

Overview

This business process guide demonstrates how to configure your computer to allow attachments to open from the various recruiting pages in SJSU @ Work (PeopleSoft HSJPRD).

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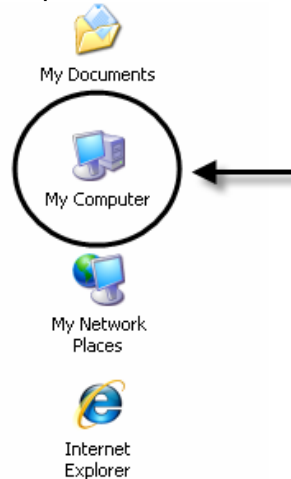
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Edit File Types Options

This section demonstrates how to ensure that various types of documents (DOC, PDF, XLS) will automatically open when a hyperlink is clicked from the recruiting pages in PeopleSoft.

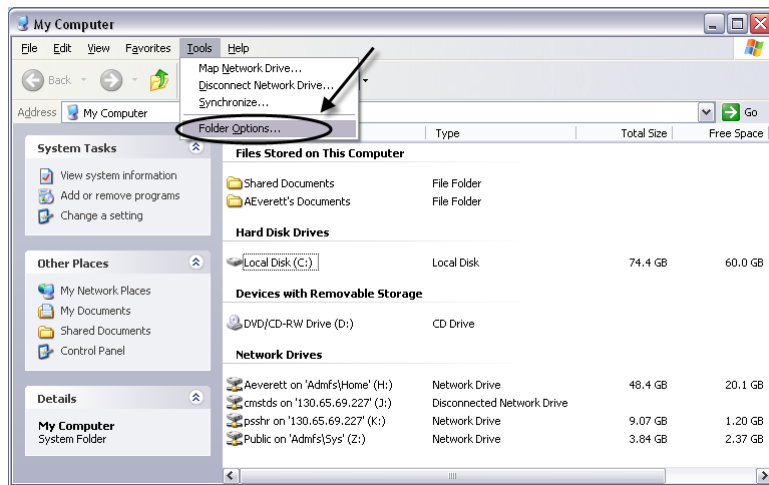
The desktop icons display.

1. From your desktop, open **My Computer**.



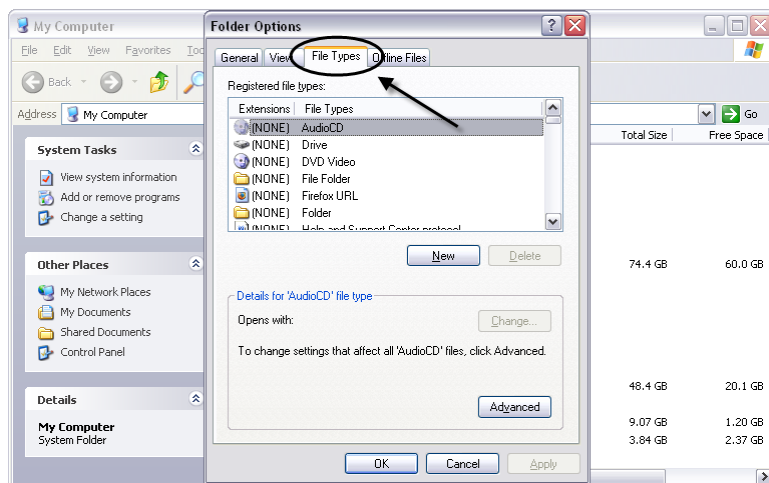
The My Computer folder displays.

2. Navigate to **Tools > Folder Options**.



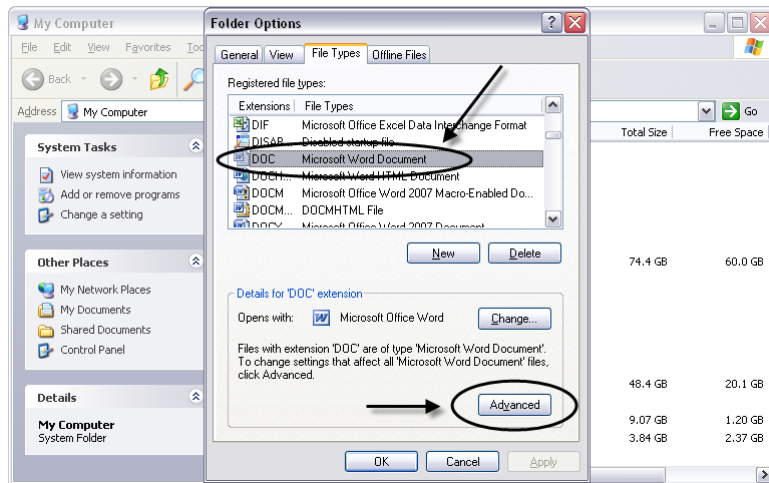
The Folder Options box displays.

3. Click the **File Types** tab.



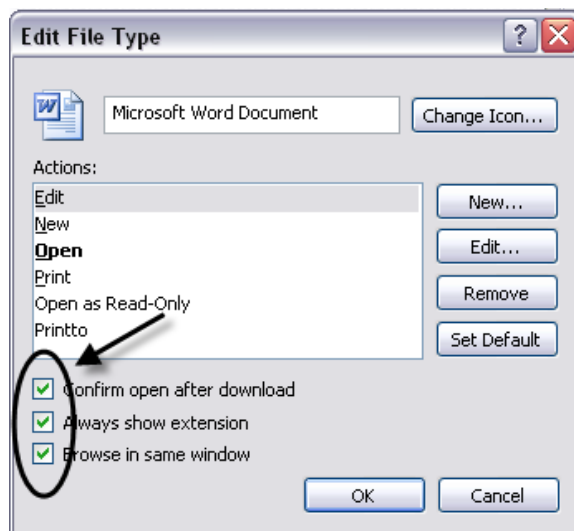
The File Types display.

- 4. Scroll down to extension **DOC**, which is the file type Microsoft Word Document.
- 5. Click the **Advanced** button.

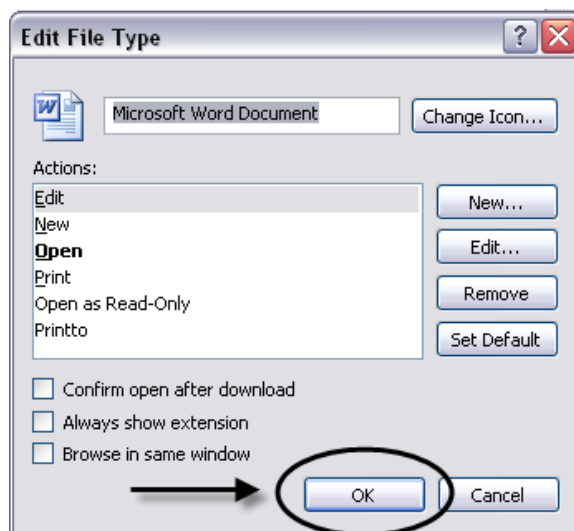


The Edit File Type box displays.

- 6. Uncheck **Confirm open after download** (if applicable).
- 7. Uncheck **Always show extension** (if applicable).
- 8. Uncheck **Browse in same window** (if applicable).

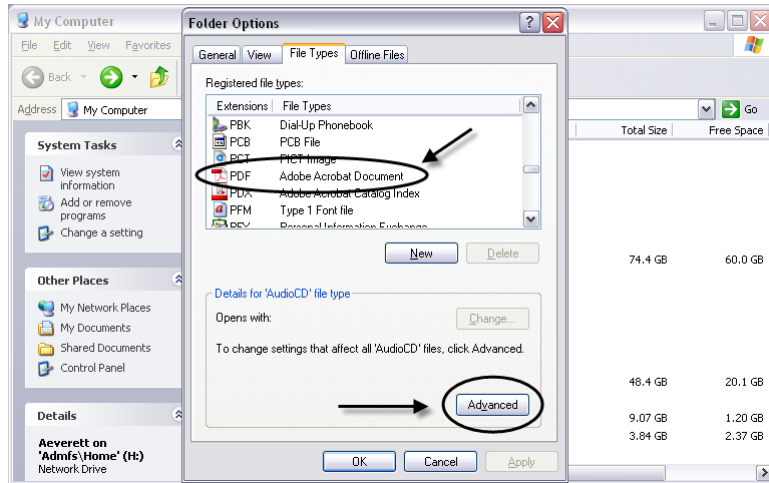


- 9. Click **OK**.



The File Types display.

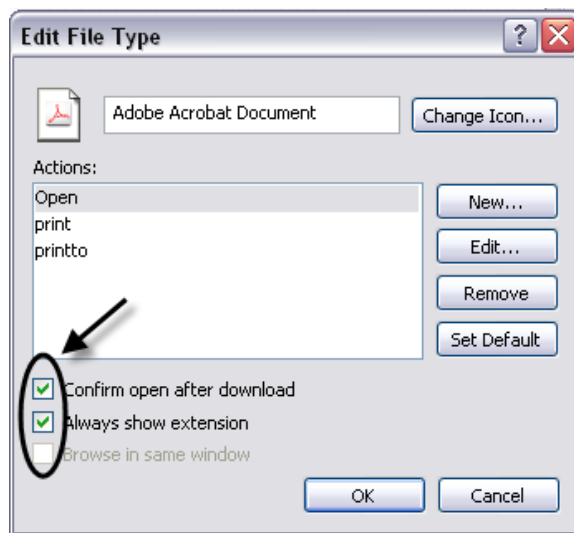
- 10. Scroll down to extension **PDF**, which is the file type Adobe Acrobat Document.
- 11. Click the **Advanced** button.



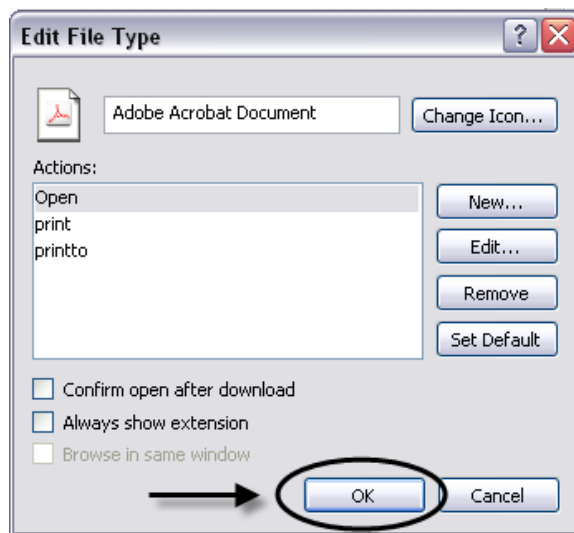
The Edit File Type box displays.

- 12. Uncheck **Confirm open after download** (if applicable).
- 13. Uncheck **Always show extension** (if applicable).

The Browse in same window checkbox is grayed out and unchecked.

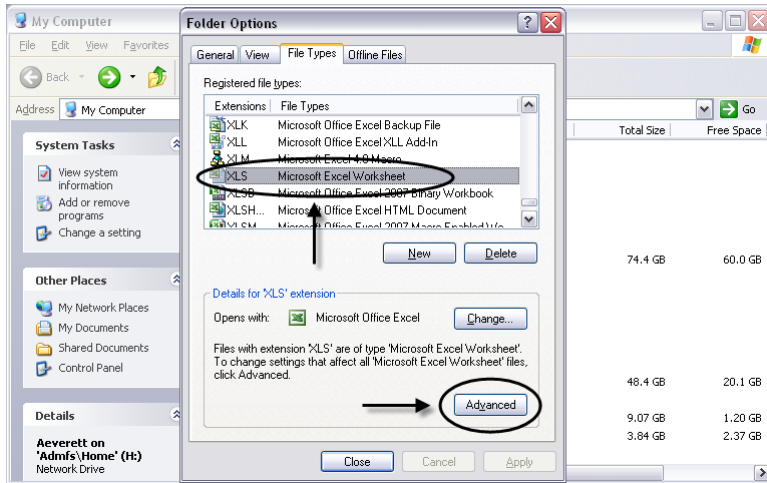


- 14. Click **OK**.



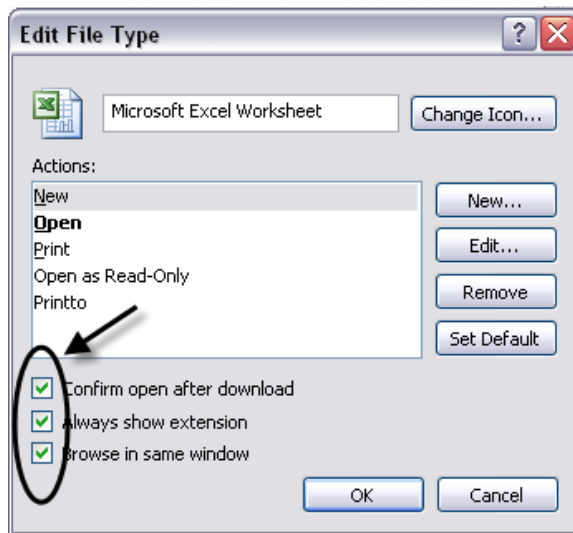
The File Types display.

- 15. Scroll down to extension **XLS**, which is the file type Microsoft Excel Worksheet.
- 16. Click the **Advanced** button.

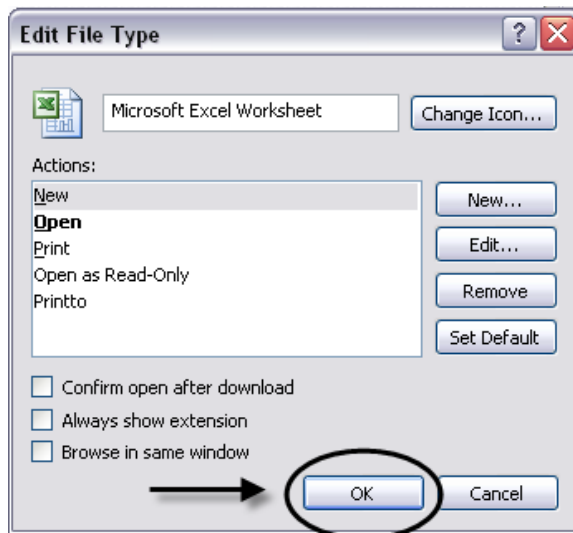


The Edit File Type box displays.

- 17. Uncheck **Confirm open after download** (if applicable).
- 18. Uncheck **Always show extension** (if applicable).
- 19. Uncheck **Browse in same window** (if applicable).



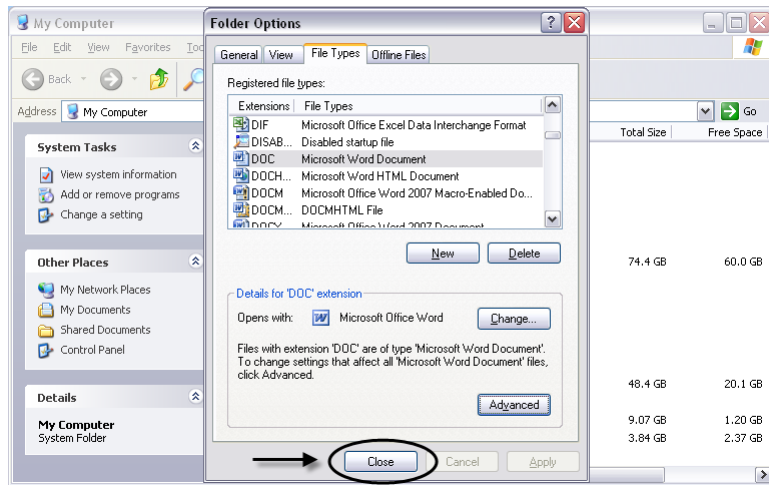
- 20. Click **OK**.



The File Types display.

- 21. Click the **Close** button.
- 22. Close **My Computer**.
- 23. Try opening an attachment from one of the recruitment pages.

If it opens successfully, then you have finished. If it does not, then proceed to the next section.



Edit Internet Explorer Security Preferences

This section demonstrates how to edit your Internet Explorer security preferences.

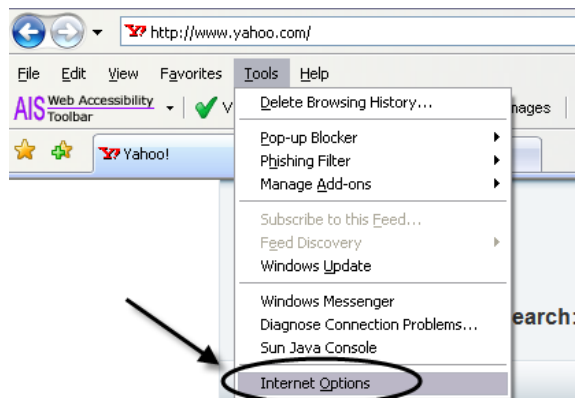
The desktop icons display.

1. Open **Internet Explorer**.



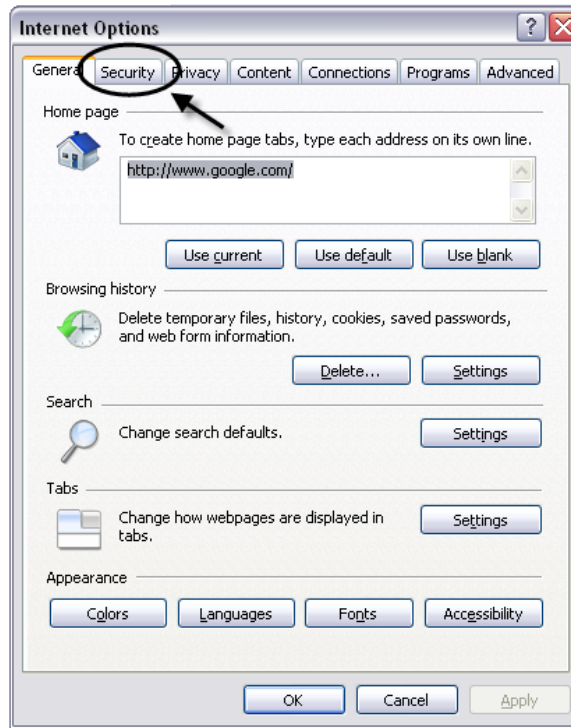
Internet Explorer displays.

2. Navigate to **Tools > Internet Options**.



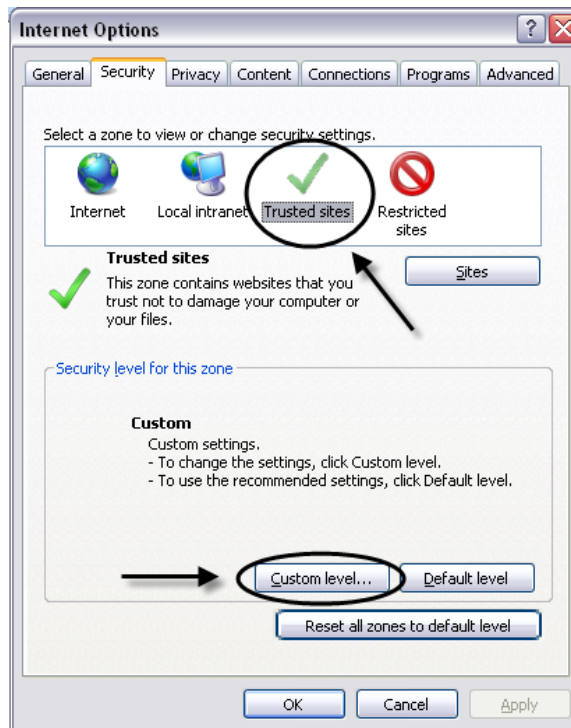
The Internet Options box displays.

3. Click the **Security** tab.



The security options display.

4. Highlight the **Trusted sites** icon.
5. Click the **Custom level** button.



The Security Settings box displays.

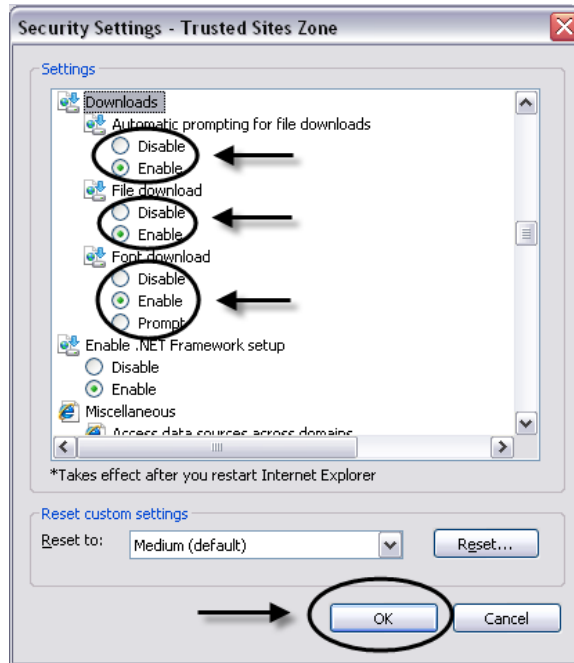
6. Scroll down to **Downloads**.
7. If Automatic prompting for file downloads, File download, and Font download is **Enabled**, then **Disable** all of them.

Or

If Automatic prompting for file downloads, File download, and Font download is **Disabled**, then **Enable** all of them.

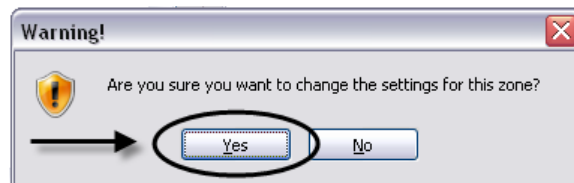
8. Click **OK**.

Note: The idea is to reverse the current settings. You will actually do this twice.



A warning dialogue box opens.

9. Click the **Yes** button.



The Internet Options box displays.

10. Click the **Sites** button.



The Trusted Sites box displays.

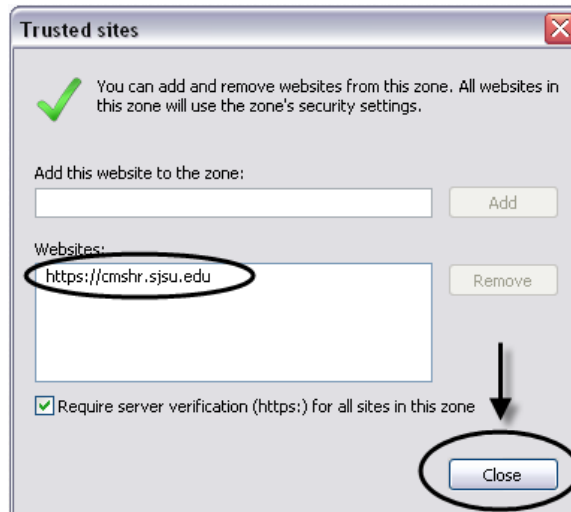
11. Type the URL **https://cmsshr.cms.sjsu.edu** for SJSU @ Work (PeopleSoft HSJPRD) under Add this website to the zone.

12. Click the **Add** button.



The URL displays in the Websites box.

13. Click the **Close** button.



The Internet Options box displays.

14. Click **OK**.



The desktop icons display.

15. Re-open **Internet Explorer** and repeat steps 2–10.
16. Open Internet Explorer again and try opening an attachment from any recruitment page.

If you are able to open the attachment successfully, then you have finished. If not, continue to the next section.



Edit Pop-up Blocker Preferences

At minimum, there is one pop-up blocker built into Internet Explorer. Many people have additional pop-up blockers from other toolbars, such as Google or Yahoo. This section demonstrates how to ensure that pages from <https://cmshr.sjsu.edu/> for SJSU @ Work (PeopleSoft HSJPRD) are allowed through the pop-up blocker in IE, as well as the Google and Yahoo toolbars. If you have another toolbar installed, you may need to follow similar steps to ensure that it allows these pages.

Internet Explorer Pop-up Blocker

This section demonstrates how to edit Internet Explorer Pop-up Blocker settings.

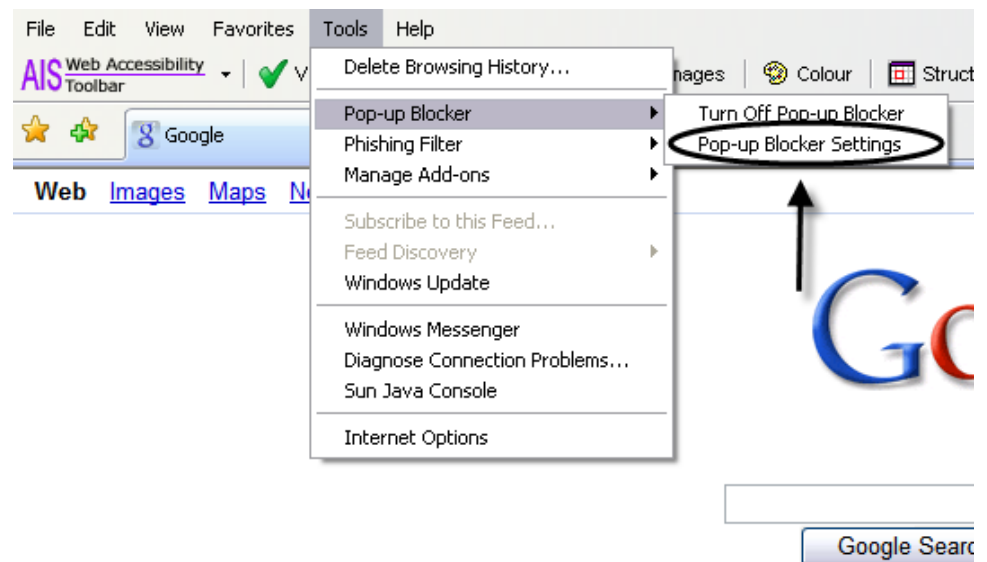
The desktop icons display.

1. Open **Internet Explorer**.



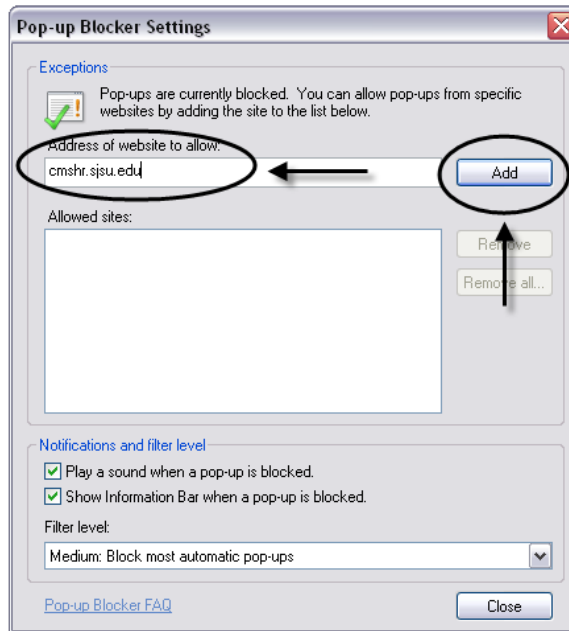
Internet Explorer displays.

2. Navigate to **Tools > Pop-up Blocker > Pop-Up Blocker Settings**.



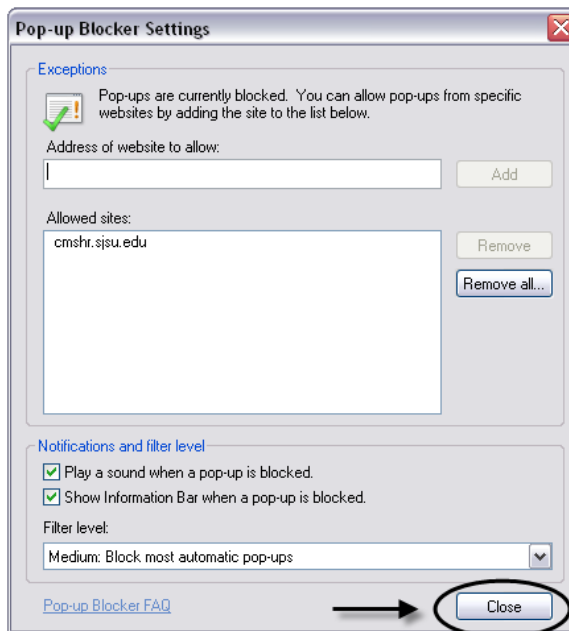
The Pop-up Blocker Settings box displays.

3. Enter **cmshr.cms.sjsu.edu** in the box titled **Address of website to allow**.
4. Click the **Add** button.



The address appears under Allowed sites.

5. Click the **Close** button.



Google Toolbar

This section demonstrates how to edit the Google Toolbar Pop-up Blocker settings.

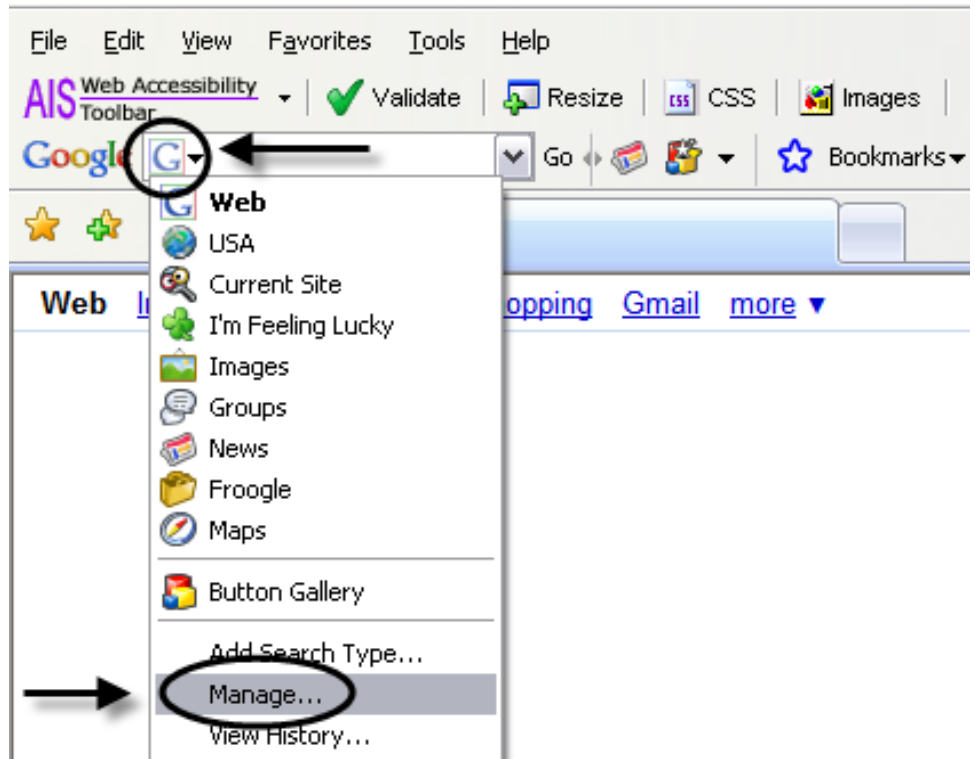
The desktop icons display.

1. Open **Internet Explorer**.



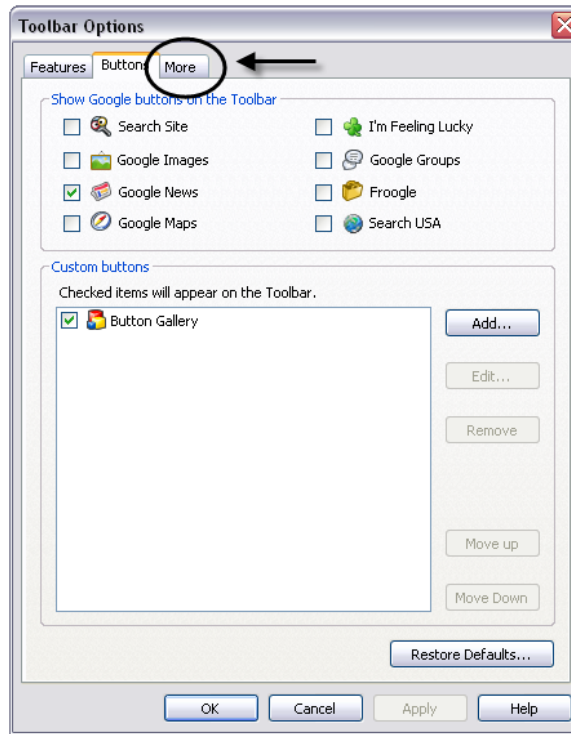
Internet Explorer displays.

2. If you have the Google Toolbar installed, click the **G** icon.
3. From the dropdown menu, select **Manage...**



The Toolbar Options box displays.

4. Click the **More** tab.

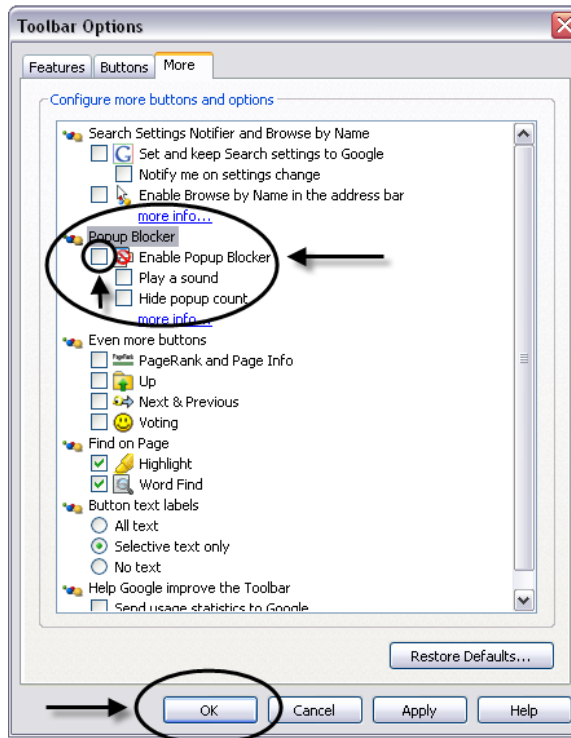


The More options page displays.

5. To block pop-ups, check the **Enable Popup Blocker** box.

Note: If you already have this enabled, you may skip this step.

6. Click **OK**.



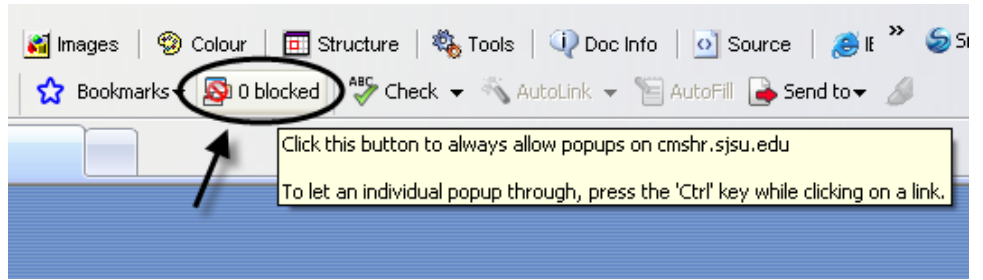
Internet Explorer displays.

7. Navigate to a page inside SJSU @ Work (PeopleSoft HSJPRD). The login page will work.

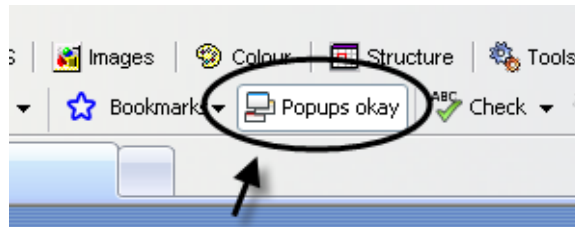
Note: Hovering over the button will give you the option to allow pop-ups from the site.

8. Click the **0 Blocked** button on the Google Toolbar.

Note: The number blocked may differ on your toolbar.



The button changes to indicated that pop-ups are okay from this webpage.



Yahoo Toolbar

This section demonstrates how to edit the Yahoo Toolbar Pop-up Blocker settings.

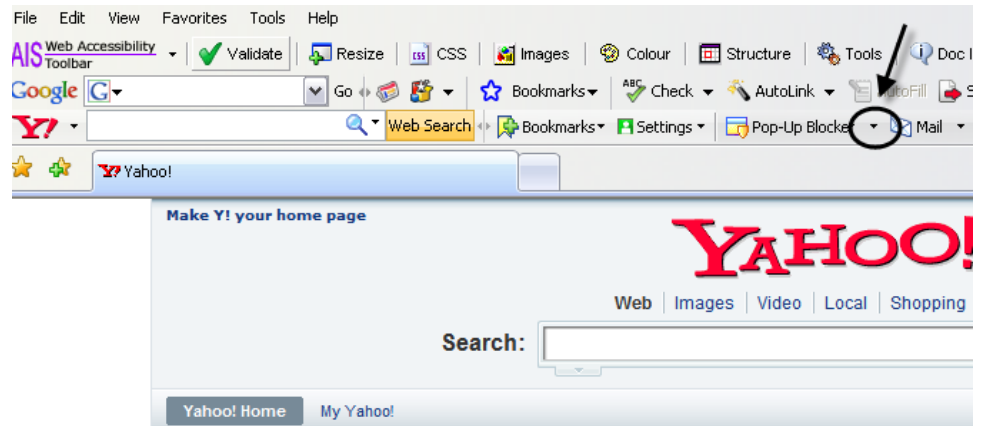
The desktop icons display.

1. Open **Internet Explorer**.



Internet Explorer displays.

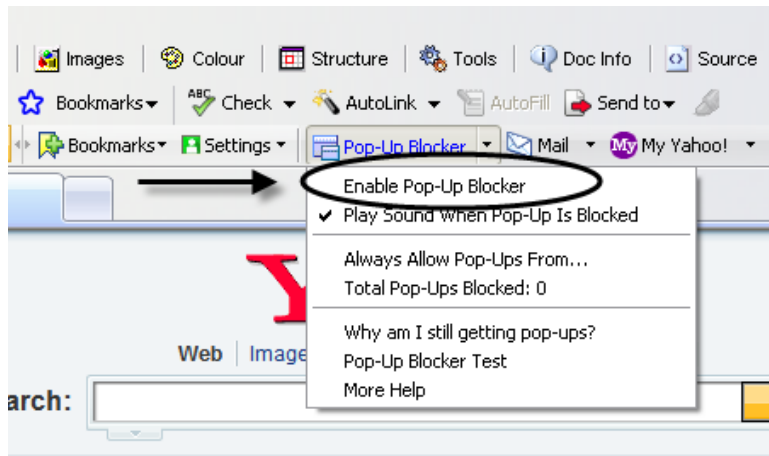
2. If you have the Yahoo toolbar with Pop-Up Blocker, click the **arrow** next to the Pop-Up Blocker button.



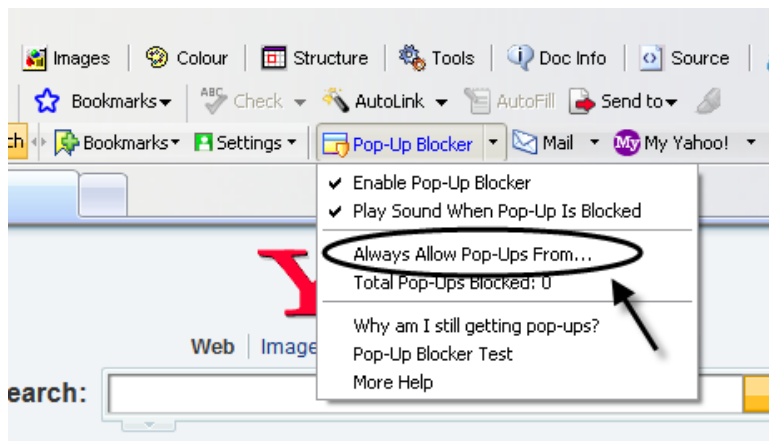
The Pop-up Blocker dropdown menu displays.

- From the dropdown menu, make sure **Enable Pop-Up Blocker** is checked if you wish to block pop-ups on all pages.

Note: If you already have this enabled, you may skip this step.



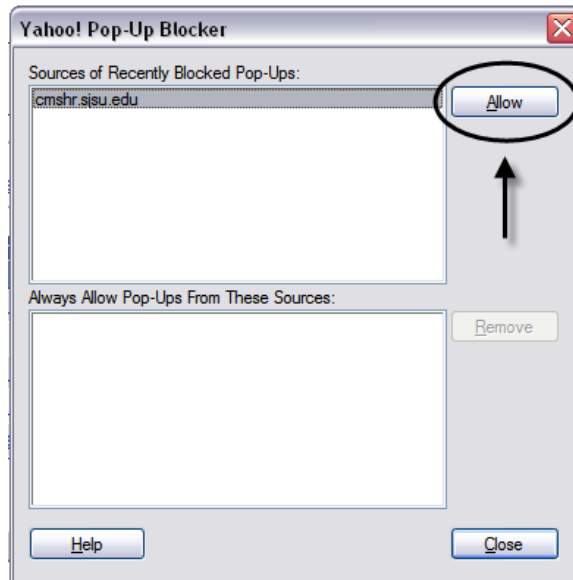
- From the dropdown menu, select **Always Allow Pop-Ups From**.



The Pop-Up Blocker box displays.

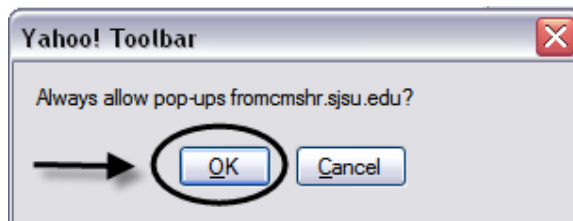
5. Select **cmshr.cms.sjsu.edu**.
6. Click the **Allow** button.

Note: You will only be allowed to add this site if the Pop-up Blocker has already blocked it before. You may have to attempt to open a document to force the block in order to add the site here.



A confirmation message displays.

7. Click **OK**.



The URL displays under Always Allow Pup-Ups From These Sources.

8. Click the **Close** button.

