ACCESS TO THE INTERNET

For optimum performance in AdvantageEDC, use Safari 3.1 (or higher). Previously, AdvantageEDC was only supported on Microsoft Internet Explorer versions 5.5 and higher. We now support Firefox 2.0+ and Safari 3.1+ browsers and Chrome. Although the system may be accessed using earlier versions of Internet Explorer, they are not supported and some fields and functions may not appear or work properly using these alternate browsers. If you are unsure about the browser version you are using, click the **Help** menu of your browser and select **About Internet Explorer/Mozilla Firefox/Safari.** A screen will display your browser version information. If no browser is installed on your machine, you should arrange to have an appropriate browser installed, and then proceed.

Please follow the links below based on the browser that you use.

Internet Explorer users

Firefox users

Safari users

iPhone/ iPad users

For Chrome Users

1.0 For Internet Explorer 7 Users:

With the enhanced security features of Internet Explorer 7, the following additional steps must be taken to configure your browser before accessing AdvantageEDC:

- 1. Open Internet Explorer 7.
- 2. Click on the **Tools** menu item.
- 3. Access the Internet Options.
- 4. Click on the **Privacy** tab.
- 5. Under the **Settings** section, set the vertical slider bar to Medium as shown below:

Internet Options	? 🗙
General Security Privacy Content Connections Programs Advar	nced
Settings Select a setting for the Internet zone.	_
Medium Blocks third-party cookies that do not have a compact privacy policy Blocks third-party cookies that save information that can be used to contact you without your explicit consent Restricts first-party cookies that save information that can be used to contact you without your implicit consent Sites Import Adyanced Default	
Pop-up Blocker Prevent most pop-up windows from Settings	5
Turn on Pop-up <u>B</u> locker	
OK Cancel App	ly

6. Under the **Pop-up Blocker** section, click the check box that says **Turn on Pop-up Blocker** as shown below:

Internet Options 🔹 👔 🔀
General Security Privacy Content Connections Programs Advanced
Settings Select a setting for the Internet zone.
Medium - - -
Pop-up Blocker Image: Prevent most pop-up windows from appearing. Image: Image: Prevent most pop-up Blocker Image: Image: Prevent most pop-up Blocker
OK Cancel Apply

7. Click on the button next to the checkbox named **Settings**. Add

<u>https://secure.emmes.com</u>, <u>https://pub.emmes.com/</u>, and <u>https://web.emmes.com</u> to the exceptions list for the pop-up blocker (see figure below) by typing in the URLs and clicking on **Add**. The URLs will get listed in the textbox entitled **Allowed** sites.

Address of website to allow:	
	Add
Allowed sites:	
pub.emmes.com secure emmes.com	Remove
web.emmes.com	Remove all
otifications and filter level	
Play a sound when a pop-up is blocked.	
Show Information Bar when a pop-up is blocket	d.
Filter level:	
Medium: Block most automatic pop-ups	

- 8. Click on **Close**. This will return you to the **Internet Options** window.
- 9. Under the **Security** tab, select the zone that shows a globe labeled **Internet**.

10. Under the section titled **Security level for this zone**, set the vertical slider bar to Medium-high as shown below:



11. Click on the button **Custom level** (as shown below).

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
🕘 😼 🗸 🚫
Internet Local intranet Trusted sites Restricted sites
Internet This zone is for Internet websites, except those listed in trusted and restricted zones.
Allowed levels for this zone: Medium to High
- Appropriate for most websites - Prompts before downloading potentially unsafe - Unsigned ActiveX controls will not be downloaded
Custom level Default level
Reset all zones to default level

 This opens up another window (see below). Scroll down to Scripting. Click Enable for the option titled Allow status bar updates via script. Click OK to return to the Security tab.

Security Settings - Internet Zone	X
C Settings	_
O Disable	
 Enable 	
O Prompt	
Scripting	
S Active scripting	
O Disable	
Prompt The second sec	
Allow Programmatic clipboard access	
Orompu Orompu	
Enable	
Allow websites to prompt for information using scripted wind?	
*Takes effect after you restart Internet Explorer	
Reset custom settings	
Reset to: Medium-high (default)	
OK Cancel	

13. Select the zone **Restricted Sites**. Click on the button **Custom level** as seen below.

Internet Options 🔹 👔 🔀
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
🥥 😴 🗸 🚫
Internet Local intranet Trusted sites Restricted sites
Restricted sites This zone is for websites that might
damage your computer or your files.
Security level for this zone
Allowed levels for this zone: High
- High
content
- Maximum safeguards - Less secure features are disabled
<u>Custom level</u> <u>D</u> efault level
Reset all zones to default level
OK Cancel Apply

14. This opens up another window as seen below. Scroll down to Scripting. Click Enable for the option titled Allow status bar updates via script. Click OK to return to the Security tab.

Security Settings - Internet Zone	
Settings	
 Disable Enable Prompt Scripting 	^
Active scripting Disable Enable Prompt	
Allow Programmatic clipboard access Disable Enable Prompt	
Allow status bar updates via script Disable Enable Allow websites to prompt for information using scripted	uind.
*Takes effect after you restart Internet Explorer	>
Reset custom settings	
Reset to: Medium-high (default)	set
ОК	Cancel

15. Select the **Trusted sites** zone indicated by the green check mark (shown below):

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
🛛 🔮 😼 🗸 🚫
Internet Local intranet Trusted sites Restricted sites
Trusted sites This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
Custom Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.
Custom level Default level
Reset all zones to default level
OK Cancel Apply

16. Click the **Sites** button. A new window will open up (shown below).

Trusted sites	$\mathbf{\overline{X}}$			
You can add and remove websites from this zon this zone will use the zone's security settings.	e. All websites in			
Add this website to the zone:				
	Add			
Websites:				
https://secure.emmes.com	Remove			
Require server verification (https:) for all sites in this zone				

- Add <u>https://secure.emmes.com</u>, <u>https://pub.emmes.com/</u>, and <u>https://web.emmes.com</u> to your trusted sites by typing in the URLs and clicking Add. The URLs will get listed in the text box entitled Websites.
- 18. Once this is done, click **Close**. This will return you to the **Security** tab.
- 19. Under the section titled **Security level for this zone**, click on the button named **Custom Level** to open a window shown below.

ecurity Set	tings - Trusted S	ites Zone		
Settings				
🛃 Down	loads			~
- 🔁 A	utomatic prompting fo	or file downlo	ads	
	Disable			
) Enable			
1 1 E	ile download			
	Disable			
	y Enable			
	Dicable			
	Fnable			
2	Promot			
🕺 Enabl	e .NET Framework se	tup		
0 D	isable			
📀 E	nable			
📄 Java	VM			
1	ava nermissions			
*Takes eth	ect after you restart :	Internet Expl	lorer	
Reset custo	m settings			
Reset to:	Medium (default)		~	Reset
			ОК	Cancel
		_		

20. Under **Downloads**, for the subtitle **Automatic prompting for file downloads** change the setting to **Enable**. When finished, click **OK** to return to the **Internet Options** window.

21. Click on the **General** tab. Under the **Temporary Internet Files** section, click on the button named **Settings** (as shown below). If the option **Every visit to the page** is selected, you are ready to begin using Internet Data Entry System. If it is not already checked, click on the circle. Click **OK** on the **Settings** window. Click **OK** on the **General** tab to close the window.

Internet Options -
General Security Content Connections Programs Advanced
Settings ? X
Check for newer versions of stored pages:
Temporary Internet files folder Current location:D:\WINNT\Profiles\ntimage\Temporary Internet - Files\
Amount of <u>d</u> isk space to use:
OK Cancel Apply

- 22. If you get any of the following messages when trying to log in:
 - a. You are using an internet browser that does not support JavaScript 1.1 and above. Please upgrade your Internet browser and try again.
 - i. Follow steps 1,2,3, 9 and 10 under section 1.0
 - b. You have a popup blocker enabled. Please allow popups from emmes.com and try again.
 - i. Follow step 1,2, 3, 4, 6, 7 and 8 under section 1.0
 - c. Depending on your Internet browser, you may need to modify the Internet Options for Privacy to a setting that does not block cookies. Please modify the settings and try again. Note that we do not store any of your personal information in the cookie.
 - i. Follow step 1,2, 3, 4 and 5 under section 1.0

- *d.* You are using an Internet browser not supported by AdvantageEDC. Please upgrade your internet browser and try again.
 - i. Have Internet Explorer 6.0+ or Firefox 2.0+ or Safari 3.1+ installed on the machine.
- *e.* You are using an Internet browser version not supported by AdvantageEDC. Please upgrade your internet browser and try again.
 - i. Have Internet Explorer 6.0+ or Firefox 2.0+ or Safari 3.1+ installed on the machine.

1.1 For Fire Fox 2.0+ Users:

The following steps must be taken to configure Firefox before accessing AdvantageEDC:

- 1. Open Firefox 2.0+
- 2. Click on **Tools** menu item.
- 3. Access **Options**.
- 4. Click on the **Content** tab.
- 5. Check the checkbox Enable Javascript (shown below).

Options						X
		۵.		6		ÿ :
Main	Tabs	Content	Applications	Privacy	Security	Advanced
Ena	:k pop-up v d įmages a ible <u>J</u> avaSc ible Java	vindows utomatically ript				Exceptions Exceptions Advanced
Fonts & <u>D</u> efault	Colors — font: Tim	es New Rom	ian	⊻ <u>S</u> ize:	16 💌	Advanced
Languages Choose your preferred language for displaying pages Choose your preferred language for displaying pages						
OK Cancel Help						

6. Check the checkbox **Block pop-up Windows** as shown below. Click on the button **Exceptions** to the right of the checkbox.

Options					×
			6	A	*
Main Tat	os Content	Applications	Privacy	Security	Advanced
Block pop Enable Ja Enable Ja	-up windows jes automatically vaScript wa	,			Exceptions Exceptions Adyanced
Fonts & Colors	;				
Default font:	Times New Ror	nan	⊻ <u>S</u> ize:	16 💌	Advanced
- Languages —					
Choose your p	referred langua	ge for displaying) pages		Ch <u>o</u> ose
			ок	Cancel	<u>H</u> elp

7. This will open up a new window (see below). Add <u>https://secure.emmes.com</u>, <u>https://pub.emmes.com/</u>, and <u>https://web.emmes.com</u> to the exceptions list for the pop-up blocker by typing in the URLs and clicking on **Enable**. The URLs will get listed in the textbox below with a status of enabled. When finished, click **Close** to return to the **Options** window.

🥹 Allowed Sites - Pop-ups	
You can specify which web sites are allowed to open the exact address of the site you want to allow and Address of web site:	pop-up windows. Type then click Allow.
	En <u>a</u> ble
Site	Status
secure.emmes.com	Enabled
Remove Site Remove All Sites	<u>C</u> lose

8. Click on the button named **Advanced** below the button named **Exceptions**. This will open a new window (shown below). Select the checkbox **Change status bar text**. Click on **OK**.

Advanced JavaScript Settings 🛛 🛛 🔀		
Allow scripts to:		
Move or resize existing windows		
Raise or lower windows		
Disable or replace context menus		
Hide the status bar		
Change status bar text		
OK Cancel <u>H</u> elp		

9. Click on the **Privacy** tab. Check the checkbox under **Cookies** subsection titled **Accept cookies from sites** (see below). Click on **OK**:

Options							X
Main	Tabs			Privacy	Security	Advanced	
History	p my <u>h</u> istor	ry for at leas at I enter in	t 90 🗘	days æarch bar			
Cookies	nember wh	at I've <u>d</u> own	loaded				
	ept cookies Acce <u>p</u> t thii	s from sites rd-party coo	kies			Exceptions]
Private I	ep until: a	ask me every	time 🔽			ihow Cookies	J
Al <u>w</u>	ays clear m me before	ny private da clearing priv	ta when I close vate data	Firefox		Se <u>t</u> tings Clear <u>N</u> ow]
				ок	Cancel	Help	

10. If you get any of the following messages when trying to log in:

- a. You are using an internet browser that does not support JavaScript 1.1 and above. Please upgrade your Internet browser and try again.
 - Follow steps 1 through 5 under section 1.1
- b. You have a popup blocker enabled. Please allow popups from emmes.com and try again.
 - Follow step 1,2, 3, 4, 6 and 7 under section 1.1
- c. Depending on your Internet browser, you may need to modify the Internet Options for Privacy to a setting that does not block cookies. Please modify the settings and try again. Note that we do not store any of your personal information in the cookie.
 - Follow step 1,2, 3 and 9 under section 1.1
- d. You are using an Internet browser not supported by AdvantageEDC. Please upgrade your internet browser and try again.
 - Have Internet Explorer 6.0+ or Firefox 2.0+ or Safari 3.1+ installed on the machine.
- e. You are using an Internet browser version not supported by AdvantageEDC. Please upgrade your internet browser and try again.
 - Have Internet Explorer 6.0+ or Firefox 2.0+ or Safari 3.1+ installed on the machine.

1.2 For Safari 3.1+ Users:

The following steps must be taken to configure Safari before accessing AdvantageEDC:

- 1. Open Safari.
- 2. Click on the **Edit** menu item.
- 3. Select Preferences.
- 4. Click on the **Security** tab.
- 5. Under the **Web content** section, check the checkbox titled **Enable Javascript**.

Security	X
General Appearance Bookmarks Tabs RSS AutoFill Security Advanced	
Fraudulent sites: 🗹 Warn when visiting a fraudulent website A The Google Safe Browsing Service is unavailable. No updates have occurred in 4 days.	
Web content: 🗹 Enable plug-ins	
Enable Java	
Enable JavaScript	
Block pop-up windows	
Accept cookies: O Always O Never Only from sites you navigate to	
For example, not from advertisers on those sites.	
Show Cookies	
Default database maximum size: 5 MB 🛟	
Show Databases	
Ask before sending a non-secure form to a secure website	
(?)

- 6. Uncheck the checkbox titled **Block pop-up windows**. This is the checkbox right below the checkbox for 5 as shown above.
- 7. Under the section **Accept cookies**, select the radio button titled **Only from sites you navigate to** as shown above. Click on the X on the top right corner of the window to close the window.
- 8. Another way to enable pop-ups is to click on the **Edit** menu and to ensure that the **Block pop-up windows** option does **not** have a check mark next to it as shown below:

<u>F</u> ile	<u>E</u> dit	View	History	<u>B</u> ookmarks	$\underline{W} indow$	<u>H</u> elp
	Und	lo			Ctrl+Z	
	Red	lo		Ctr	l+Shift+Z	
	Cut				Ctrl+X	
	Cop	ру			Ctrl+C	
	<u>P</u> as	te			Ctrl+V	
	<u>D</u> el	ete			Del	
	Sele	ect <u>A</u> ll			Ctrl+A	
	Aut	<u>o</u> Fill Fo	rm	Ctrl	+Shift+A	
	Eine	d			•	
	<u>S</u> pe	lling an	d Gramma	ar	•	
	Priv	ate Bro	wsing			
	R <u>e</u> s	et Safar	i			
	Em	pty Cac	he	c	trl+Alt+E	
	Blo	ck Pop-	Up Windo	ws Ctrl	+Shift+K	
	Pre	fere <u>n</u> ce:	s		Ctrl+,	

9. To enable viewing of the status bar, click on **View** menu item and select **Show Status Bar** as shown below.



- 9. If you get the following message when trying to log in:
 - a. You are using an internet browser that does not support JavaScript 1.1 and above. Please upgrade your Internet browser and try again.

- Follow steps 1 through 5 under section 1.2
- b. You have a popup blocker enabled. Please allow popups from emmes.com and try again.
 - Follow step 1,2, 3, 4 and 6 or step 8 under section 1.2
- c. Depending on your Internet browser, you may need to modify the Internet Options for Privacy to a setting that does not block cookies. Please modify the settings and try again. Note that we do not store any of your personal information in the cookie.
 - Follow step 1,2, 3, 4 and 7 under section 1.2
- d. You are using an Internet browser not supported by AdvantageEDC. Please upgrade your internet browser and try again.
 - Have Internet Explorer 6.0+ or Firefox 2.0+ or Safari 3.1+ installed on the machine.
- e. You are using an Internet browser version not supported by AdvantageEDC. Please upgrade your internet browser and try again.
 - Have Internet Explorer 6.0+ or Firefox 2.0+ or Safari 3.1+ installed on the machine.

1.3 For iPhone/ iPad Users:

The following steps must be taken to configure Safari browser on iPhone/ iPad before accessing AdvantageEDC:

- 1. Click on the **Settings** icon.
- 2. Within Settings, click on the **Safari** menu as shown below.



3. Verify that Javascript is ON and Block Pop-ups is OFF as shown below.

.atl. AT&T	6:09 PM	-
Settings	Safari	
General		
Search Eng	ine	Google >
Security		
JavaScript	(
Plug-Ins		ON
Block Pop-u	ıps 🤇	OFF
Accept Coo	kies Fro	om visited >
C	Clear History	
c	lear Cookies	5

1.4 For Google Chrome Users

The following steps must be taken to configure Safari browser on iPhone/ iPad before accessing AdvantageEDC:

1. Click the 3 horizontal lines icon on the far right of the Address bar.



2. Click on Settings,

New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N
Bookmarks	Þ
Recent Tabs	•
Edit	Cut Copy Paste
Zoom	- 100% + []
Save page as	Ctrl+S
Find	Ctrl+F
Print	Ctrl+P
Tools	Þ
History	Ctrl+H
Downloads	Ctrl+J
Signed in as	
Settings	
About Google Chrome	
Help	Þ
Exit	Ctrl+Shift+Q

On the setting page, scroll to the bottom and click the **Show Advanced Settings** link.

Disabled	e button		
Show book	kmarks bar		-
Font size		Medium (Recon	nmended) 👻
Customize	fonts		,
Page zoon	n	100%	*
arch engine			
Search eng	gine used in the address bar	Google	*
Manage se	earch engines		,
fault brows	er		
Default bro Make Goog	wser gle Chrome the default browser		MAKE DEFAULT
startup			
O Ope	in the New Tab page		
O Cor	ntinue where you left off		
Ope	en a specific page or set of pages		₽

3. Click on **Change proxy settings**.

System	
Continue running background apps when Google Chrome is closed	≞ ⊃
Use hardware acceleration when available	-
Open proxy settings	Ľ

4. Click the Security tab

Seneral Security Privacy Content Connections	Programs Advanced
To set up an Internet connection, click Setup.	Setup
Dial-up and Virtual Private Network settings	
	Add
	Add VPN
	Remove
Choose Settings if you need to configure a proxy server for a connection.	Settings
Never dial a connection	
 Dial whenever a network connection is not pres 	ent
Always dial my default connection	
Current None	Set default
Local Area Network (LAN) settings	
LAN Settings do not apply to dial-up connections. Choose Settings above for dial-up settings.	LAN settings
ОКС	ancel Apply

5. Click Trusted Sites icon



6. Click Sites.

G	Internet Properties ? ×		
General	Security Privacy Content Connections Programs Advanced		
Select a	zana to view or change sequrity settings		
Jelectia			
	/ 🔍 🗸 💟		
Inte	rnet Local intranet Trusted sites Restricted sites		
	Trusted sites		
	This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.		
Securi	ty level for this zone		
Allov	Allowed levels for this zone: All		
Prompts before downloading potentially unsafe content Unsigned ActiveX controls will not be downloaded			
	Enable Protected Mode (requires restarting Internet Explorer)		
	Custom level Default level		
	Reset all zones to default level		
🚺 So	me <u>settings</u> are managed by your system administrator.		
	OK Cancel Apply		

7. Enter the URL of each of the Emmes sites to the Trusted Sites and click **Add** after each, <u>https://secure.emmes.com</u>, <u>https://pub.emmes.com/</u>, and <u>https://web.emmes.com</u>.

Trusted sites	×
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.	
Add this website to the zone:	
	Add
Websites:	
https://*.emmes.com	Remove
https://pub.emmes.com https://web.emmes.com	
https://webrenniestean	
Require server verification (https:) for all sites in this zone	
	Qlose

8. Click Close > OK.