Pop Up Blocker Setup – For Windows XP only, with Internet Explorer 6.x

Objectives

By the end of this exercise, you will be able to:

• Understand how to set up your pop up blocker in Windows XP with Internet Explorer 6.x so that you will be able to run reports to windows in Peoplesoft Financials

Note: Other browsers (eg Firefox) and browser "add-ins" may contain pop-up blockers, including toolbars from Google, Yahoo, Starware, etc. All of these may cause problems with opening reports in PeopleSoft, and are not specific to Internet Explorer or Windows XP. These pop-up blockers will also need to have exemptions added for PeopleSoft Financials, and are outside of the scope of this document.

Pop-up blockers are unique to each user. In <u>some areas</u> of UWO a user's profile goes with them regardless of which computer you log onto. However, if you are signing on to a certain computer for the first time you may want to check this setup before you start using Peoplesoft Financials. If the Pop-up blocker is not set up correctly you will be unable to see reports that run to a window.

Steps:

- 1. <u>Open</u> internet explorer.
- 2. <u>Click</u> on Tools <u>Click</u> on Pop-up Blocker <u>Click</u> on Pop-up Blocker Settings...



3. You should now see a window that looks like the following.

Pop-up Blocker Settings
Exceptions Pop-ups are currently blocked. You can allow pop-ups from specific Web sites by adding the site to the list below. Address of Web site to allow: Add
Allowed sites:
*.its.uwo.ca customer.peoplesoft.com finance.uwo.ca vista.uwo.ca
Notifications and Filter Level
Play a sound when a pop-up is blocked.
Show Information Bar when a pop-up is blocked.
Filter Level:
Medium: Block most automatic pop-ups
Pop-up Blocker FAQ Close

The address that we are concerned with is finance.uwo.ca

In the example above the site is already set up. You can see this in the Allowed sites section.

If you see the address in your Allowed sites already then you are done.

For purposes of this training we are going to continue on as if the item was NOT in the listing.

4. <u>Click</u> in the box entitled "Address of Web site to allow".

5. <u>Type</u> the following finance.uwo.ca

Your screen should look as follows

Pop-up Blocker Settings	×
Exceptions Pop-ups are currently blocked. You can allow pop-ups Web sites by adding the site to the list below. Address of Web site to allow: finance.uwo.ca Allowed sites: *.its.uwo.ca customer.peoplesoft.com vista.uwo.ca	from specific Add Remove Remove All
Notifications and Filter Level Play a sound when a pop-up is blocked. Show Information Bar when a pop-up is blocked. Filter Level:	
Medium: Block most automatic pop-ups Pop-up Blocker FAQ	Close

- 6. <u>Click</u> Add
- 7. <u>Ensure</u> that you can see finance.uwo.ca in the Allowed sites listing.
- 8. <u>Click</u> Close