Student Faculty Information System

PeopleSoft - Configuring Web Browser Settings

In order to use the PeopleSoft applications, your web browser must be configured to allow certain settings related to popups, security and clearing your cache.

The items described below apply to all users of the PeopleSoft application.

1. Popup Settings

To use the PeopleSoft application, the best practice is for end users to turn off popup blocking for the PeopleSoft site. Popup windows, or popups, are windows that appear automatically without your permission while browsing websites. Some browsers have popup blocking turned on by default. Blocking popups can interfere with some websites.

2. Security Settings

In order to access all of the functionality in the PeopleSoft system, certain browser security settings must be in place.

3. Clearing Your Cache

There may be occasions when you are required to clear your browser's cache.

Every web browser stores web pages, images and other downloaded content on the computer and speeds up access to sites by loading data from the cache rather than downloading it. You should periodically clear the browsers cache and cookies to allow your browser to function more efficiently.

Since every browser is different, the following sections will outline the steps involved in clearing the cache and cookies for those browsers which have been certified by PeopleSoft.

To clear cache, find your browser in the list below and follow the instructions.

Windows: Internet Explorer

Clearing Cache

- 1. Open IE.
- 2. Either click the "Safety" menu on the right or the "Tools" menu" on the left.
- 3. Click on "Delete Browsing History."

Student Faculty Information System

PeopleSoft Campus Solutions 9.0 PeopleTools 8.52

- 4. Deselect 'Preserve Favorites website data."
- 5. Select "Temporary Internet Files."
- 6. Select "Cookies."
- 7. Click "Delete."
- 8. The menu should appear as follows:

х Delete Browsing History Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster. Temporary Internet files Copies of webpages, images, and media that are saved for faster viewing. **Cookies** Files stored on your computer by websites to save preferences such as login information. History List of websites you have visited. Form data Saved information that you have typed into forms. Passwords Saved passwords that are automatically filled in when you sign in to a website you've previously visited. InPrivate Filtering data Saved data used by InPrivate Filtering to detect where websites may be automatically sharing details about your visit. About deleting browsing history Delete Cancel

Popup Blocker

Internet Explorer and running a Query to Excel: When <u>downloading a query from PS Query to Excel</u>, you may have difficulties in opening the Excel file. There are two solutions to this situation. Solution 2 is the simpler of the two:

Solution 1 – Make the following settings in IE:

Student Faculty Information System

PeopleSoft Campus Solutions 9.0 PeopleTools 8.52

- 1. Open IE.
- 2. Click the "Tools" menu" on the left.
- 3. Click on "Internet Options."
- 4. Click on "Security.
- 5. Select icon "Internet." Select "Enable Protected Mode (requires restarting Internet Explorer)
- 6. Select "Custom level"
- Scroll down and locate "Downloads Automatic prompting for file downloads" and select "Enable."
- 8. Click "OK." See image below.

ternet Options	🗴 🍕 Convert 👻 🔂 Select
General Security Privacy Content Connections Programs Advanced	Security Settings - Internet Zone
Select a zone to view or change security settings. Internet Internet Internet Internet Local intranet Trusted sites Internet Trusted sites Restricted sites Internet This zone is for Internet websites, except those listed in trusted and restricted zones. Sites	Settings Prompt Downloads Substrain the set of the
Custom Custom settings. - To change the settings, dick Custom level. - To use the recommended settings, dick Default level. ✓ Enable Protected Mode (requires restarting Internet Explorer) Qustom level Pefault level Reset all zones to default level	
OK Cancel Apply	OK Cancel

Solution 2 – The easier solution:

1. Hold down the "Ctrl" key continually. That is, hold the key while clicking on the Excel link in PS Query and keep holding it while selecting the tab that will appear in your menu, similar to the following:

🥖 Query Viewer	https://cs90prod.wesle X	

Student Faculty Information System

PeopleSoft Campus Solutions 9.0 PeopleTools 8.52

Windows: Firefox

Clearing Cache

To clear cache now:

- 1. Open Firefox.
- 2. Click on the orange icon in the upper left.
- 3. Select and hover over "History."
- 4. From the drop down, click "Clear Recent History."
- 5. Beside "Time range to clear", select "Everything" from the dropdown list.
- 6. Click on "Details"
- 7. Select "Cache."
- 8. Select "Cookies."
- 9. Click "Clear Now."



Student Faculty Information System

PeopleSoft Campus Solutions 9.0 PeopleTools 8.52

To clear history when FireFox closes:

- 1. Open Firefox
- 2. Navigate from the orange Firefox icon to "Options"
- 3. Click on the "Privacy" icon
- 4. Click the box "Clear history when Firefox closes"
- 5. Click the boxes as indicated below:

General	Tabs	页 Content	Applications	Privacy	Security	CO Sync	Advanced	Academics	Campus Life
History Firefox <u>w</u> il	l: Use cusi rmanent Priv	tom setting vate Brows er my brow	gs for history ing mode	•				Sattings for Classing History	×
5	Remember Remember <u>A</u> ccept co <u>A</u> ccept co	er <u>d</u> ownloa er search a pokies from ot third-par	nd history nd <u>f</u> orm history n sites ty cookies	,		Exce Show C	eptions	When I quit Firefox, it shoul History Browsing History Download History	d automatically clear all:
Location B	Clea <u>r</u> hist	ory when F	irefox closes			Se	e <u>t</u> tings	Data	☑ Offline Website Data
When <u>u</u> sir	ig the locati	on bar, sug	ggest: History	and Book	cmarks 🔹	2	Help	Site Preferences	Cancel <u>H</u> elp

Popup Blocker

To turn off the Popup Blocker in Firefox:

- 1. Open Firefox
- 2. Navigate from the orange Firefox icon to "Options"
- 3. Click on the "Content" icon
- 4. Uncheck the first box which is next to "Block pop-up windows"
- 5. Click OK.

					-		
Block	pop-up w	indows				Exc	ceptions
✓ Load i	mages au	tomatically				Exc	ceptions
🔽 Enable	<u>J</u> avaScrip	ot				Ac	l <u>v</u> anced
Fonts & Co	olors						
Default for	nt: Time	es New Rom	an	•	Size: 16	• <u>A</u>	dvanced
							<u>C</u> olors
Languages	;						
Choose yo	o <mark>ur prefe</mark> ri	red languag	e for displaying	pages			Ch <u>o</u> ose

Student Faculty Information System

PeopleSoft Campus Solutions 9.0 PeopleTools 8.52