

CLIENT SERVICES NETWORK DOCUMENTATION

INTERNET EXPLORER SETTINGS

For BellData Systems Version 4.0

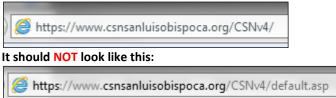
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PLEASE NOTE:

• 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:



- 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:
 - o https://www.clientservicesnetwork.com



1. INTERNET EXPLORER 8 and 9 SETTINGS

> <u>1.1. Pop-up Blocker Settings</u>

- 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:

p-up Blocker Settings	
Exceptions Pop-ups are currently blocked. You can allow websites by adding the site to the list below. Address of website to allow:	v pop-ups from specific
www.clientservicesnetwork.com	Add
Allowed sites:	
blount.ixt.com www.appraisalease.net www.clientservicesnetwork.com www.csn.leegov.com www.csn211brevard.org www.csncharlotte.org www.csnsanluisobispoca.org	Remove Remove all
Notifications and blocking level:	
Play a sound when a pop-up is blocked.	
Show Information Bar when a pop-up is blocked.	
Blocking level:	
Medium: Block most automatic pop-ups	~
Learn more about Pop-up Blocker	Close



> <u>1.2. Compatibility View Settings</u>

- Open the Internet browser.
- \circ ~ Click on the Tools menu located at the top of the screen.
- o 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.csnsanluisobispoca.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:

Compatibility View Settings	
You can add and remove websites to be display Compatibility View.	ed in
www.clientservicesnetwork.com	Add
Websites you've added to Compatibility View:	Remove
	Close



> <u>1.3. Refresh Settings</u>

- 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.
- o 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:

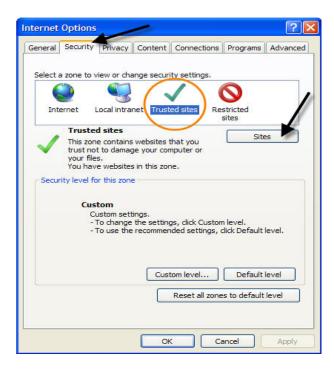
nternet Options		
General Security Privacy Content Connections Programs Advanced	Temporary Internet Files and History Settings	
Home page		
To create home page tabs, type each address on its own line.	Temporary Internet Files	
about:blank	Internet Explorer stores copies of webpages, images, and media for faster viewing later.	
	Check for newer versions of stored pages:	
	Every time I visit the webpage	
Use current Use default Use blank	O Every time I start Internet Explorer	
Browsing history	 Automatically 	
Delete temporary files, history, cookies, saved passwords,	O Never	
and web form information.	Disk space to use (8-1024MB) 640 😂	
Delete browsing history on exit	(Recommended: 50-250MB)	
Delete Settings	Current location:	
Search	C:\Documents and Settings\Administrator\Local	
Change search defaults. Settings	Settings\Temporary Internet Files\	
Tabs	Move folder View objects View files	
Change how webpages are displayed in Settings tabs.	History	
Appearance	Specify how many days Internet Explorer should save the list of websites you have visited.	
Colors Languages Fonts Accessibility	Days to keep pages in history: 20 📚	
OK Cancel Apply	OK Cancel	
OK Cancel Apply		



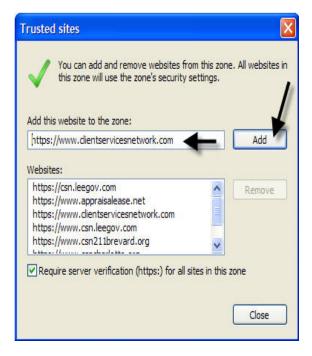
1.4. Trusted Sites Settings

- 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.csnsanluisobispoca.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:

ecurity Set	ttings - Trusted Sites	Zone	E
Settings			
(Enable		~
() Prompt		
Cot Dowr	hloads		
	utomatic prompting for file	downloads	
(Disable		
(🕑 Enable 🛛 🚽 🗕 🚽		1.2.2.4
📑 🛃 F	ile download	1	
() Disable		
(Enable		
💽 F	ont download		
(Disable		
(Enable		
(Prompt		
🛃 Enab	le .NET Framework setup		
0	Disable		(2008)
() F	inable	1	×
<			>
*Takes eff	fect after you restart Interr	net Explorer	
Reset custo	m settinas		
Reset to:	Medium (default)		Reset
		ОК	Cancel