

PeopleSoft - Configuring Web Browser Settings

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

- *The items described below apply to all users of PeopleSoft.*
- *Your version of these browsers may be different from the ones described here, so the navigation and menus may vary.*
- *If on any of these menus you have other boxes checked, they should be left as they are.*
- *If you have need assistance or have questions about how to set up your web browsers, you should submit a Service Now ticket for Desktop Support.*
- **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 browser's cache and cookies to allow your browser to function more efficiently.
 - Generally, to clear the cache, you can log out of PeopleSoft, close the browser and reopen it.
 - You may also want to set up each browser to clear cache on a regular basis. 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. Do so by finding your browser in the list below and following the instructions. The steps in your version of the browser may be somewhat different, but this will give you an idea of how to proceed.
- **Popup Settings**
 - To use the PeopleSoft application, the best practice is for end users **to allow popups**, that is, **to turn off popup blocking** for the PeopleSoft sites.
 - 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.
- **Security Settings**
 - In order to access all of the functionality in the PeopleSoft system, certain browser security settings must be in place.

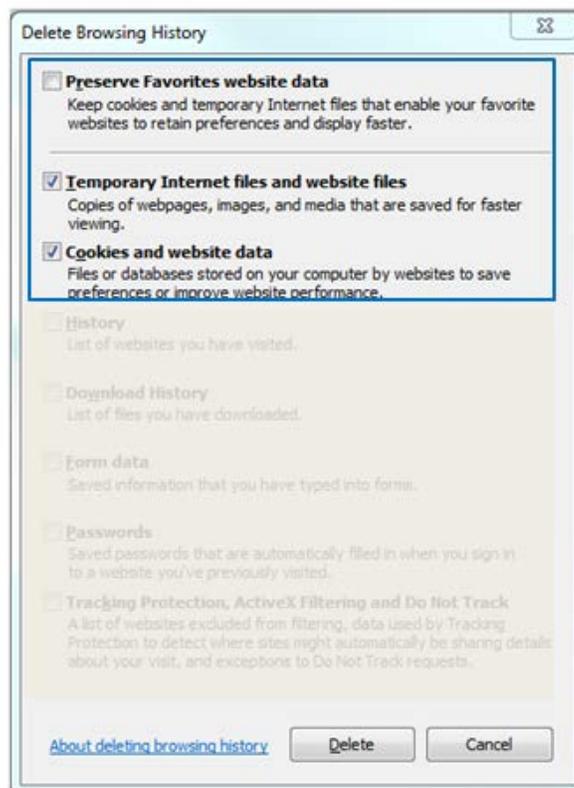
Versions: At the time of this printing the versions described in this document are:

- Internet Explorer 11
- Firefox 49.0.1
- Chrome 54.0.2840.59 m

Windows: Internet Explorer

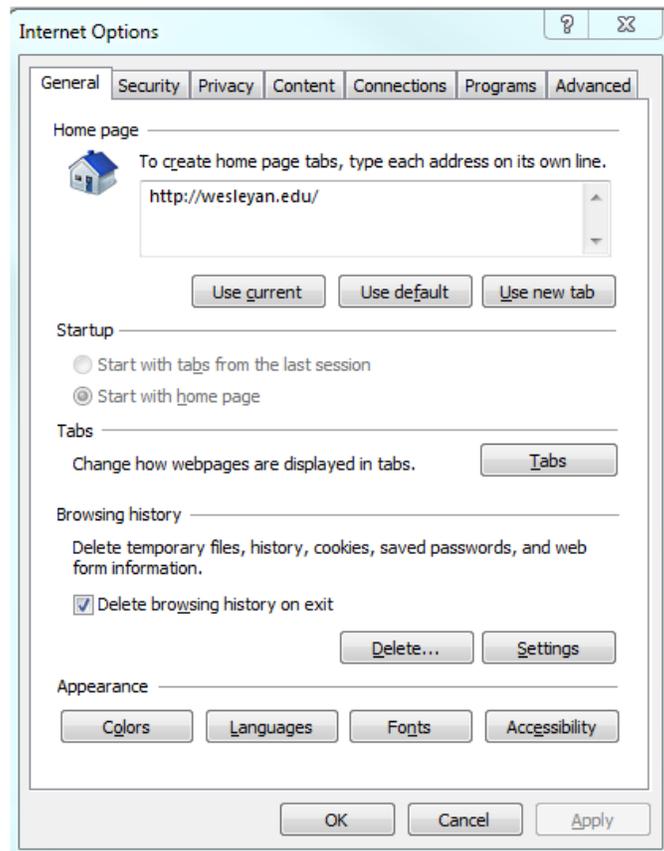
Clearing Cache

1. There are two things you can do in Internet Explorer to clear cache
2. Open IE.
3. Click the “Tools” menu
 - a) Click on “Delete Browsing History.”
 - b) *Deselect* “Preserve Favorites website data.”
 - c) Select “Temporary Internet Files and website files.”
 - d) Select “Cookies and website data.”
 - e) Click “Delete.”
 - f) Those selections should resemble this:



4. Click on the “Tools” menu

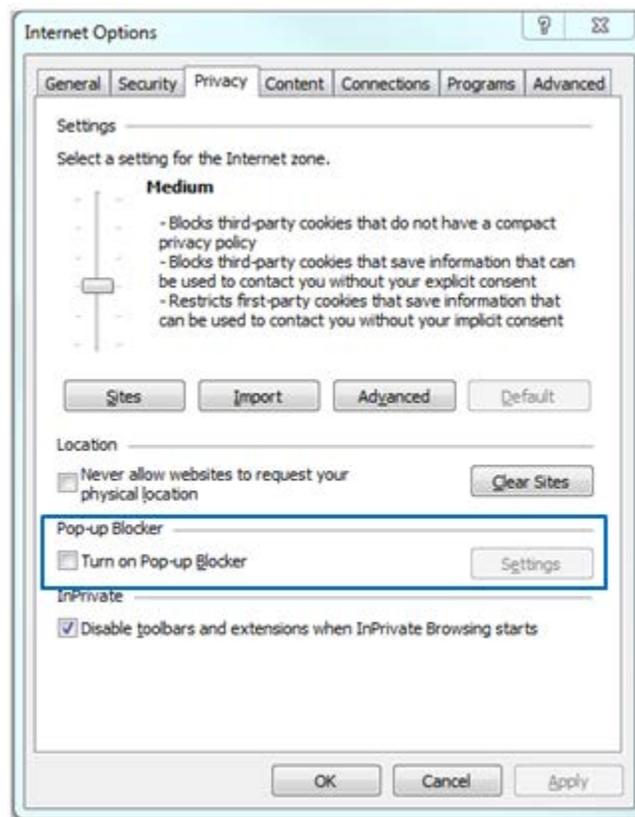
- a) Under Internet Options, Browsing History, check the box **“Delete browsing history on exit.”**



- b) Click **OK** to save the setting.

Popup Blocker

1. Open IE.
2. Click the “Tools” menu.”
3. Click on “Internet Options.”
4. Click on “Privacy.”
5. Under “Pop-up Blocker,” **uncheck** the box (“Turn on Pop-up-Blocker”)
6. Click “OK.” See image below.

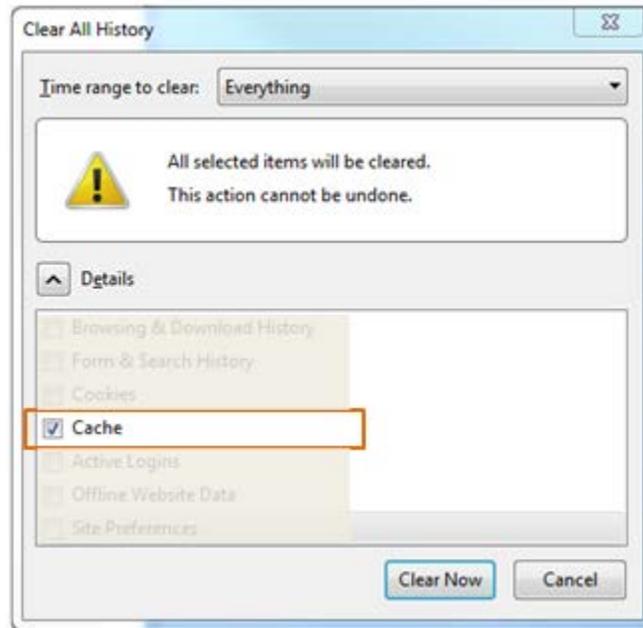


Windows: Firefox

Clearing Cache

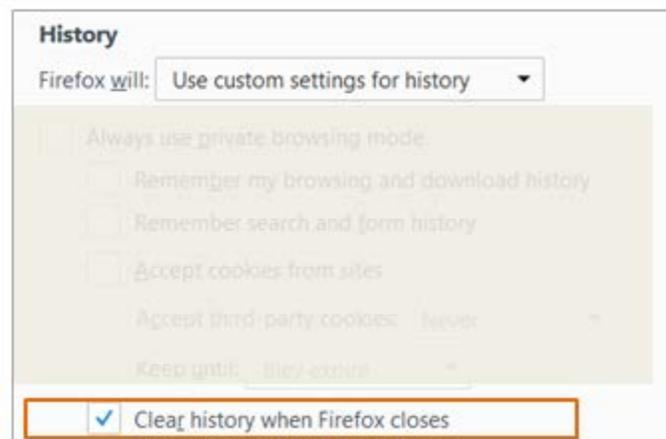
To clear cache now:

1. Open Firefox.
2. Select "History."
3. From the drop down, click "Clear Recent History."
4. Beside "Time range to clear", select the desired range – from "Last Hour" to "Today" to "Everything" - from the dropdown list.
5. Click on "Details"
6. To **only** clear the "Cache," check on that box as indicated below.
7. Click "Clear Now."
8. Exit/quit all browser windows and re-open the browser.



To clear history when FireFox closes:

1. Open Firefox
2. Select "Tools" and then "Options"
3. Click on the "Privacy" icon
4. Under "History," check the box "Clear history when Firefox closes"

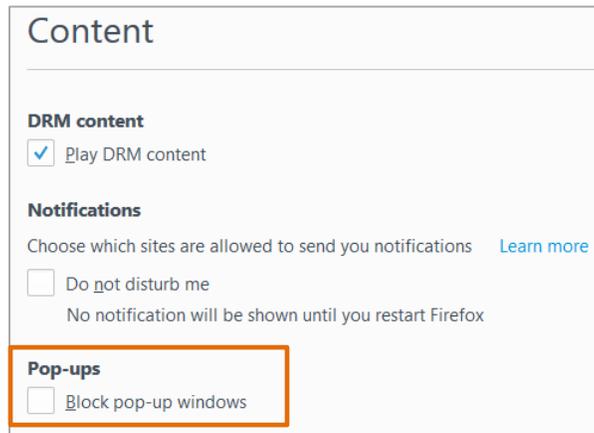


Popup Blocker

To turn off the Popup Blocker in Firefox:

1. Open Firefox
2. Select "Tools" and then "Options"

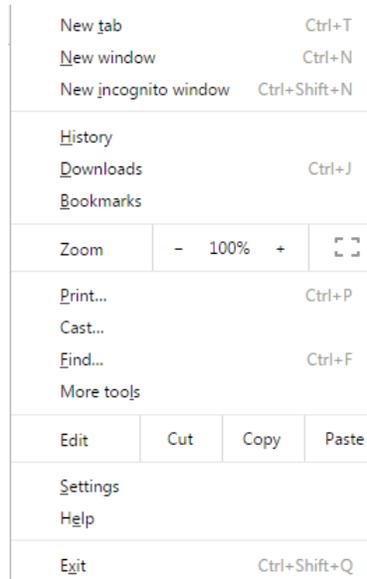
3. Click on the “Content” icon
4. Under “Pop-ups,” **uncheck** the box which is next to “Block pop-up windows”



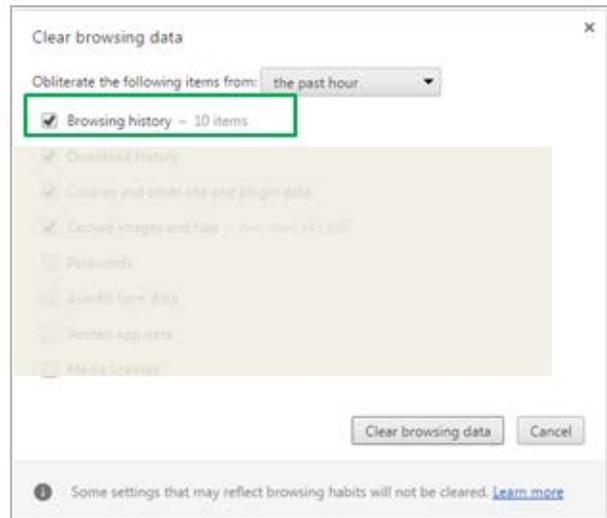
Windows: Chrome

Clearing Cache

1. Open Chrome.
2. Open the Menu



3. Click on “History.”
4. Click on “Clear browsing data”
5. From the “Obliterate the following items from:” drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select the beginning of time.



6. Click "Clear browsing data."
7. Exit/quit all browser windows and re-open the browser.

Popup Blocker

1. Open Chrome
2. Open the Menu and click "Settings"
3. Click the blue "Show advanced settings" at the bottom of the page
4. Scroll down, and under "Privacy" click "Content settings"
5. Under "Pop-ups," select "Allow all sites to show pop-ups."
6. Click "Done"

