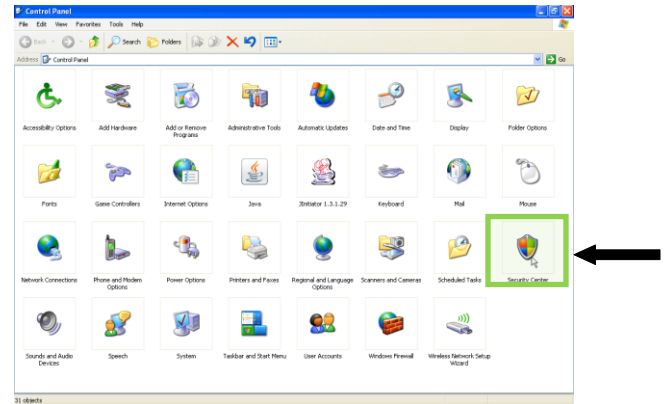


**IMPORTANT:** If you are having problems opening the AIS Oracle applications; requesting output files, e.g., viewing reports in Word, Adobe, etc.; follow the instructions below to resolve the problems.

**Print these instructions prior to beginning the download process.**

## Enabling Automatic Prompting for File Downloads

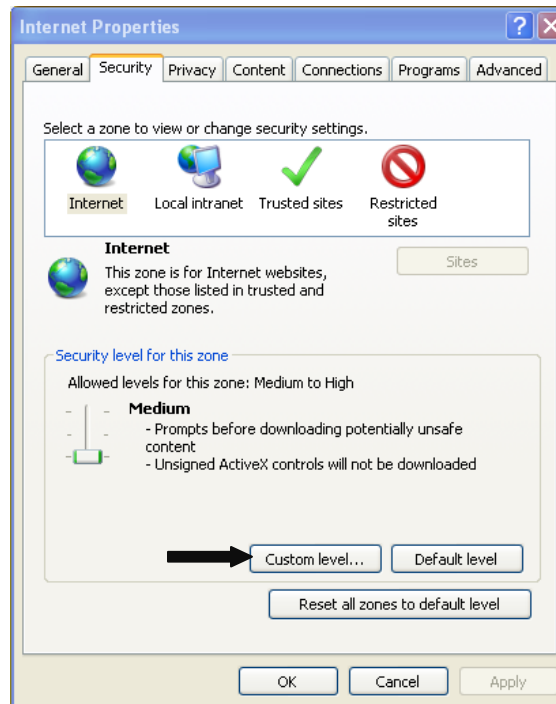
- Open your **Control Panel** using the My Computer icon on your desktop, or from the Start menu located in the lower left corner of your screen.
- Depending on how you have your View set, your listing of programs may appear differently than the Thumbnail View on the right.
- Locate the icon for the **Security Center** and double-click on it.



- The **Windows Security Center** opens.
- From the **Security Center** window, click on the **Internet Options** link under **Manage security settings for:**

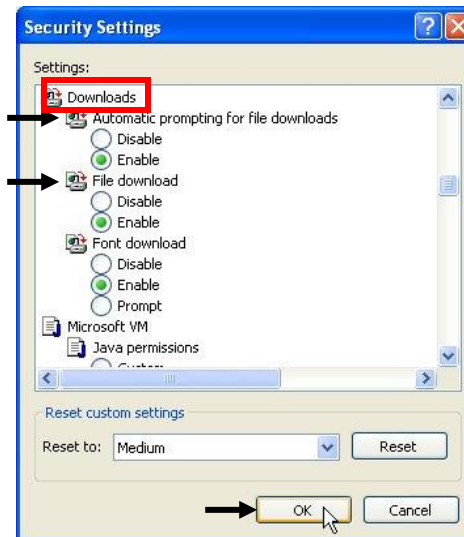


- The **Internet Properties** window opens.
- The **Security** tab is opened by default.

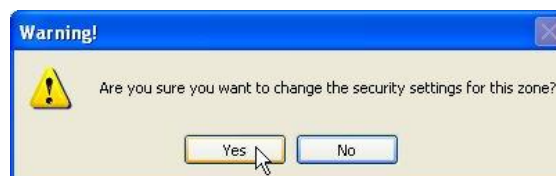


- Click on the **Custom Level** button.

- The **Security Settings** window appears.
- Scroll down to the **Downloads** section.
- In the **Automatic prompting for file downloads** area, click the **Enable** radio button.
- In the **File downloads** area, click the **Enable** radio button.
- Click **OK** in the Security Settings window.
- The Internet Options window re-appears, click **OK**.



- You may receive the Warning window on the right asking you if you are sure you want to change the security settings for this zone.
- Click **Yes**.

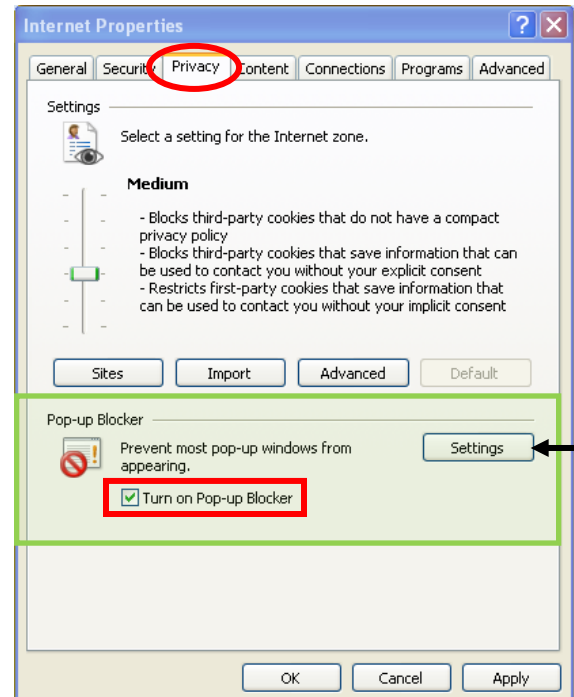


## Allowing Access from Secure Sites

After allowing automatic prompting for file downloads (previous section), you can also allow secure internet sites to open automatically, eliminating the need to perform the steps to “Allow blocked content...” The steps outlined below will work for any trusted web-site.

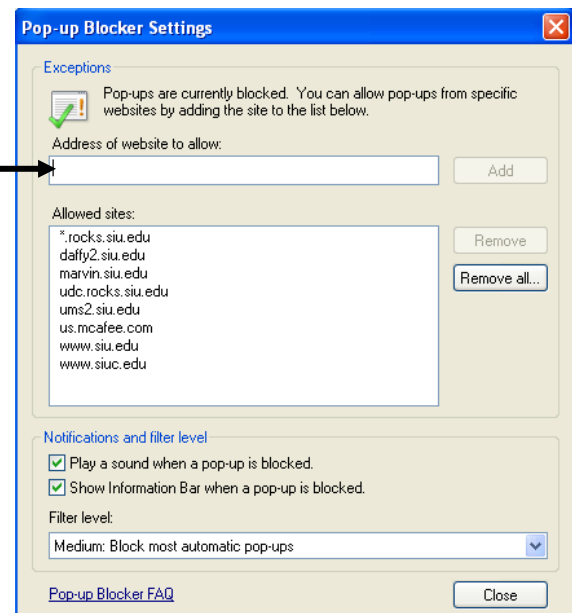
- Highlight the URL you would like to allow access to.
- Using the keyboard command **Ctrl + C**, copy the URL – you will need it later.

- Access the **Internet Properties** window, using the same steps as before: Open the **Control Panel**.
  - From **Control Panel** window, select **Security Center**.
  - From the **Security Center**, select **Internet Properties**.
- This time select the **Privacy** tab.

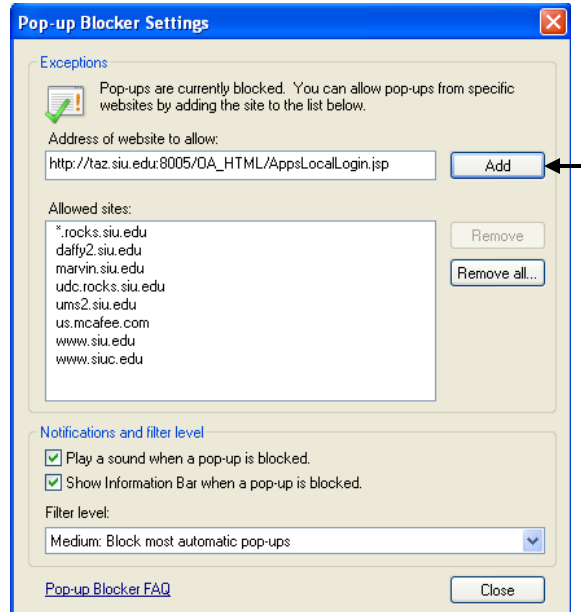


- To allow an exception to generic pop-up blocking – click the **Settings** button in the **Pop-up Blocker** section of the window.
- **NOTE:** The **Turn on Pop-up Blocker** checkbox should be checked, if it is not, go ahead and click in the box. This will enable the Settings...button.

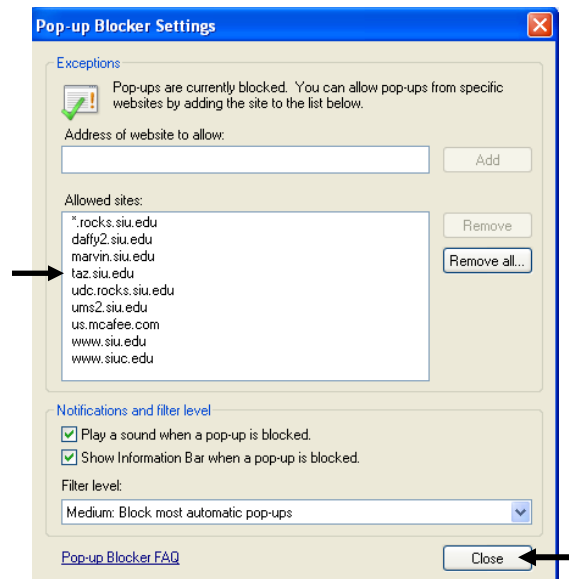
- The **Pop-up Blocker Settings** window appears.
- Click in the **Address of website to allow** field.
- If you have followed these instructions, you should still have the URL on your Clipboard. Using the keyboard command **Ctrl + V**, paste the URL into the field.
  - If you did not copy the URL, close the open windows; return to your browser window to copy the URL and repeat the steps to this point.



- After pasting the URL into the **Address of the web site to allow** field, click the **Add** button.
  - For demonstration purposes, the AIS web-site was added.



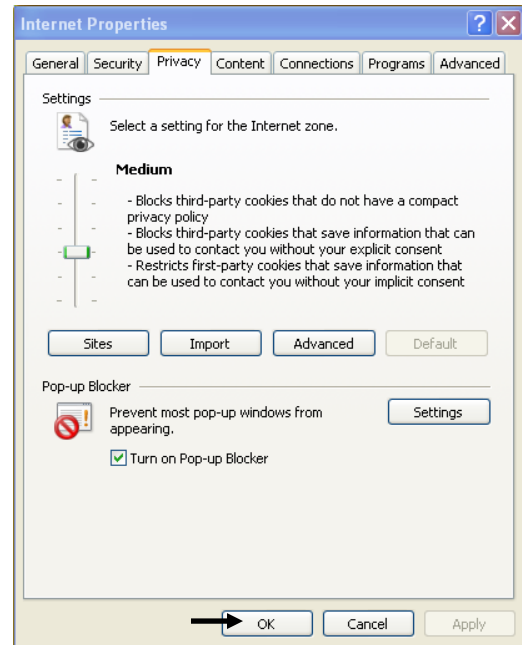
- The URL has been added to the **Allow sites:** area, notice how the URL has been shortened to **taz.siu.edu**.
- Now, click the **Close** button at the bottom of the window.



**Note:** You must insert a valid URL in the **Address of the Web site allowed** field noted above. If you do not, you will receive the **Invalid Domain** error message shown on the right.



- The **Internet Properties** window reappears; click **OK**.



- You should return to the Security Center window.
- Click the red "X" Window Control Button in the upper right corner of the window to close the Security Center and return to the Control Panel window.
- Click the "X" again to close the Control Panel window.



**End of Document**