Disabling Pop-up Blockers

If an anticipated page does not appear in Spectrum+, you may have a Pop-Up Blocker feature turned on. This can occur when you try to print a purchase order or a regular voucher. The Pop-up Blocker will prevent the form or report from appearing on your screen.

Listed below are common Pop-up Blockers and directions on how to disable them within the Spectrum+ System and to make viewing of these reports and forms possible.

Disabling the Blocker for the Current Pop-up

Step 1: You will receive the message below, “Did you notice the Information Bar?”

Click the OK button on the message.

Step 2: A message appears directly below the toolbar, “Pop-up blocked.”

Step 3: Place your cursor on the message bar and right click. A list of values appears.
Step 4: Select “Temporarily Allow Pop-ups.” All pop-ups will be allowed while you are logged into the PeopleSoft session. Once you logout, the Pop-up Blocker will be restored for future sessions.

Disabling the Blocker for the PeopleSoft Site
The steps listed below will disable the pop-up blockers permanently.

Step 1: On MSN Toolbar, click on the down arrow to the right of Pop-ups Blocked. Click on Allow Pop-ups for this site. This will continue to block pop-ups for all other sites except this one. Forms or Reports will now appear on the screen and can be printed. (Note: When you are finished using PeopleSoft, you can go back and turn the pop-up blocker on by select Allow Pop-Ups.)

Blocking Pop-ups on Other Browsers

Internet Explorer
Select Tools, Pop-up Blocker, Turn Off Pop-up Blocker

Mozilla
Select Tools, Options
Click on Web Features located on the left side of window
Remove the checkmark from beside the Block Popup Windows

Netscape
Select Edit, Preferences
Click on the arrow beside the Privacy & Security located on the left side of window
Remove the checkmark from beside the Block unrequested popup windows
Click OK
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Safari
Go to the Safari menu
In the window that displays, click on Security
Remove the checkmark from Block pop-up windows
Updating Your Trusted Sites to include all GSU.EDU Websites

Changing security for Internet Explorer 8:

Step 1: On your desktop, open Internet Explorer

Step 2: On the menu, click on Tools, Select Internet Options

Step 3. Click on the Security tab.
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Upating Your Trusted Sites

Step 4: Click on **Trusted sites** icon and click on the **Sites** button.

![Internet Options](image)

- **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**: All
  - **Medium**
  - Prompts before downloading potentially unsafe content
  - Unsigned ActiveX controls will not be downloaded

- **Custom level**
- **Default level**
- **Reset all zones to default level**

**OK**  **Cancel**  **Apply**

Step 5: Ensure the **Require server verification** has a check.
Step 6: In the Add this website to the zone box, type *.gsu.edu and click the Add button.

After clicking Add, you should see the website added to the bottom box. Ensure the Require server verification box is checked.

Step 7: Press the OK button.
Step 8: Click on the **Custom Level** button.

Step 9: In the Settings section, scroll down to **ActiveX controls and plug-in**. Select the **Disable** radio button. In the **Reset to** dropdown, select **Medium-Low** and Press the **Reset** button.
You will receive a Warning, Press the Yes button.

Step 10: Press the OK button.
Step 11: Press the **Apply** button.

Step 12: Press the **OK** button.