



# Configuring Your Browser Settings

**Peopleclick Authoria RMS**

# Table of Contents

<b>CHECK YOUR BROWSER .....</b>	<b>1</b>
<b>DOWNLOAD INTERNET EXPLORER .....</b>	<b>2</b>
<b>CONFIGURE INTERNET EXPLORER .....</b>	<b>3</b>
<b>CONFIGURE DESKTOP SETTINGS.....</b>	<b>7</b>

## Check Your Browser

The Peopleclick Authoria RMS Recruiting Portal is a web-based application. While you do not need to install any Peopleclick Authoria software on your computer to use the Recruiting Portal, you do need to install an approved version of the Microsoft® Internet Explorer browser and configure it correctly in order to use all of the functions of the Recruiting Portal.

Depending on your company, you may or may not have the necessary permissions to install or configure your browser. If you do not have the necessary permissions, you may need to contact your Information Technology department to complete the functions described in this document.

If Microsoft® Internet Explorer **is not** installed on your computer, you can skip this section. Instead, refer to “Download Internet Explorer” later in this document for instructions on how to download the correct version of Internet Explorer.

If Microsoft® Internet Explorer **is** installed on your computer, follow the instructions on the following page to determine if your version of the browser will allow you to take full advantage of the Recruiting Portal functionality.

*Note:* For more detailed information about Internet Explorer and Peopleclick Authoria RMS, refer to the latest version of *Peopleclick Authoria RMS Deployment Prerequisites*, which is available on the Peopleclick Authoria Customer Hub or from Peopleclick Authoria Support.



- 1 Open Internet Explorer
- 2 On the **Help** menu, click **About Internet Explorer**.
- 3 Check the **Version** shown in the About Internet Explorer dialog box.

The following Windows Internet Explorer versions are supported for use with the Peopleclick Authoria Recruiting Portal:

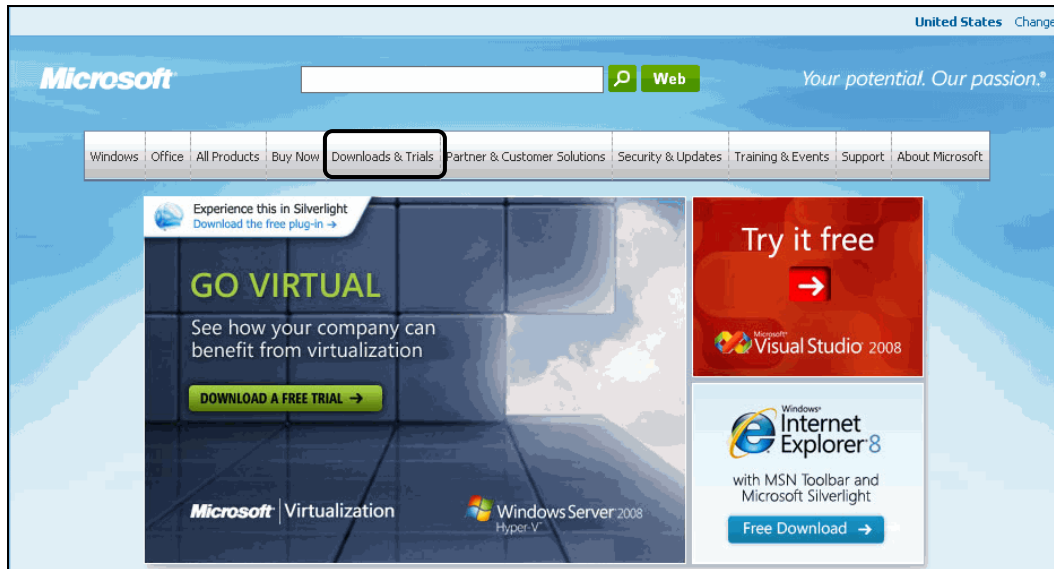
<u>Version</u>	<u>Update Version</u>
7.0.x	0
6.0.x	SP2

If you have one of the Internet Explorer versions listed above, refer to “Configure Internet Explorer” later in this document for information about correctly configuring Internet Explorer for the Recruiting Portal.

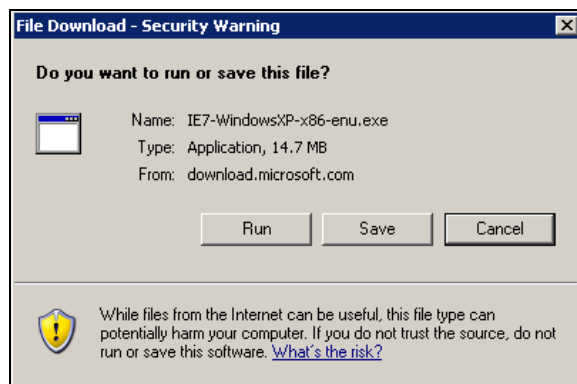
If you *do not* have one of the Internet Explorer versions listed above, refer to “Download Internet Explorer” on the following page for information about downloading Windows Internet Explorer 7.

## Download Internet Explorer

If a supported version of Internet Explorer is not installed on your computer, you must visit the Microsoft website and download the correct version in order to take advantage of all the functionality of the Peopleclick Authoria RMS Recruiting Portal.



- 1 Go to [www.microsoft.com](http://www.microsoft.com).
- 2 Point your mouse at the **Downloads & Trials** link.  
Click **Download Center** in the dropdown menu that appears.
- 3 Under Popular Downloads, click the **Windows Internet Explorer 7 for Windows XP** link. Microsoft updates its website frequently. If you do not see the Windows Internet Explorer 7 link under popular downloads, you may need to search under the **Internet** download category.
- 4 Read the information provided, make sure that the appropriate language is selected, and then click the **Download** button.



- 5 When the File Download – Security Warning dialog box appears, click **Run**. Follow the instructions displayed to download and install Internet Explorer.

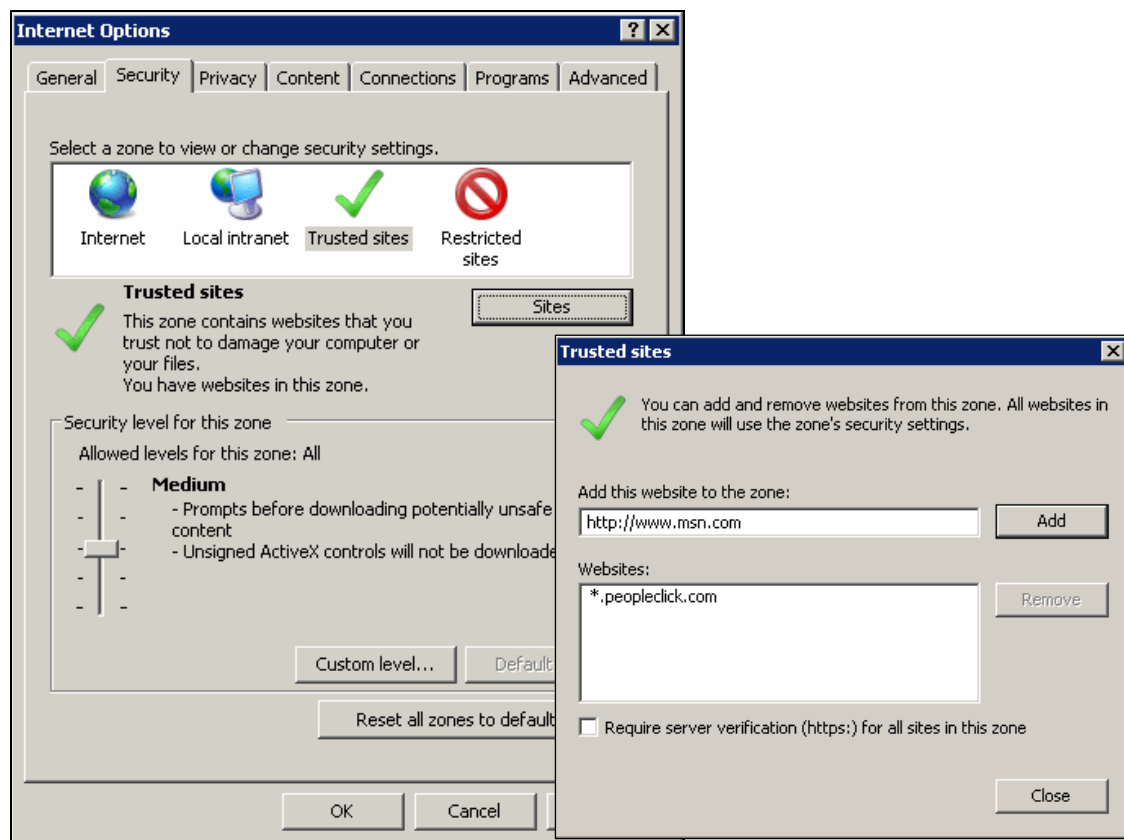
## Configure Internet Explorer


When you have successfully downloaded Internet Explorer, you must configure certain settings to ensure proper functions are available.

*Note:* The illustrations in this section show the dialog boxes that appear in Windows Internet Explorer 7. The dialog boxes for configuring Windows Internet Explorer 6 are similar.

- 1 Open Internet Explorer.
- 2 On the **Tools** menu, select **Internet Options**.

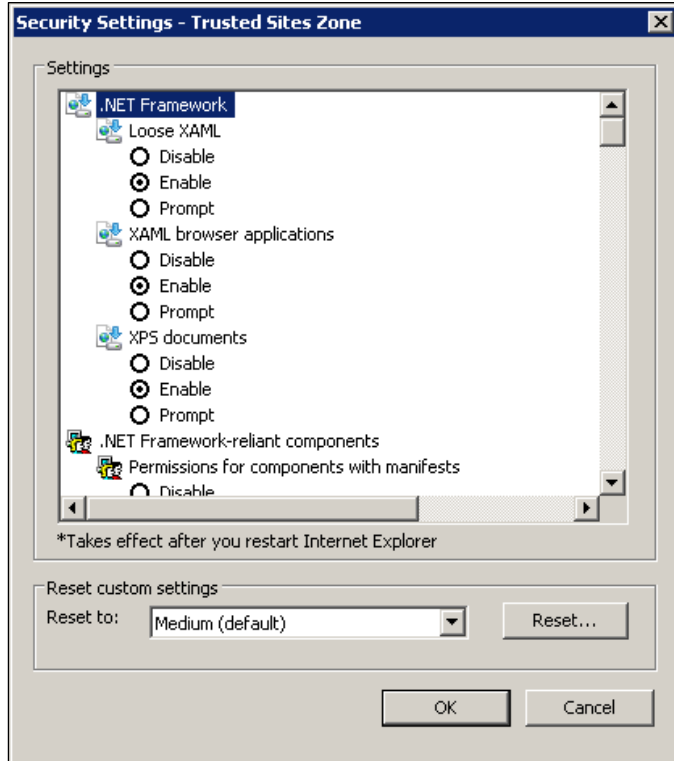
### Set Trusted Sites:



- 1 Click the **Security** tab at the top of the Internet Options dialog box.
- 2 Click the **Trusted Sites**  icon.
- 3 Click the **Sites** button.
- 4 Unselect the **Require server verification (https:) for all sites in this zone** check box.
- 5 Type **\*.peopleclick.com** in the **Add this Web site to the zone** field and click the **Add** button.
- 6 Click **Close** to return to the Security tab.

## Configure Internet Explorer (continued)

### Set Security Settings

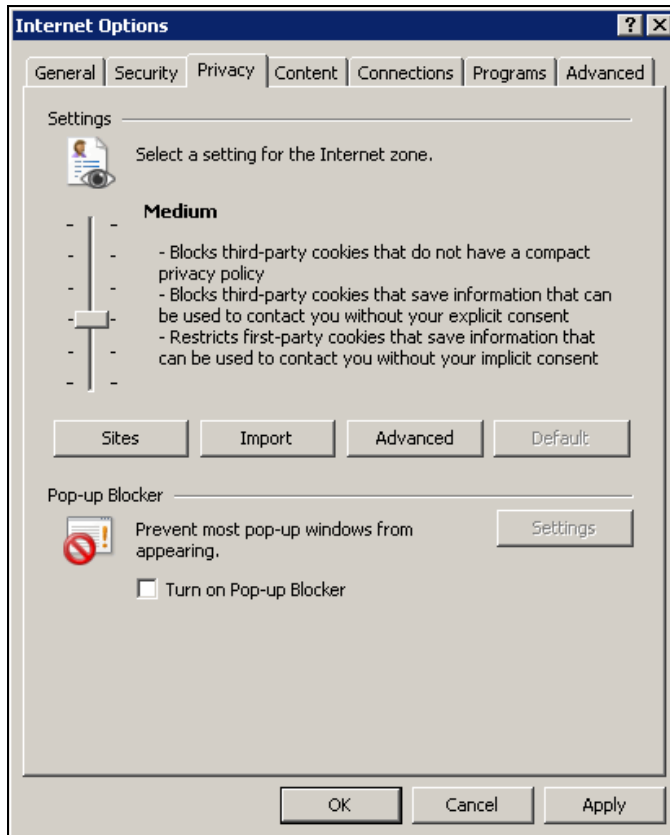


- 1 On the Security tab, click the **Custom Level** button.
- 2 Use the information in the table below to set the Security Settings that impact the Peopleclick Authoria RMS Recruiting Portal.
- 3 Click **OK** to apply and save your changes.

Setting Name	Required Value
<b>Active X controls and plug-ins</b>	
Download signed ActiveX controls	Prompt or Enable (Required only if using Outlook calendar or inbox on My Peopleclick tab and Outlook View Control is not already installed. Also supports the Business Intelligence Platform.)
Run signed ActiveX controls	Enable
Script ActiveX controls marked safe for scripting	Enable
Initialize and script ActiveX controls not marked as safe	Enable (Required only if using Outlook or Lotus Notes email triggers.)
<b>Downloads</b>	
Automatic prompting for downloads	Enable (Required to support the Business Intelligence Platform.)
File Download	Enable (Required to view candidate and requisition attachments that are not viewed natively within the browser window.)
<b>Miscellaneous</b>	
Submit non-encrypted form data	Enable. (Required to support the Candidate Portal if not using HTTPS.)
<b>Scripting</b>	
Active Scripting	Enable. (Required to support the Candidate Portal and Business Intelligence Platform.)

## Configure Internet Explorer (continued)

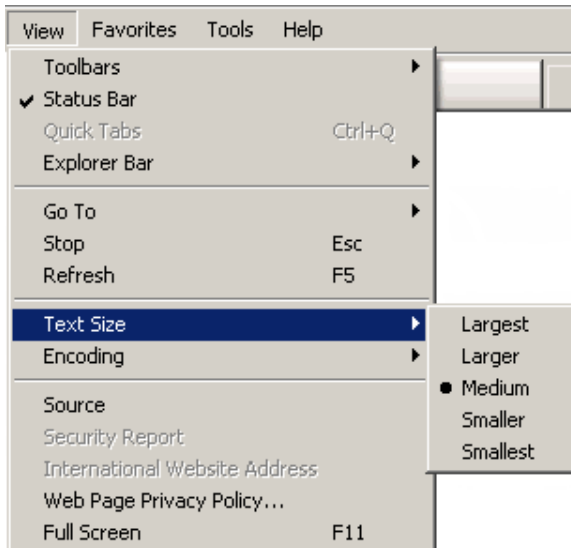
### Set Privacy Settings



- 1 Click the **Privacy** tab.
- 2 Use the slider to set the privacy setting to **Medium**.
- 3 Click **OK**.

## Configure Internet Explorer (continued)

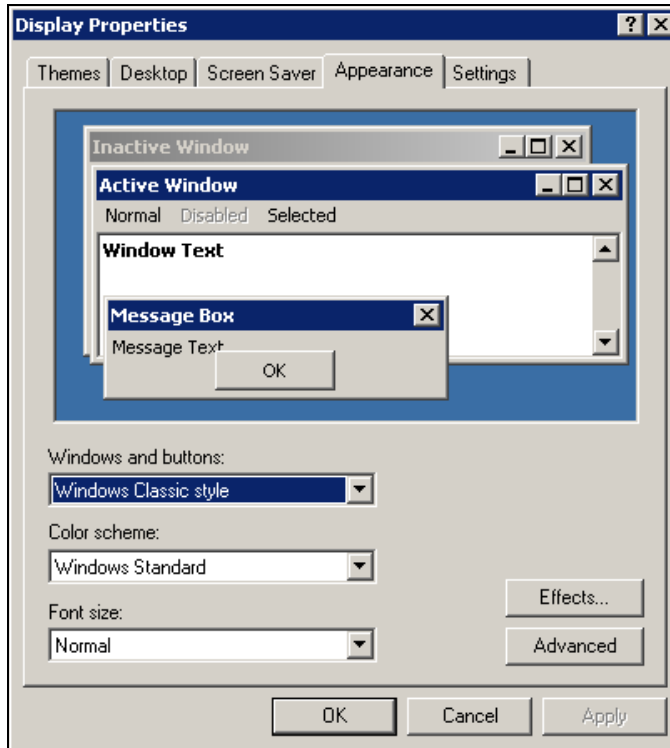
### Set Browser Text Size



- 1 On the **View** menu, click **Text Size**.
- 2 Select **Medium**, **Smaller**, or **Smallest**.

## Configure Desktop Settings

The Peopleclick Authoria RMS Recruiting Portal is best viewed when specific display settings are selected



- 1 Right-click in your Windows Desktop.
- 2 Select **Properties** from the pop-up menu.
- 3 Click the **Appearance** tab.
- 4 Select **Normal** in the **Font size** field.
- 5 Click the **Settings** tab.
- 6 Move the slider to set the display size to 1024X768.
- 7 Click the **Advanced** button.
- 8 On the **General** tab, select **Normal (96 DPI)** in the DPI Setting field and then click **OK**.
- 9 Click **OK**.