

Quick Reference Guide

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SiteManager Default Browser - Internet Explorer

All customized reports, generated from SiteManager Process Lists, will be viewed in a web browser-specifically, the Internet Explorer web browser. The reports will not work correctly in other web browsers such as Netscape. In order for you to view the reports correctly, you need to make your default Windows web browser Internet Explorer. Here is how you do that:

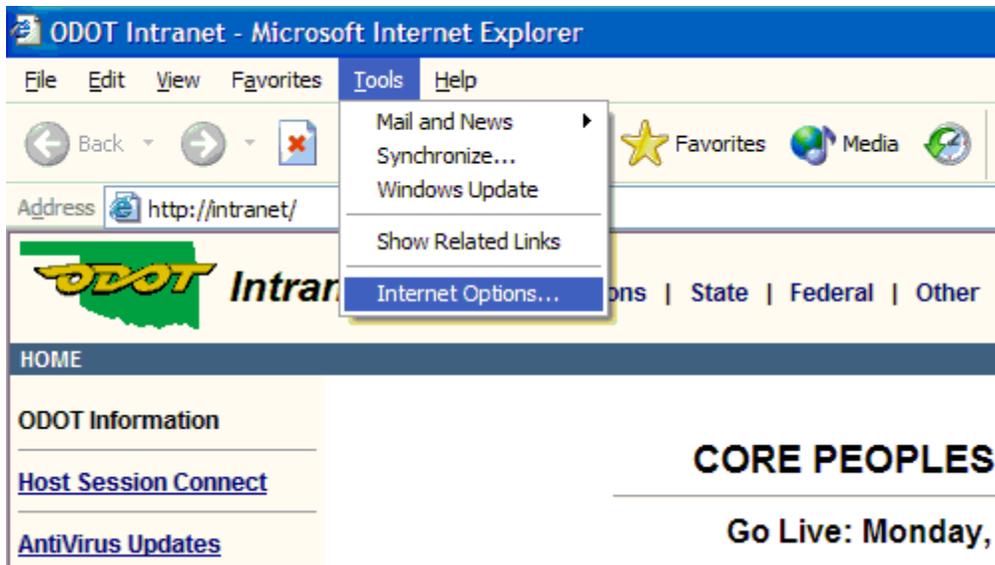
Instructions for making Internet Explorer the default browser

1. Open Internet Explorer
2. Click on "Tools" on the menu bar and choose "Internet Options"
3. Click on the Programs tab
4. Put a check mark in the box in front of "Internet Explorer should check to see whether it is the default browser"
5. Exit Internet Explorer
6. Open Internet Explorer again. If a box pops up and asks if you want to make Internet Explorer your default browser, answer YES. If nothing happens when you open Internet Explorer, it was already the default browser for your system.

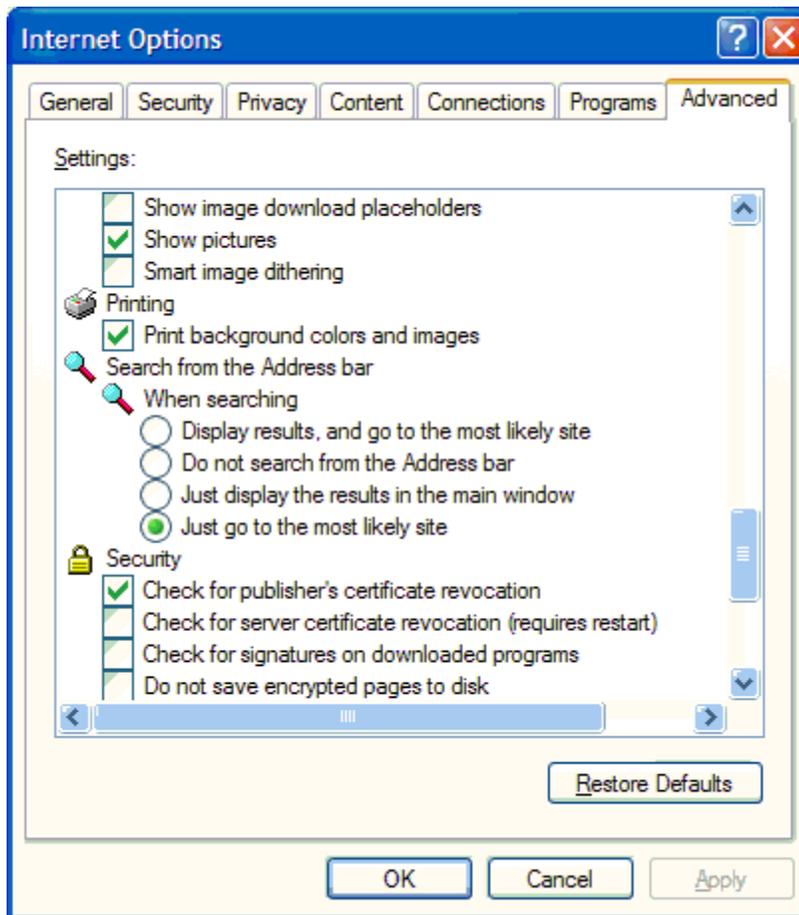
Default Settings For Internet Explorer

Each customized report, generated by SiteManager, will be viewed and printed through Internet Explorer. To ensure that the reports print properly, specific default settings should be set in the application.

1. Open Internet Explorer. From the menu bar, select Tools>Internet Options...



2. Once the Internet Options window appears click the Advanced tab. Use the scroll bar to scroll down to the Printing Settings. Make sure that a check mark is indicated for "Print background colors and images." Your window should look like the following:

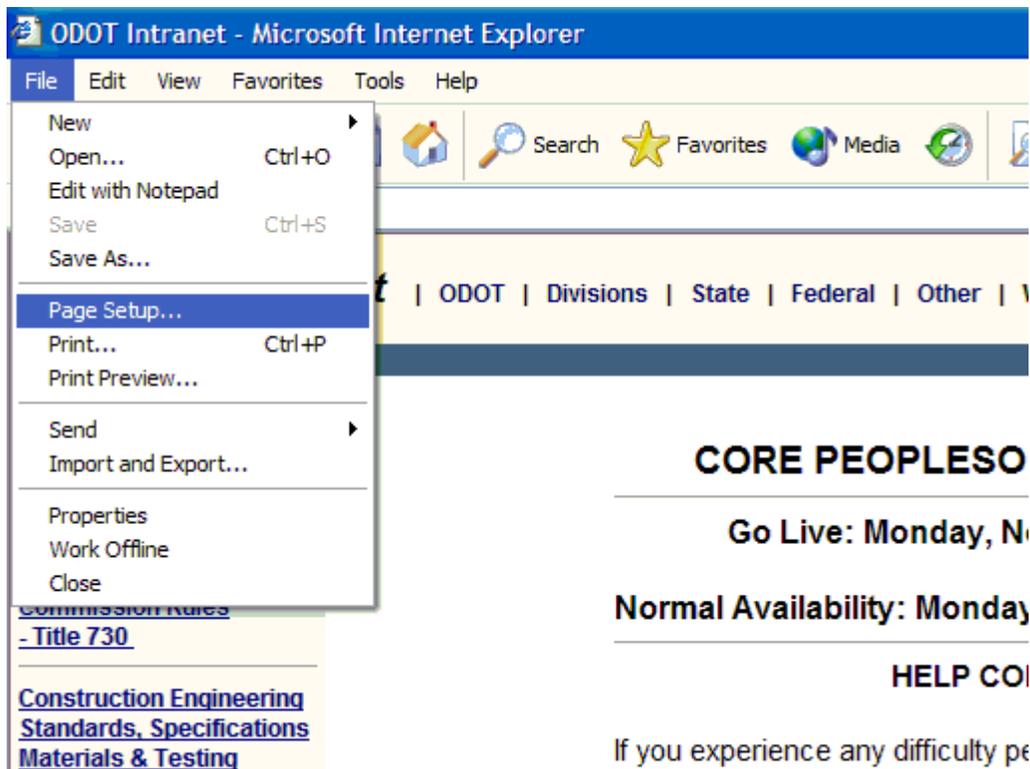


3. Click the OK button.

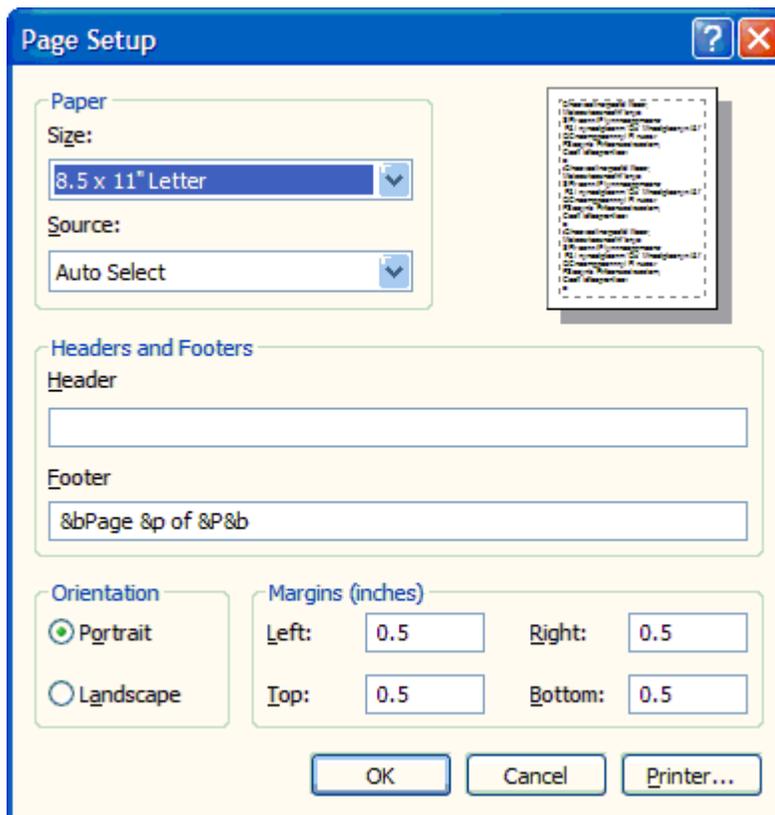
Printing Default Settings

Once a report is generated in SiteManager, it will open in Internet Explorer. To print the report, the following steps should be performed just prior to printing:

1. From the Internet Explorer menu bar select File>Page Setup...



2. Once the Page setup screen appears, ensure that your window looks like the following (the capital letters in the footer code do matter):



3. Click the OK button.

Some reports will require printing in Landscape mode. Refer to the appropriate Policy & Procedure for this information.