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 some areas 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.   Open internet explorer.

2.   Click on Tools
      Click on Pop-up Blocker
      Click on Pop-up Blocker Settings…
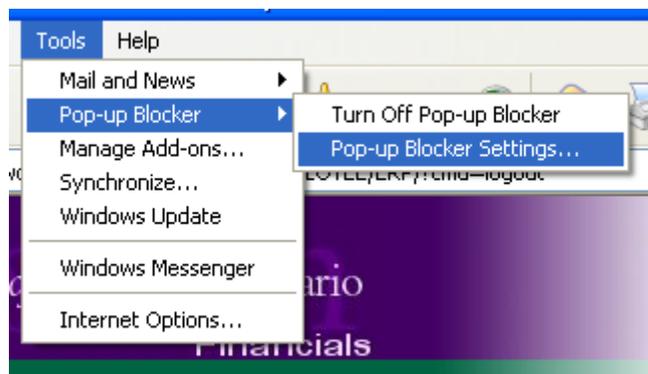
3.   You should now see a window that looks like the following.
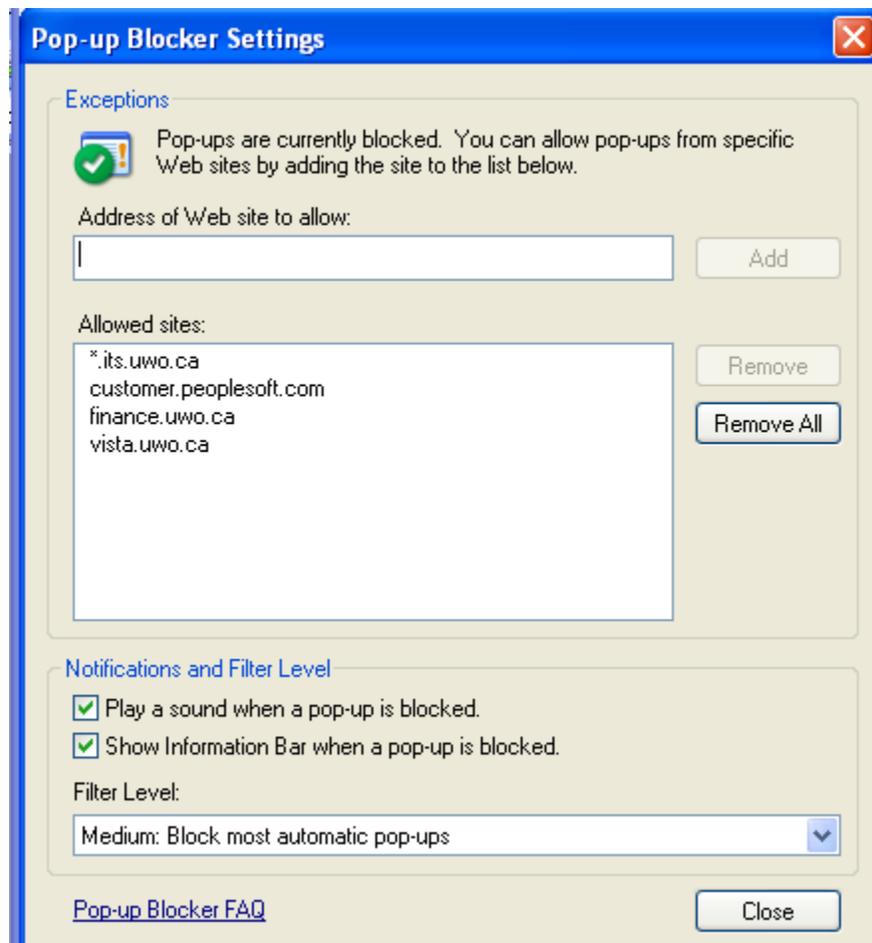
The address that we are concerned with is
          finance.uwo.ca

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.   Click 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

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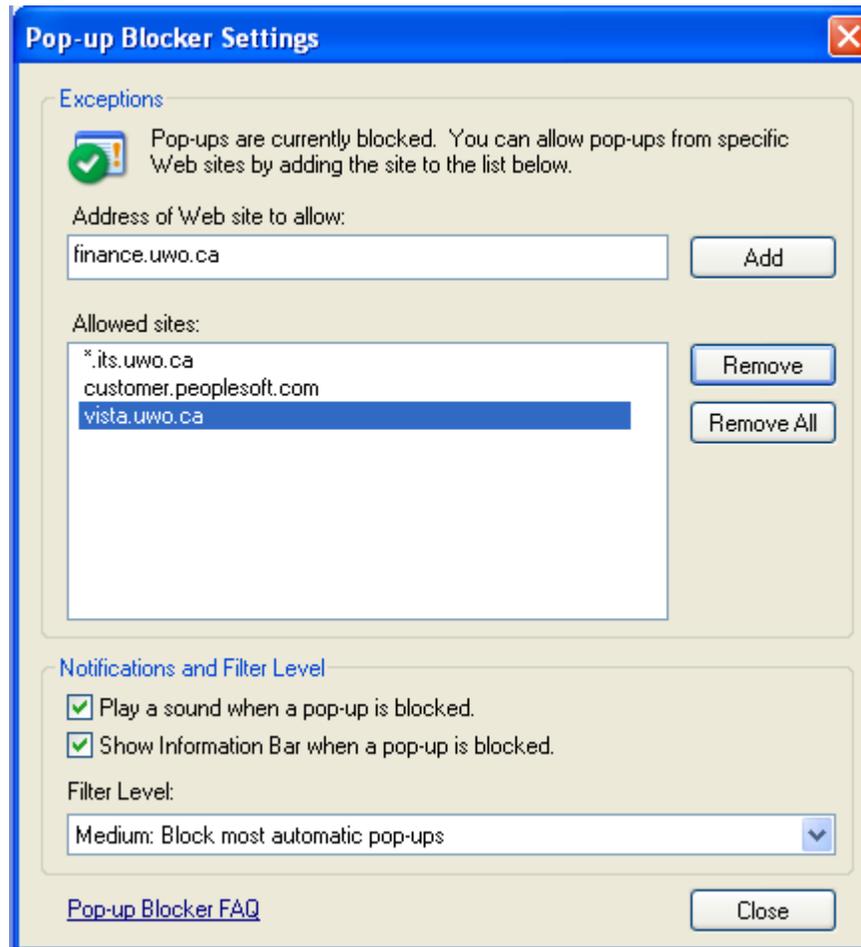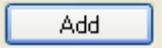
7.   <u>Ensure</u> that you can see finance.uwo.ca in the Allowed sites listing.

8.   <u>Click</u> [Close]