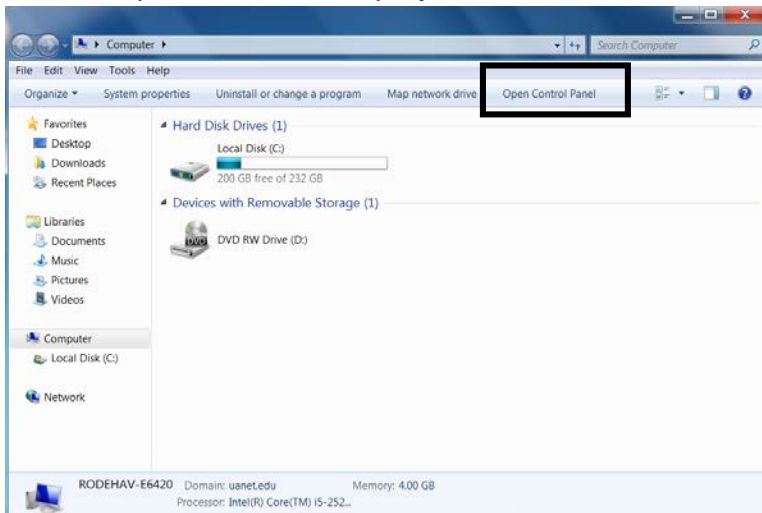


The screenshot shows the 'Manage Applicants' interface. At the top, there is a 'Display:' dropdown set to 'All'. Below it is a toolbar with options: 'Customize', 'Find', 'View All', a download icon (highlighted with a black box), 'First', '1-3 of 3', and 'Last'. The main area contains a table with the following data:

<input type="checkbox"/>	Applicant Name	ID	Applicant Type	Disposition	Attachments	Last Updated	*Take Action
<input type="checkbox"/>	Mary Worth	34497	Ext	Ready		10/24/2011 4:38PM	Select Action...
<input type="checkbox"/>	Knight Shining-Armor	34468	Ext	Interview		10/24/2011 3:30PM	Select Action...
<input type="checkbox"/>	Pamela Rodehaver	34469	Emp	Applied		10/21/2011 10:57AM	Select Action...

At the bottom, there are links for 'Select All' and 'Deselect All', a '*Group Action:' dropdown set to 'Select Group Action...', and a 'Go' button.

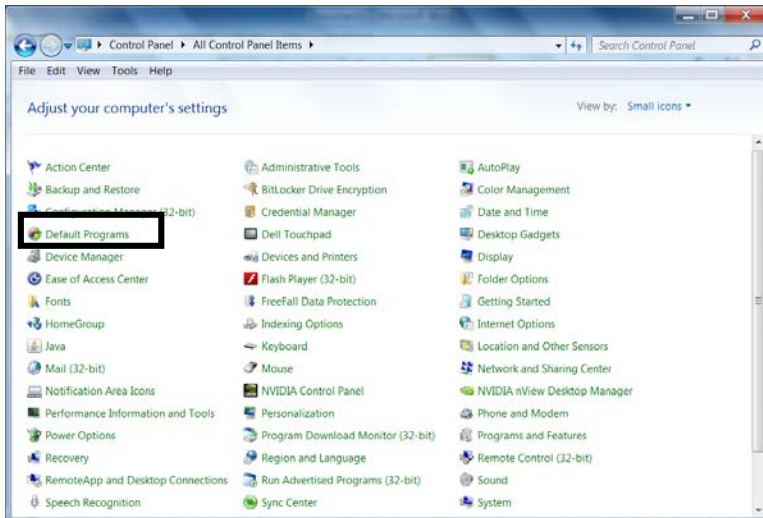
1. Open Computer by double clicking on the Computer icon on the computer desktop. (Computer replaces My Computer from Windows XP.) The Computer window displays.



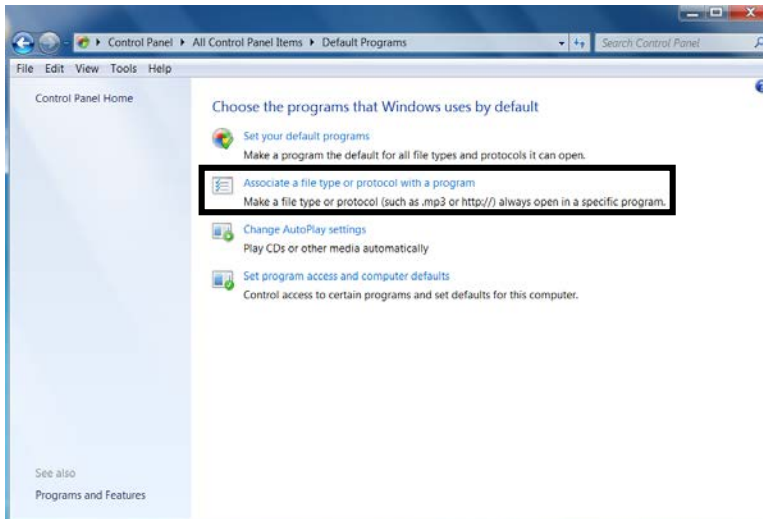
The screenshot shows the 'Computer' window in Windows. The title bar reads 'Computer'. The menu bar includes 'File', 'Edit', 'View', 'Tools', and 'Help'. The toolbar has 'Organize', 'System properties', 'Uninstall or change a program', 'Map network drive', and 'Open Control Panel' (highlighted with a black box). The main area displays 'Hard Disk Drives (1)' with 'Local Disk (C:)' showing 200 GB free of 232 GB, and 'Devices with Removable Storage (1)' with 'DVD RW Drive (D:)'. The taskbar at the bottom shows system information: 'RODEHAV-E6420 Domain: uanet.edu Memory: 4.00 GB Processor: Intel(R) Core(TM) i5-252...'.

2. Click on the Open Control Panel button
The Control Panel window displays.

Open Control Panel



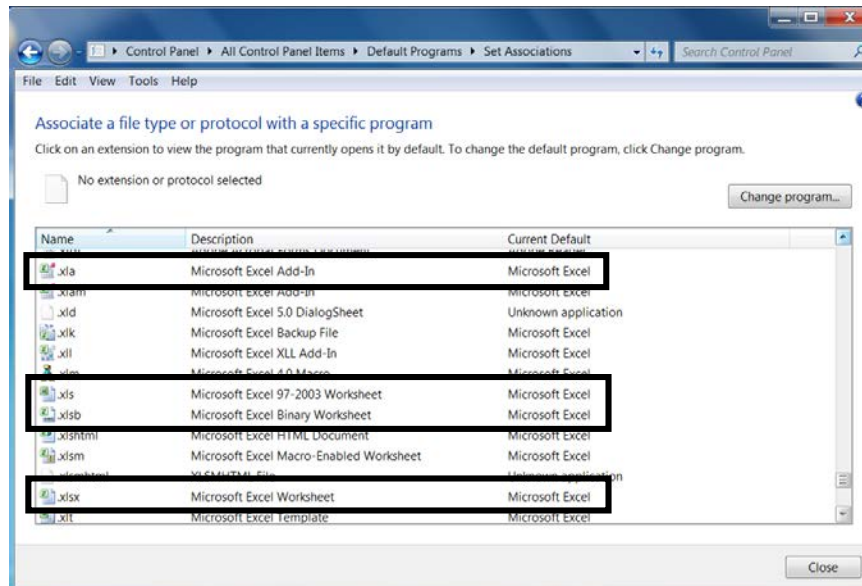
3. Select Default Programs.
The Default Programs window displays.



4. Click on the link for Associate a file type or protocol with a program.
The Set Associations window displays.

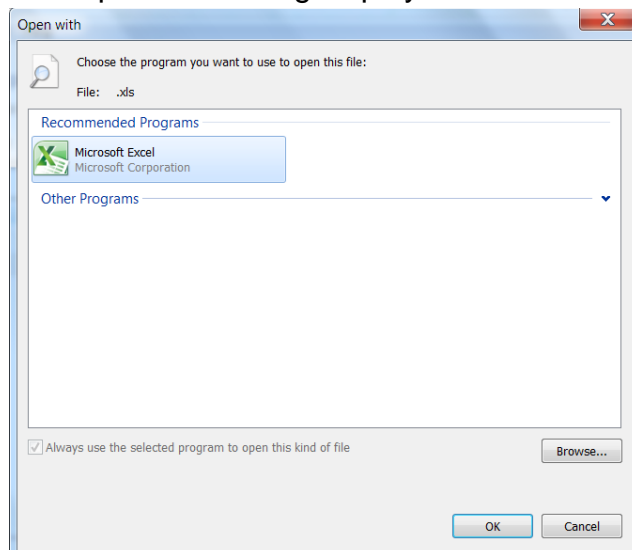
5. Scroll down and confirm that each of these four file types have a Current Default of Microsoft Excel. The file types display in the Name column.

- .XLA
- .XLS
- .XLSB
- .XLSX



6. If any of these file types do not show a Current Default of Microsoft Excel:

- Click once on the file type to select it.
- Click on the Change program button.
The Open with dialog displays.



- Select Excel from the list of Recommended Programs.

-OR-

If Excel is not listed, click on the Browse button to navigate to the Excel program file (.EXE file). The file's listing will look similar to this:



The Excel .EXE file will be in a location, such as:

C:\Program Files\Microsoft Office\Office## (where ## is a number, such as 12 or 14)

-or-

C:\Program Files (x86)\Microsoft Office\Office## (where ## is a number, such as 12 or 14)

- Click on the Open button.
 - Click on OK.
7. When all the changes are completed, click on Close to close the Control Panel's Set Associations window.

If you experience difficulties with the download tool after configuring the pop-up blocker tool and following these instructions, hold down the CTRL key, while you click on the download tool.

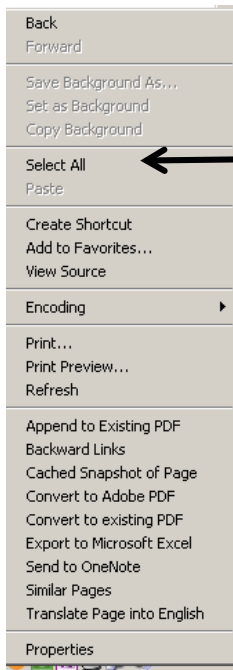
Printing Web Pages in the Browser (after PeopleTools 8.51)

There will be times when you are working in PeopleSoft that you will want to print the page that is displayed. PeopleSoft is not designed to use the browser print feature. These instructions are a workaround. There are separate instructions for IE, Firefox, and Safari.

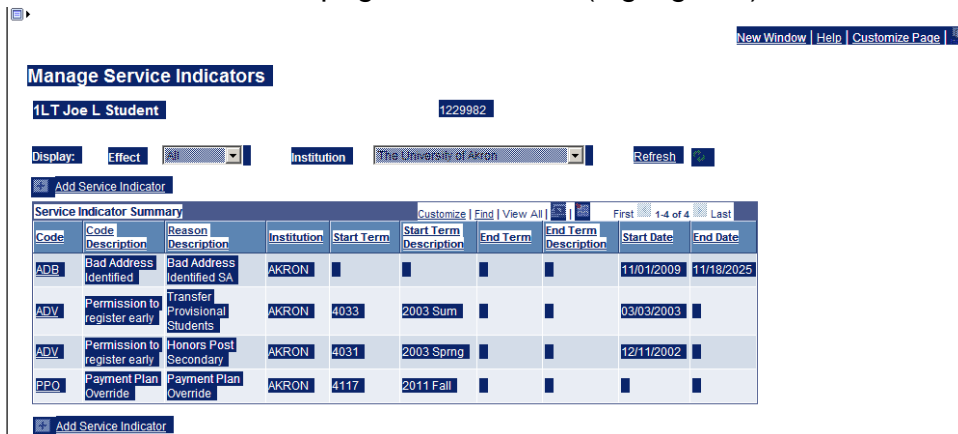
In the Internet Explorer version 9:

Steps




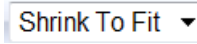


1. On the PeopleSoft page to be printed, right click with the mouse.
2. From the shortcut menu that displays, choose **Select All**.



The items on the web page are selected (highlighted).

A screenshot of a PeopleSoft web page titled "Manage Service Indicators". The page shows a user profile for "1LT Joe L Student" with ID "1229982". Below the profile are several buttons: "Display", "Effect", "Institution" (set to "The University of Akron"), and "Refresh". There is also an "Add Service Indicator" button. The main content is a table titled "Service Indicator Summary" with columns for Code, Code Description, Reason Description, Institution, Start Term, Start Term Description, End Term, End Term Description, Start Date, and End Date. The table contains four rows of data, all of which are highlighted in blue. At the bottom, there is another "Add Service Indicator" button.

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADB	Bad Address Identified	Bad Address Identified SA	AKRON					11/01/2009	11/18/2025
ADV	Permission to register early	Transfer Provisional Students	AKRON	4033	2003 Sum			03/03/2003	
ADV	Permission to register early	Honors Post Secondary	AKRON	4031	2003 Sprmg			12/11/2002	
PPO	Payment Plan Override	Payment Plan Override	AKRON	4117	2011 Fall				

Steps
3. Select File, Print Preview from the Internet Explorer menu.
4. In the IE Print Preview toolbar, click on the drop down arrow to choose Only the selected frame (or As selected on screen).
<p>5. To change the page orientation to Landscape, click on the Landscape  button.</p> <p>-OR-</p> <p>Use the Page Setup button  or  in the Print Preview toolbar to change the orientation, paper size, margins, printer, or number of copies.</p>
<p>6. To resize the text on the page(s) to be printed, click on the drop down arrow at  and Select the desired size increase or decrease.</p> <p>Print Preview displays the sizing change.</p>
7. To print, click on the Print button  or  .

In Firefox:

- Right mouse click on the web page.
- Select **This Frame > Print Frame**. The Print dialog box displays.
- Click on the Print button.

In Safari:

- Control + click.
- Select **Open Frame in New Window** or **Open Frame in New Tab**.
- Print.

Using Multiple PeopleSoft Windows

The use of more than one PeopleSoft window of the same browser type, such as two (2) Internet Explorer sessions or two (2) tabs in the Internet Explorer, can cause PeopleSoft to function improperly or time out. This occurs because there is not a unique cache or unique cookies for each of the sessions.

If you need to have two PeopleSoft sessions open at the same time, use two different browser types, such as Internet Explorer for the first window and Mozilla Firefox for the second window. This practice results in unique cache/cookies for each PeopleSoft session.