



SAP Browser Settings

Use this Job Aid to:

- Ensure that your browser settings are appropriate for the SAP system

BEFORE YOU BEGIN

You will need to know your operating system (Windows XP, Vista, Windows 7, Mac OS, etc.), what browser you are using, and what version.

Browser Settings for SAP

Use this procedure to verify that your browser settings are appropriate for the SAP system. If you have any questions about your browser version or settings, consult with your LAN administrator.

Currently Supported Operating Systems and Browser Versions:

Windows XPIE 6, IE 7, Firefox 3.0

Windows Vista IE 7, Firefox 3.0

MAC OS X: 10.2-10.5 (Tiger/Leopard) Firefox 3.0

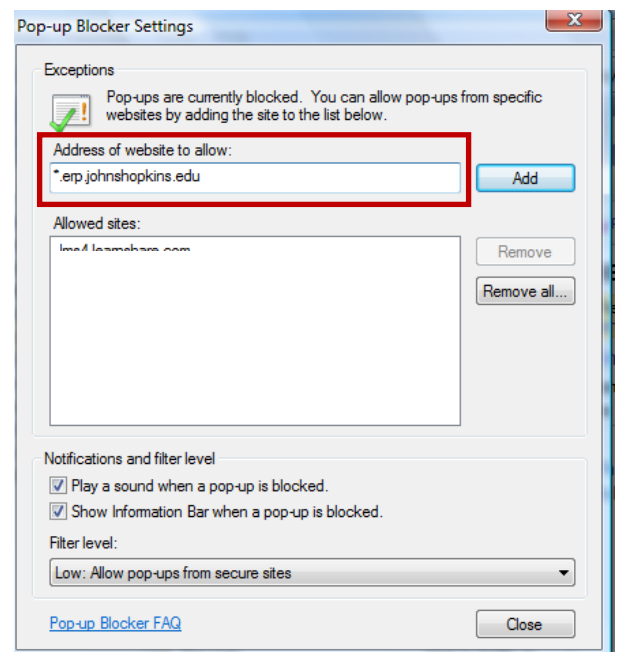
Not Yet Supported by SAP:

- IE8 on *any* version of Windows
- Windows 7
- Mac OS X 10.6 (Snow Leopard)
- Firefox 3.5 (or greater) on any version of Windows or any version of Mac OS X
- Safari, Chrome, or other browsers

If you are using IE 6 and/or IE 7, you may need to make the following adjustments:

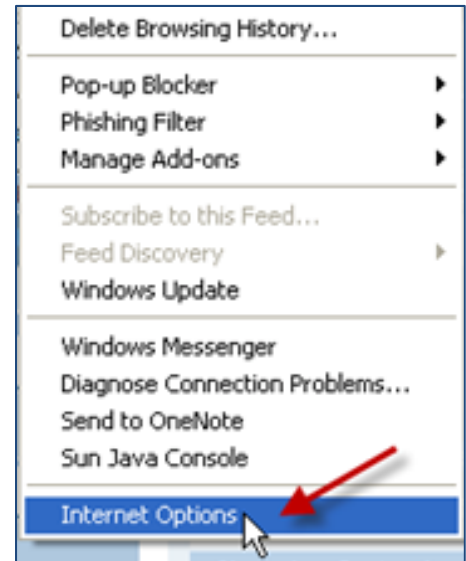
1. Set up the Pop-up Blocker. Your pop-up blocker (if you have it turned on) needs to allow pop-ups from SAP.

- Under the “**Tools**” menu at the top of Internet Explorer, click “**Pop-up Blocker.**”
- If your Pop-up Blocker is turned off, you don’t need to do anything further.
- If the Pop-up Blocker is turned on, then click “Pop-up Blocker Settings” and the screen to the right will appear.
- Enter ***.erp.johnshopkins.edu** into the address field, then click “Close” to save your settings.

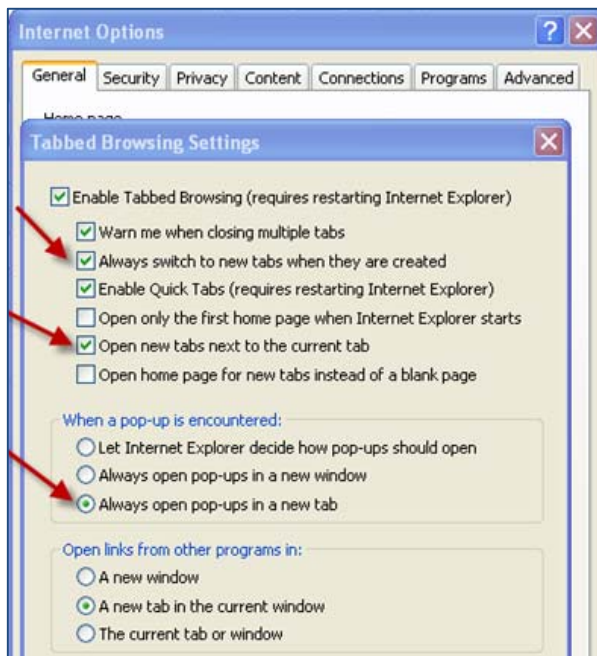
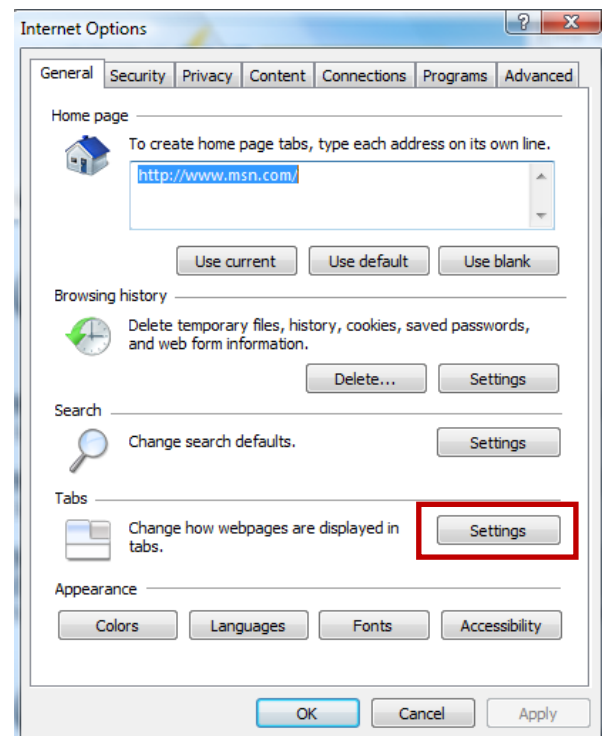


2. Tabbed Browsing Settings (IE7 Users Only). If you are using IE7, make sure that your browser will display the new SAP tabs correctly.

- Select “**Internet Options**” under “**Tools**” at the top of Internet Explorer.



- On the “General” page, you will see a heading called “**Tabs.**” Select “**Settings**” to the right of “Tabs” to adjust the settings for SAP.
- Set the “**Browser Settings**” as shown below.

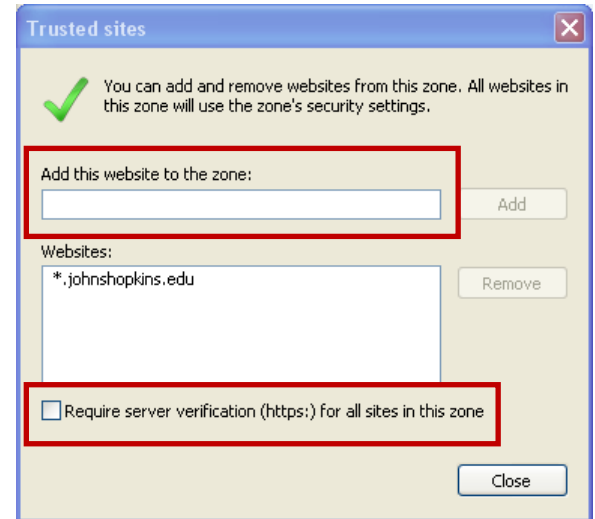
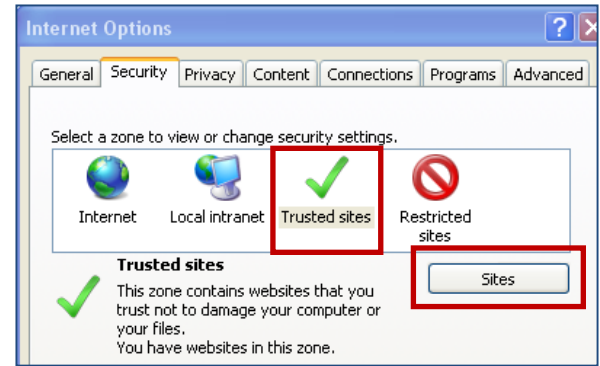


3. Trusted Sites (IE 6 and 7 Users). Make sure that “.johnshopkins.edu” is added to the trusted sites tab in your browser.

- Select “**Internet Options**” under “**Tools**” at the top of Internet Explorer.
- Select the “**Security**” tab immediately to the right of the “**General**” tab.
- Click “**Trusted sites**” in the box at the top of the window and then click the “**Sites**” button immediately below the box. The “**Trusted sites**” popup window will appear.
- In the box that says “**Add this website to the zone:**” type:

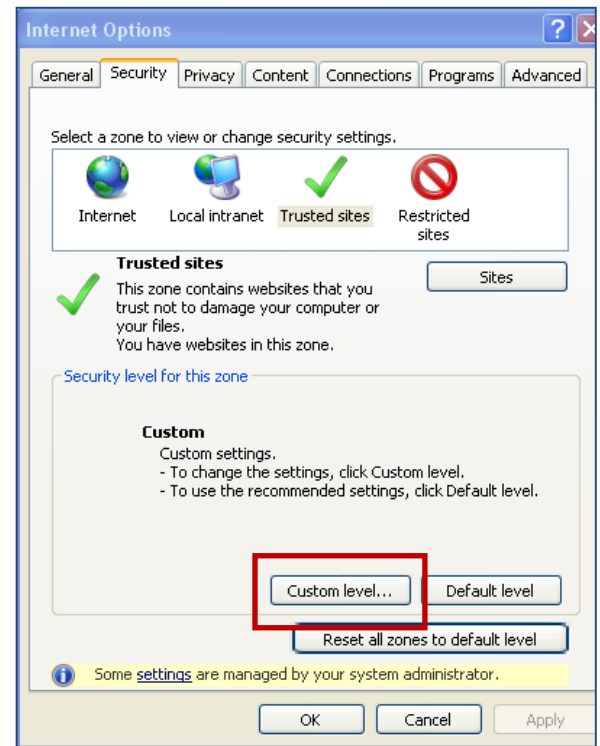
***.johnshopkins.edu**

- **Uncheck** the box next to “**Require server verification (https:) for all sites in this zone.**” *Make sure you do this before you click “Add” in the next step.*
- Click the “**Add**” button to save your entry. It should then appear in the “**Websites**” box.
- Click “**Close**” to close the window and save your entry.



4. Enable Downloads. While you are still on the “Security” tab, ensuring that “Trusted Sites” remains the chosen zone, adjust the security level to enable downloads from SAP.

- Click “**Custom level...**” to display the settings. Note that this box may not be available, depending on your security settings. If you do not see it, contact your LAN Administrator for assistance.



- Scroll down until you see the header called “**Downloads.**”
- Click the radio buttons to enable:
 - Automatic prompting for file downloads
 - File download
 - Font download
- Click “**OK**” to save your settings.
- Click “**OK**” when you are back at the “Internet Options” window to save your settings.

If you experience any difficulties completing any of these steps, please contact your LAN Administrator.

