

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.

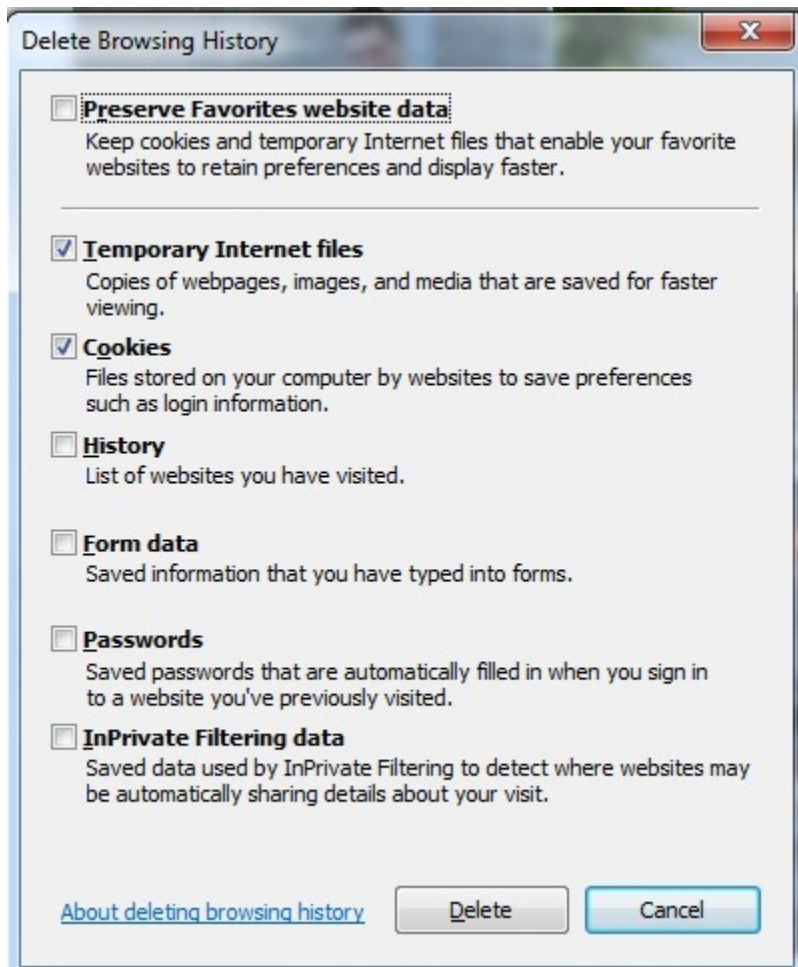
Windows: Internet Explorer

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."

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



Popup Blocker

Internet Explorer and running a Query to Excel: When [downloading a query from PS Query to Excel](#), 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:

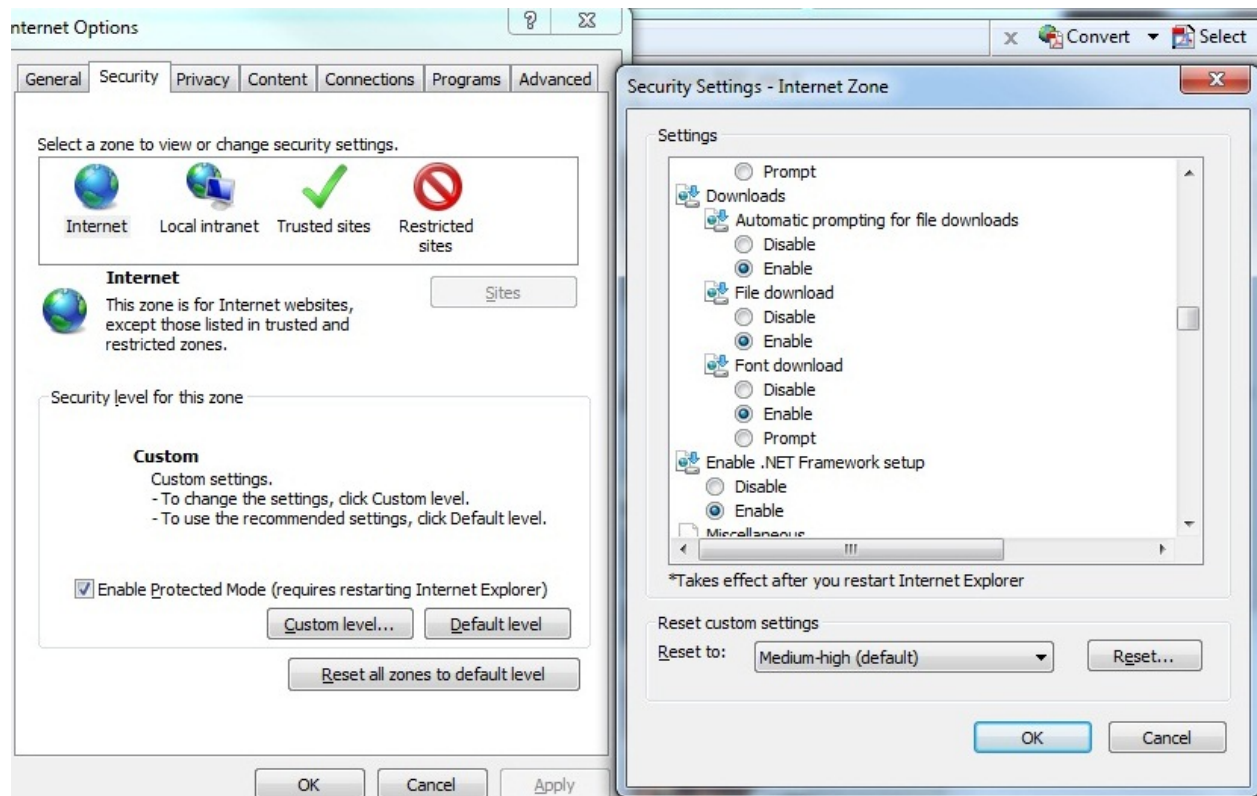
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1. Open IE.
2. Click the “Tools” menu” on the left.
3. Click on “Internet Options.”
4. Click on “Security.”
5. Select icon “Internet.” Select “Enable Protected Mode (requires restarting Internet Explorer)
6. Select “Custom level”
7. Scroll down and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



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:

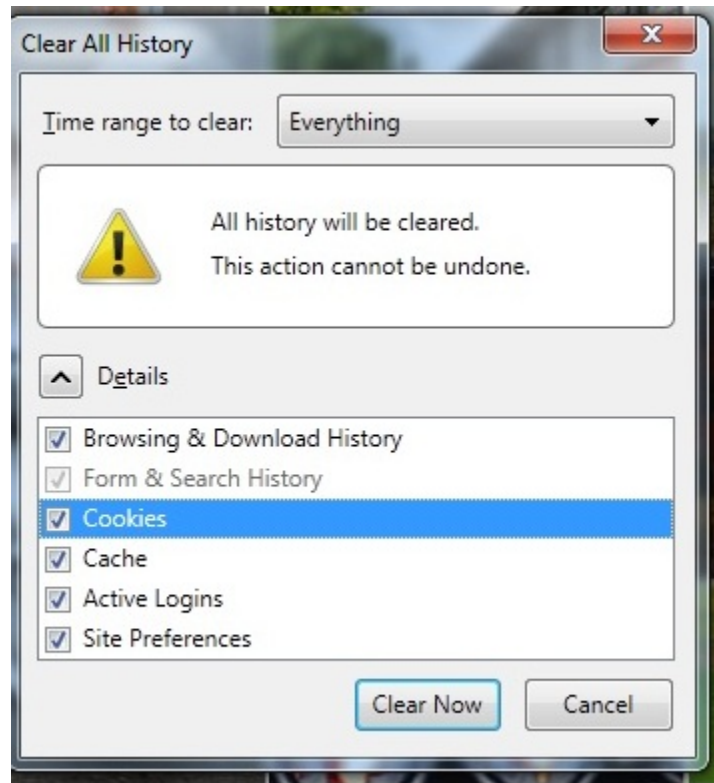


Windows: Firefox

Clearing Cache

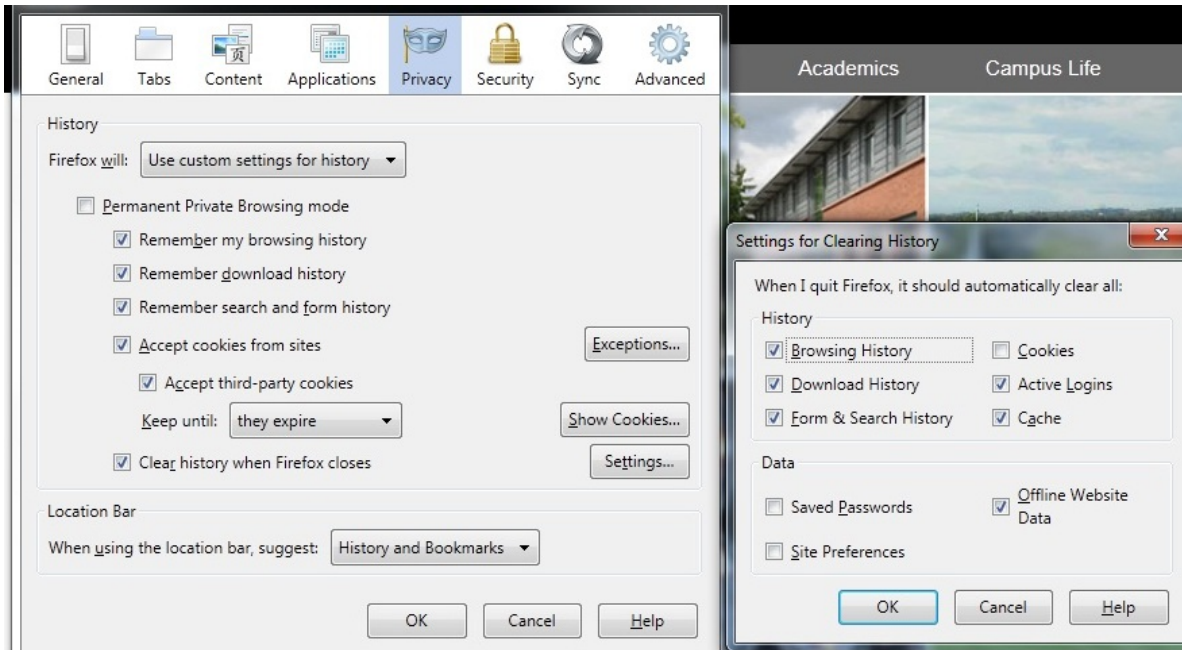
To clear cache now:

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."



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:



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.

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