

Supported Internet Settings Process Guide

NC E-Procurement works best in specific Internet browsing applications supported by the Ariba Buyer software. As well, there are certain browser settings that must be enabled in order for all pieces of NC E-Procurement to function correctly. This process guide will cover the supported browsers and settings.

I. Supported Browsers

The recommended web browser for accessing and using NC E-Procurement is Internet Explorer 7 or greater. Additionally, the Ariba Buyer software utilized by NC E-Procurement specifically supports the following Internet browsers:

- 1. Internet Explorer versions 7 through 8
- 2. Mozilla Firefox versions 3 through 6
- 3. Safari versions 3.2 through 4.0

Note: If you do not have one of the above Internet browsers, you may experience reduced functionality when working in NC E-Procurement. Please consult your local IT support to obtain one of the above browsers. If entity policies require use of Internet Explorer version 8 or above, it may be helpful to utilize the browser's **'Compatibility View'** setting. Please see further guidance at the conclusion of this document for instructions on how to update this setting.

Note: Adobe Flash Player 7 or above must also be installed.

II. Internet Browser Settings

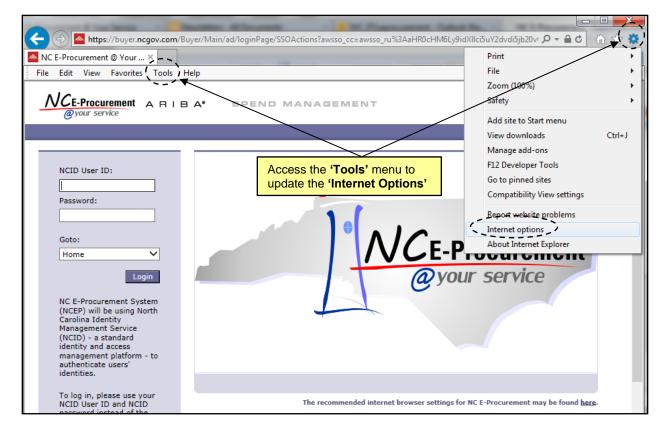
There are certain Internet browser settings that must also be enabled to allow NC E-Procurement to function properly. Please ensure that the following settings have been enabled.

Note: Before updating browser settings, please work with your local IT department to confirm entity standards. Some settings may require administrator privileges to change, and IT support may be required.

Note: The below instructions cover Internet Explorer, which is the preferred browser for using NC E-Procurement. However, similar settings exist for other browsers. Please consult with local IT support if unable to find the specific settings noted.



1. From an Internet Explorer Page, click 'Tools' and select 'Internet Options.'





2. On the 'General' tab, under 'Browsing history,' click the 'Delete' button.

Internet Options			
General Security Privacy Content Connections Programs Advanced			
Home page View the ' General ' tab To create nome page tabs, type each address on its own line.			
http://www.google.com/			
Use <u>c</u> urrent Use <u>default</u> Use <u>b</u> lank			
Browsing history			
Delete temporary files, history, cookies, saved passwords, and web form information.			
Delete browsing history on exit			
Delete			
Search			
Change search defaults. Settings			
Tabs			
Change how webpages are displayed in Se <u>t</u> tings tabs.			
Appearance			
Colors Languages Fonts Accessibility			
OK Cancel Apply			



3. The **'Delete Browsing History'** window opens. Check the **'Temporary Internet files'** and **'Cookies'** boxes, along with the boxes beside any other category that needs to be deleted. Click the **'Delete'** button.

Delete Browsing History		
Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.		
Temporary Internet files Copies of webpages, images, and media that are saved for faster viewing.		
 Cookies Files stored on your computer by websites to save preferences such as login information. 		
History List of websites you have visited.		
Download History List of files you have downloaded.		
Form data Saved information that you have typed into forms.		
Passwords Saved passwords that are automatically filled in when you sign in to a website you've previously visited.		
ActiveX Filtering and Tracking Protection data A list of websites excluded from filtering, and data used by Tracking Protection to detect where websites might be automatically sharing details about your visit.		
About deleting browsing history Delete Cancel		

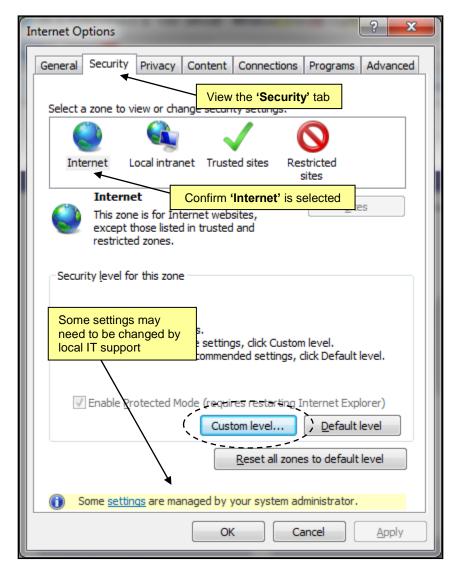


4. Go back to the 'General' tab and under 'Browsing history,' click the 'Settings' button. Confirm the radio button of 'Every time I visit the webpage' is selected and click 'OK.'

Temporary Internet Files and History Settings
Temporary Internet Files 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
 Every time I start Internet Explorer <u>A</u>utomatically <u>N</u>ever
Disk space to use (8-1024MB) (Recommended: 50-250MB) Current location: C:\Users\matthew.a.wood\AppData\Local\Microsoft\Windows\Ter Internet Files\
Move folder View <u>o</u> bjects <u>V</u> iew files
History Specify how many days Internet Explorer should save the list of websites you have visited. Days to <u>keep pages in history:</u> 20
(OK) Cancel

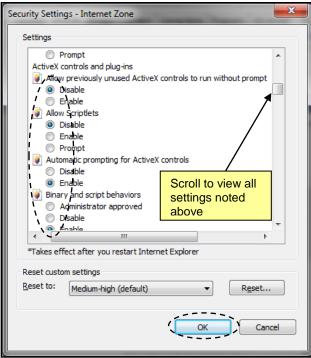


- 5. Go to the 'Security' tab and confirm that 'Internet' is selected.
- 6. Click the 'Custom level...' button.



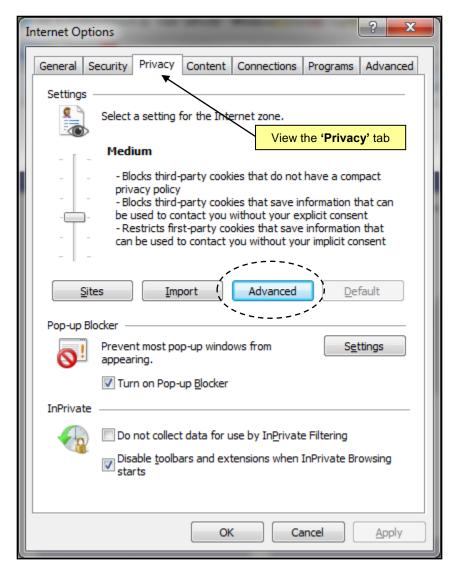


- 7. Set each option as suggested:
 - a. Under 'ActiveX Controls and Plug-ins':
 - i. Disable "Allow previously unused ActiveX Controls to run without prompt"
 - ii. Disable "Allow Scriptlets"
 - iii. Enable "Automatic Prompting for ActiveX Controls"
 - iv. Enable "Display video and animation on a webpage that does not use external media player"
 - v. Enable "Binary and Script Behaviors"
 - vi. Choose Prompt for "Download Signed ActiveX Controls"
 - vii. Disable "Download unsigned ActiveX Controls"
 - viii. Disable "Initialize and Script ActiveX Controls not marked as safe for scripting"
 - ix. Enable "Run ActiveX Controls and Plug-ins"
 - x. Enable "Script ActiveX Controls marked as safe for scripting"
 - b. Scroll down under 'Downloads':
 - i. Enable "Automatic Prompting for file downloads"
 - ii. Enable "File Download"
 - iii. Enable "Font Download"
 - c. Scroll down under 'Scripting':
 - i. Enable "Active Scripting"
 - ii. Choose Prompt for "Allow programmatic Clipboard access"
 - iii. Disable "Allow status bar updates via script"
 - iv. Enable "Allow Website to prompt for information using scripted windows"
 - v. Disable "Enable XSS Filter"
 - vi. Enable "Scripting for Java Applets"
- 8. Click '**OK**.' If the system asks if you are sure that you want to change the settings for the zone, click '**Yes**.'





9. Go to the 'Privacy' tab and click the 'Advanced' button.





- 10. Check the '**Override automatic cookie handling**' box and ensure that the '**Accept**' radio button is selected for '**Third-party cookies**.'
- 11. Uncheck the 'Override automatic cookie handling' box and Click 'OK.'

Advanced Privacy Settings	x
You can choose zone. This over	Uncheck this box after setting 'Third-party cookies' to 'Accept'
Cookies	
Verride automatic coo	kie handling
First-party Cookies	Third-party Cookies
Accept	Accept
O Block	Block
O Prompt	Prompt
Always allow session cookies	
	OK Cancel

12. Click 'OK' again to apply all Internet Browser setting changes.

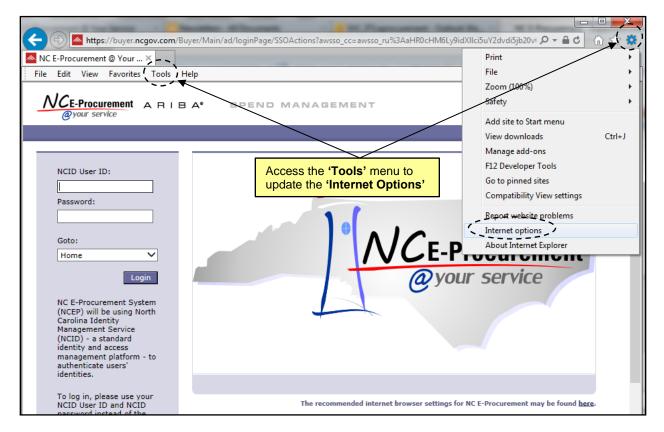




III. Compatibility View Settings

Because NC E-Procurement works best in Internet Explorer versions 7 through 8, it is recommended to utilize the browser's '**Compatibility View**' setting when using newer versions of Internet Explorer so that NC E-Procurement will function as intended. This setting may be updated as follows:

- 1. Access NC E-Procurement via https://buyer.ncgov.com/Buyer/Main/
- 2. Click the 'Tools' icon or menu option and select 'Compatibility View Settings.'





- 3. The web site URL '**ncgov.com**' should automatically appear in the '**Add this website:**' free-text field, but if it doesn't, type in '**ncgov.com**' (without the quotes).
- 4. Click 'Add' and the web site URL should appear in the 'Websites you've added to Compatibility View:' field.

Compatibility View Settings	
Change Compatibility View Settings	
Add this website:	
ncgov.com	Add
Websites you've added to Compatibility View:	· · · · · · · · · · · · · · · · · · ·
Confirm ncgov.com is entered	Remove
☑ Display intranet sites in Compatibility View ☑ Use Microsoft compatibility lists Learn more by reading the <u>Internet Explorer privacy</u>	statement Close



5. Click **'Close.'** The page will refresh, and now the page will be accessed via Compatibility View each time it is visited in the future.

ompatibility View Settings	×
Change Compatibility View Settings	
Add this website:	Add
Websites you've added to Compatibility View:	
ncgov.com	Remove
Confirm the URL ap this box before click	
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists	
Learn more by reading the Internet Explorer pri	vacy statement
	(<u>C</u> lose

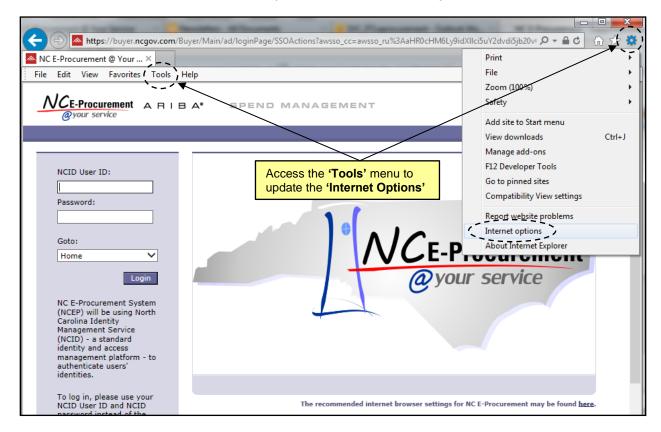


Note: If the Internet Explorer browser option '**Delete browsing history on exit**' is selected, then the compatibility view setting will be deleted when the user next closes the browser. To preserve the compatibility view settings for NC E-Procurement, please follow the below steps:

1. Add https://buyer.ncgov.com/Buyer/Main/ to your Internet Explorer Favorites list.

Note: NC E-Procurement must be added as a favorite for the below steps to function correctly.

2. Click on the 'Tools' icon or menu option and select 'Internet Options.'





3. Click the **'Delete...'** button directly under the **'Delete browsing history on exit'** check box.

I	nternet Options						
ſ	General Security Privacy Content Connections Programs Advanced						
l	Home page						
l	To create home page tabs, type each address on its own line.						
l	http://eprocurement.nc.gov/						
l	-						
	Use <u>c</u> urrent Use de <u>f</u> ault <u>U</u> se new tab						
	Startup						
	Start with tabs from the last session						
	Start with hor Note 'Delete browsing						
	Tabs history on exit' has been selected.						
l	Change how web						
l	Browsing history						
l	Delete temporary files, history, cookies, saved passwords, and web form information.						
l	■ Delete browsing history on exit						
l	Delete						
l	Appearance						
l	Colors Languages Fonts Accessibility						
	OK Cancel Apply						



4. Check the '**Preserve Favorites website data**' box. Selecting this option will also preserve the compatibility view settings any time the history or temporary internet files are manually deleted.

Note: At least one other option must also be checked in order to complete the above step. Please confirm the selected options are correct before proceeding.

5. Click the 'Delete' button.

Delete Browsing History			
Preserve Favorites website data Keep cookies and temporary-Internet files that enable your favorite websites to retain preferences and display faster.			
Imporary Internet files and website files Copies of webpages, images, and media that are saved for faster			
viewing. Viewing. Cookies and website data Files or databases stored on your computer by websites to save			
preferences or improve website performance.			
At least one of these options must be selected.			
Eorm data Saved information that you have typed into forms.			
Passwords \$aved passwords that are automatically filled in when you sign in to a website you've previously visited.			
Tracking Protection, ActiveX Filtering and Do Not Track A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.			
About deleting browsing history Delete Cancel			

6. Click the 'OK' button.

This should now prevent the compatibility view settings from being deleted each time the browser is closed.