

CLIENT SERVICES NETWORK DOCUMENTATION

INTERNET EXPLORER SETTINGS

For
BellData Systems
Version 4.0

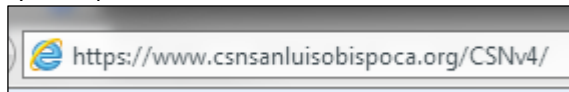
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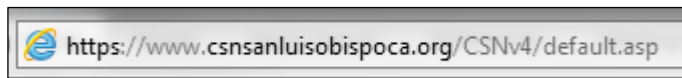
1. Internet Explorer 8 and 9 Settings
 - 1.1. Pop-up Blocker Settings
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 - 1.4. Trusted Sites Settings

PLEASE NOTE:

- If you are using a shortcut on your Desktop or inside your Internet Browser to access the System, please make sure it ends with the Site Name. For example, the link should look like:



It should **NOT** look like this:



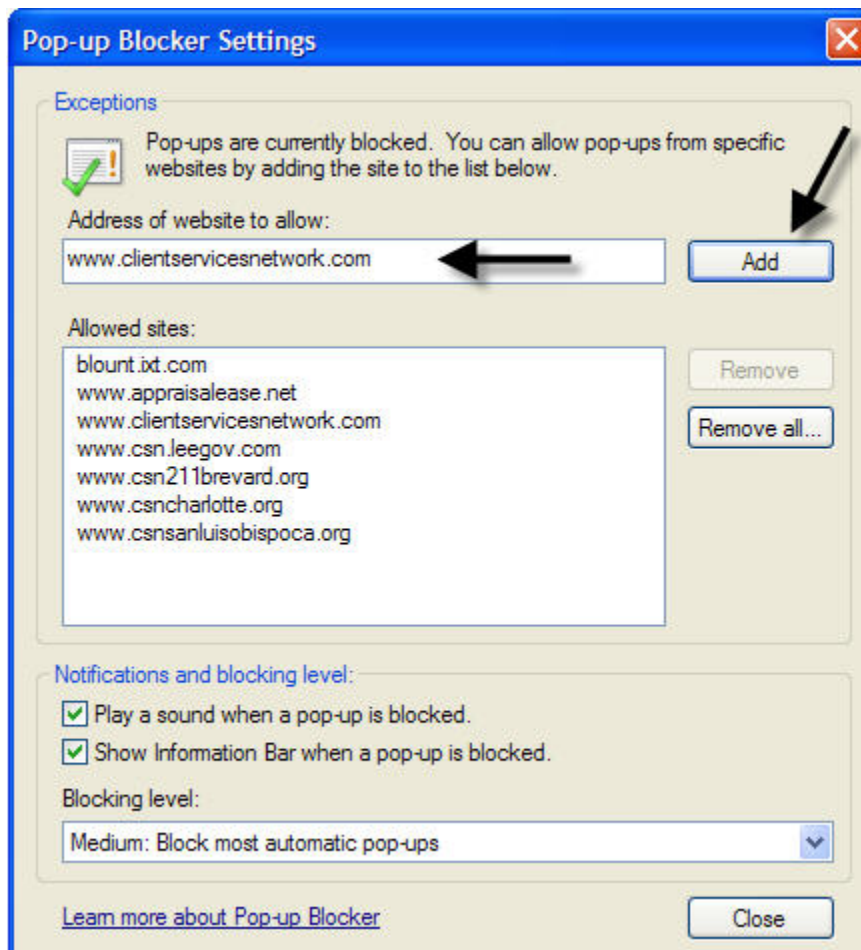
- After you make changes to your Internet Explorer Settings, all the windows of the browser must be closed completely and the browser should be reopened. This will ensure that the settings will take effect.
- All System and Agency Administrators should additionally add the following link to all the below Settings to ensure proper access to the Support Site:
 - <https://www.clientservicesnetwork.com>

1. INTERNET EXPLORER 8 and 9 SETTINGS

➤ 1.1. Pop-up Blocker Settings

- Open the Internet browser.
- Click on the Tools menu located at the top of the screen.
- Select Pop-up Blocker then select Pop-up Blocker Settings to display the Pop-up Blocker screen.
- Enter the link into the “Address of web site to allow” field at the top of the screen.
- Link: **www.csnsanluisobispoca.org**
- Click on the ADD button.
- The website link now displays in the “Allowed sites” text box area.
- Click on the CLOSE button.

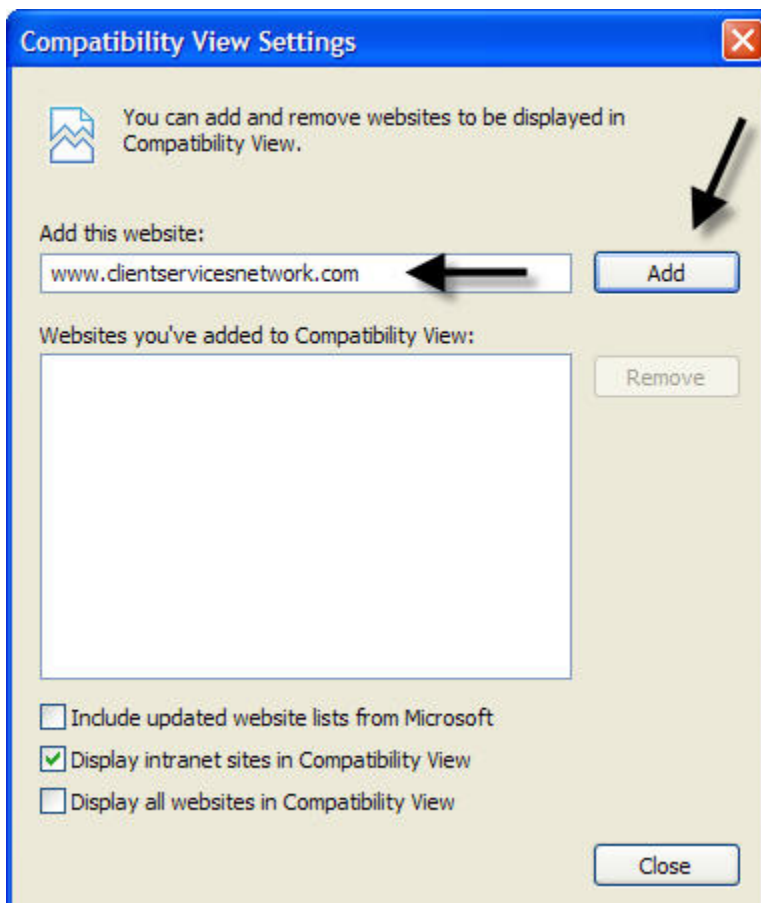
POP-UP BLOCKER SCREEN:



➤ **1.2. Compatibility View Settings**

- Open the Internet browser.
- Click on the Tools menu located at the top of the screen.
- Select Compatibility View Settings to display the Compatibility View Settings screen.
- Enter the link into the “Add this website” field at the top of the screen.
- Link: **www.cnsanluisobispoca.org**
- Click on the ADD button.
- The website link now displays in the “Websites you’ve added to the Compatibility View” text box.
- Click on the CLOSE button.

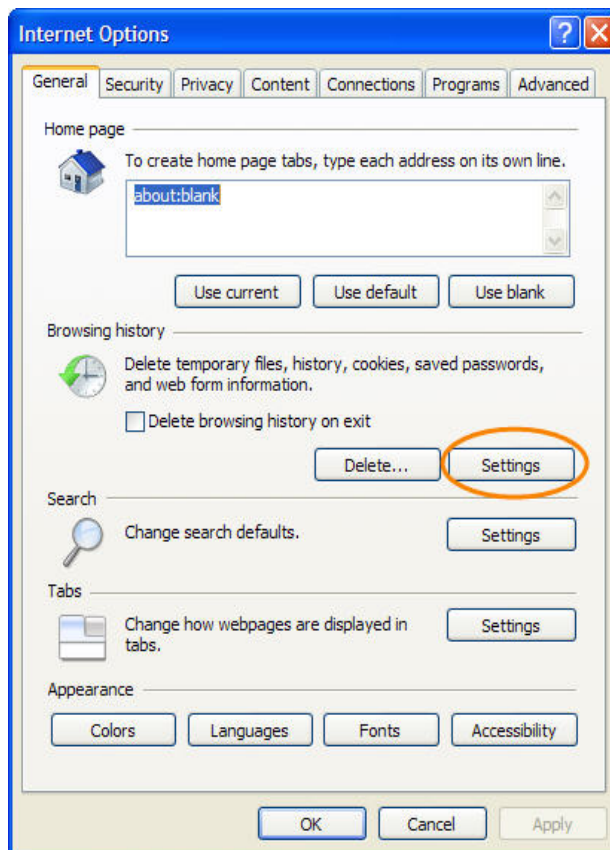
COMPATIBILITY VIEW SETTINGS SCREEN:



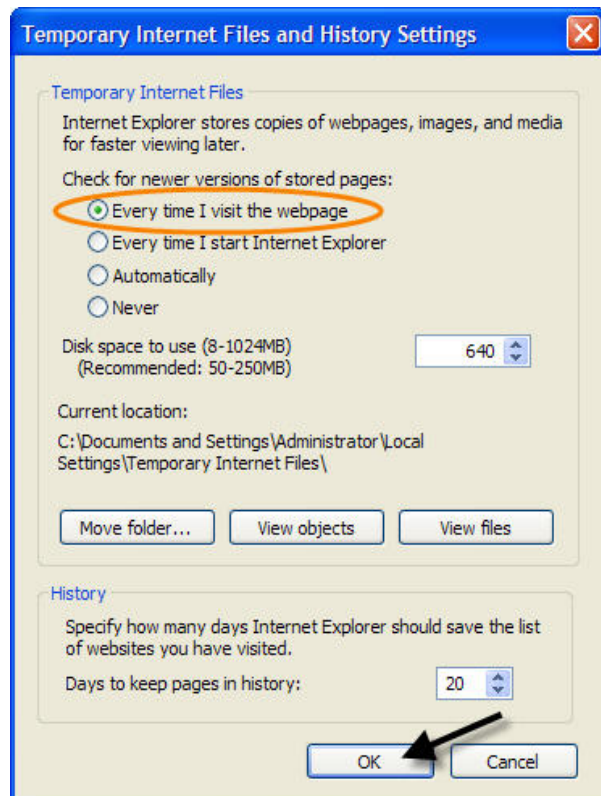
➤ 1.3. Refresh Settings

- Open the Internet browser.
- Step 1:
 - Click on the Tools menu located at the top of the screen.
 - Select Internet Options to display the Internet Options screen.
 - Click on the General tab.
 - Click on the Settings button under Browsing history to display the Temporary Internet Files and History Settings screen.
- Step 2:
 - Under “Check for newer versions of stored pages” select “Every time I visit the webpage”.
 - Click on the OK button to close the window.
 - Click on the OK button on the Internet Options screen to close the window.

INTERNET OPTIONS SCREEN:



TEMPORARY INTERNET FILES AND HISTORY SETTINGS SCREEN:



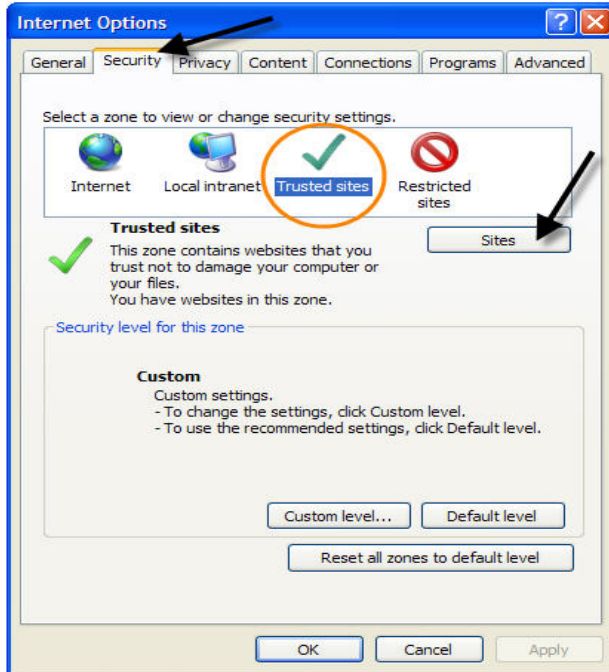
➤ **1.4. Trusted Sites Settings**

- Open the Internet browser.
- Click on the Tools menu located at the top of the screen.
- Select Internet Options to display the Internet Options screen.

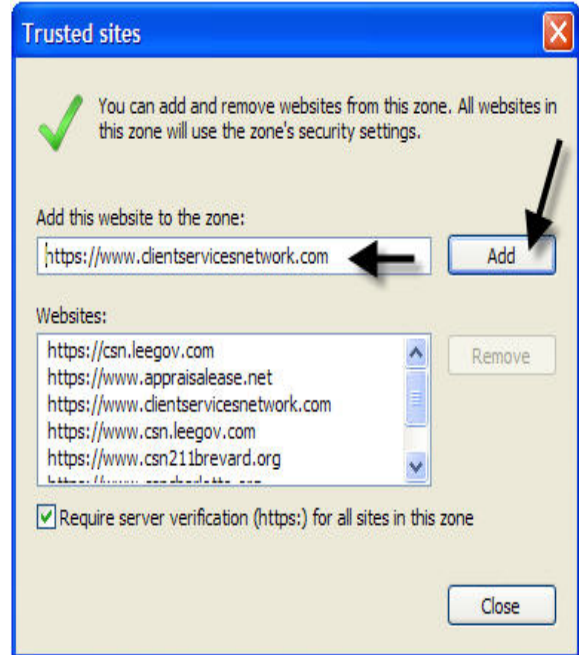
- Click on the Security tab located at the top of the screen.
 - Click on the Trusted sites Icon.
 - Click on the Sites button next to Trusted Sites to display the Trusted Sites screen.
 - Enter the link into the “Add this Web site to the zone” field at the top of the screen.
 - Link: **https:// www.csnsanluisobispo.org**
 - Click on the ADD button.
 - The website link now displays in the “Web sites” text box area.
 - Click on the OK button on the Trusted Sites screen to close the window.
 - Click on the OK button on the Internet Options screen to close the window.

- Click on the Custom Level button in the “Security level for this zone” section to display the Security Settings screen.
 - On the Security Settings screen, scroll down to the “Downloads” section.
 - Select all the options under “Downloads” to be Enabled.
 - NOTE: If all the options under “Downloads” is not Enabled, integration with Microsoft Word and Excel will not be successful.
 - Click on the OK button on the Security Settings screen to close the window.
 - Click on the OK button on the Internet Options screen to close the window.

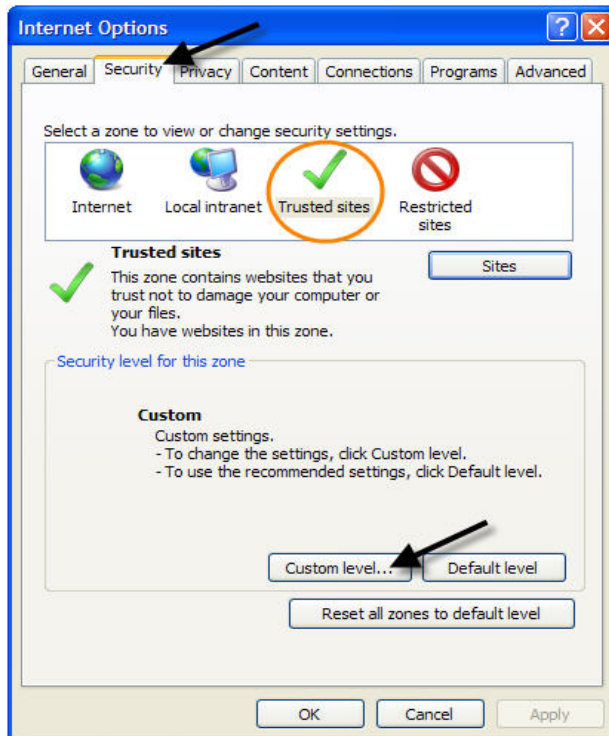
1. INTERNET OPTIONS SCREEN:



2. TRUSTED SITES SCREEN:



3. INTERNET OPTIONS SCREEN:



4. SECURITY SETTINGS SCREEN:

